

District 13 Al-Anon

Meeting Minutes

January 9, 2012

- 1) **Opened Meeting:** Opened meeting with serenity prayer and concept 1 read by Suzanne F.
- 2) **In Attendance:** Ceilia N., GR, Chairperson; Agota P., Webmaster, DR; Linda B., GR; Claude D., out-going Treasurer, Jim V., GR, Treasurer; Emily C., GR, Institutions Coordinator; Jo Q., Literature Coordinator; Pamela S., GR; Marie L., Secretary; Alice E., Alateen Coordinator; Liz R., GR; Suzanne F., GR; Lee D., Co-GR; Chris D., Meeting List Coordinator; Linda L., GR; Jess R., GR; Linda G., GR; Heili E., GR; Linda B., GR
- 3) **December Minutes Approved:** Minutes approved as is.
- 4) **Business:**

4a) Open service positions: Alternate DR is open. The alternate DR would work with Agota as DR, filling in for her, go to district meetings and recruit GR's, and go to NCWSA meetings if the DR can't make it. Jess asked if they vote at assemblies but they don't. The DR goes to area committee meetings and votes there for Northern California business. Claude said the DR represents the district and the meetings in the district. Jess said he'd think about the position.

Day In Al-Anon Chairperson is open. Heili said she'd consider it. Agota made a list of days when the Day In Al-Anon would conflict with other business on her flyers. Bring the flyer to your meetings and spread the word. Alice said it was fun when her meeting sponsored it and it brought the members closer.

Newsletter editor is open and Jess said Darleen is interested in the position, and Jess would be co-editor. Alice nominated Darleen as newsletter editor, Heili seconded it, we took a vote and elected Darleen as newsletter editor.

The Quarterly Speaker Meeting Coordinator is still open. Jo said we could form a small committee for the position and pass around a yearly sign-up sheet. A group usually sponsors the meeting. Heili asked how we recruit speakers, we told her the speaker can be from your home group or also outside your home group. Heili suggested each GR can take on one quarter. Ceilia said we'd put it on the agenda for next month.

4b) Training for New GR's: We took a vote of GR's interested in going to a GR training. Several GR's were interested. Agota said she'd run the next training session at her home in Redwood City. She said she could do two of them, one on a weeknight and one on the weekend. Agota brought more copies of our GR training manuals she compiled. She will post the details for her training sessions on the Google Group. At this point, Pamela said she didn't get a request to join our Google Group, and Amy, GR from Half Moon Bay is not in our Google Group. Agota will send an evite to those who need to join. At this point we noted that Peter (GR in Palo Alto) has had family business and could not attend today's meeting.

4c) Update our meeting and GR rooster: Agota passed the GR roster for updating.

4d) Google Group Sign Up: Agota will send evites for Google Group sign up.

4e) Alateen Funding: Alice requested monies for her expenses in Alateen. We determined she needs money for literature, printing flyers, postage, and travel expenses to be determined. Jim said we have the assets in our district, and after a discussion suggested an amount of \$550.00 needed at this point. We took a vote and approved the funds of \$550.00 for Alice's expenses. Alice said we pass around cans for donations for Alateen in the district and at the Area level as well. Agota at this point said we should have the coordinators submit a request for their budget for the new year at next month's district meeting.

4f) Meeting Format: Jess requested we should acknowledge people who arrive late and make time at the end of our meeting for GR concerns. Chris pointed out we missed a district meeting last year and the regular pattern was changed. Jo said 2 out of 3 meetings a quarter are when GR's can check in. Jess requested a check in at the end of each meeting. Claude said there is not a lot of time for coordinators reports and those need to be included. Heili said we can submit our questions as GR's on the google group. Jess said he would paraphrase his concerns and send them out to the Google Group.

5) Coordinator Reports:

5a) District Representative: Agota distributed her report, note the convention flyer in her handouts.

5b) Website Coordinator: Agota said last year we got 12,000 hits. She keeps the website updated

5c) Treasurer's Report: Claude gave her last Treasurer Report. Our expenses were in excess of income. Jim still needs to work with Claude so he can sign the checks. Ceilia also needs to sign up for the district 13 Non-Profit Corporation as an officer.

5d) Literature Office Coordinator: Jo submitted a summary of her report to the secretary. Total sales for year 2011 was \$8,933 and total purchases for year 2011 was \$7,950. Jo will provide the details to District Officers later.

5e) Quarterly Speaker Meeting Coordinator: Position still open.

5f) Public Information Coordinator: Judy submitted her report (in absentia).

5g) Institutions Coordinator: Emily submitted her report. She noted she wants to get our meetings into the women's jail and Hillcrest Juvenile detention center. She was wondering if her volunteers should receive training. She is going to the H&I convention in Redding and needs money for her expenses. All coordinators will submit their budget requests to our next district meeting in February.

5h) Alateen Coordinator: Alice submitted her report. She enlisted one more AMIAS person. She is looking for new Alateen sponsors, contact her if you're interested. She's posting updates on our website, and is considering starting a Google Group for Alateen.

5i) Teleservice Coordinator: Judy was not present.

5j) Newsletter Editor: Position open.

5k) Meeting List Editor: Chris brought in extra meeting lists.

6) GR Reports:

Emily wants a place in San Mateo for her Monday Lunch Bunch it's a noisy facility. The new facility she found is closed for Holidays. She also wants to move project 90 in San Mateo. Jo suggested it could be in someone's home on Holidays. Jim said they want to extend the time for the Wednesday noon meeting in Burlingame. Agota said she would update the website when it gets changed. Linda L. wants to register a new meeting and needs the form. Chris said when a GR steps down make sure you change the contact person information on the appropriate form for WSO and the Area. Pamela wanted to know if her meeting can change the way the revolving secretary position in her home group works. We told her to have a business meeting and take a vote at the meeting.

7a) Next Month: The coordinators will come with requests for their budgets next month. Jim will give his treasurers report and a topic discussion about what our district funds. Next month is a topic discussion meeting.

7b) Close Meeting With the Al-Anon Declaration

7c) Next Meeting will be on February 13, 2012

District 13 Al-Anon Business Meeting Minutes February 13, 2012

1) Opened Meeting: Opened meeting with Serenity Prayer and Concept 2 read by Suzanne F.

2) In Attendance: Carmina C., Alternate GR; GR; Colleen O, GR; Eloise M, Alateen Committee Volunteer; Heili E, GR; Jess R, GR; Julianna F., GR; Lee D., GR; Linda G., GR; Linda L., GR; Liz R., GR; Mary C., GR; Suzanne F., GR; Tracy F., GR; Agota P., DR; Alice E., Alateen Coordinator; Ceilia M., GR, District Meeting Chair; Chris D., Meeting List Coordinator; Jo B., Literature Office Coordinator; Jim V., GR, District Treasurer; Linda B., GR; Archivist; Marie L., District Secretary; Lee. B, Day In Al-Anon Chairperson

3) January Minutes Approved: January minutes approved as is.

4) Business:

4a) District Representative Report: Agota distributed her report. She mentioned open service positions, Judy resigned as Public Information Coordinator but will continue as Teleservice Coordinator. GR training went well, if you got a service manual be sure to pay Jo for the material. The Day In Al-Anon is in progress, Lee will give her report. The Al-Anon Alateen Convention is coming up April 2012, bring flyers to your groups, including registration forms. A discount code is available on the flyer. The district roster was handed out, if you're not in the google group see Agota, All the GR's must keep the A16 forms current. NCWSA Meeting in Eureka was fruitful. Check out their new website, note the new NCWSA donation address on the flyer Agota handed out. We now have new pink cans for H&I donations. The South Bay is starting a new Young People Al-Anon Meeting to help Alateens moving on to Al-Anon.

4b) Treasurers Report: Jim will give his report at the topic discussion

4c) Open District Positions: Alternate DR needed, duties include doing group outreach and filling in for DR. PI needed, duties include getting word out to professional community, news media and parents about Al-Anon and Alateen. Quarterly Speaker Meeting Coordinator is a simple position. Agota suggested we form a group to look into this and we can discuss it on our Google group this month.

4d) Day In Al-Anon: Lee B., is our chair for this event. She handed out forms to bring to our groups, a sheet for the names of those volunteering to help with the activities of the day. Lee's phone number is (650) 329-8298. Her address is 2563 Webster St., Palo Alto, CA 94301. Her email is birdseylee@gmail.com. The speakers are a couple in recovery from Canada.

4e) Literature Office Coordinators Report: Jo handed out a flyer with details on how to order literature online for District 13 groups. Email Jo if you have any questions. Jo is starting to deliver literature orders to our District Meetings to keep trips to the literature office to a minimum. Jo brought a case of *Al-Anon Faces Alcoholism* tonight, take them to your groups, and we can start distributing these as a group project for all our groups in the district. Jo said we have a stamp to put our district website address on these booklets.

5) Topic Discussion: Al-Anon Finances at the Group and District level:

Chris D. presented a lively discussion on finances. He presented a handout with graphs. The first discussion was looking at our total income for the district, total expenses, and the net result. In total, it is \$100.00 net gain over 5 years. Chris asked for questions. The first questions were about our prudent reserve and making donations to NCWSA and WSO. The CD is not our prudent reserve, and it is not on our Income Statement. It

was suggested we set a number for our prudent reserve. It was asked if anything stipulates what we can spend money on. Jo said it is in our service manual. It was asked what do we donate to WSO and NCWSA. Chris said we have a percentage we give them, it is up to us to donate what we can to them, it was pointed out the individual groups send money regularly. Jim said our district policy has been to donate \$800.00 a year to NCWSA and WSO. Chris pointed out all the GR's are sent requests for donations to WSO. The second graph was a Net Income/Loss from Literature and Events. Jim said this is ingoing and outgoing only, it doesn't consider Literature inventory, it doesn't mean it is a loss. Julianna said in the past District 13 didn't have a Literature Office. The 3rd graph is a Finance Discussion Handout. It was pointed out that Historical Expenses by Coordinator Function is spotty, some coordinators don't have a regular annual expense listed. The fourth handout was a Finance Discussion. Financial Results by year, Expenses, and Income. Jim said as a new Treasurer he wants to create a budget, so he wants all the coordinators to give him a budget amount. The next question was what do we need to do next about our finances. The following requests were made. What should the size of our Prudent Reserve be? Talk about our surplus. Make Coordinators Budgets. What is the current value in our checking account? How may District 13 use funds, ie, can a GR be reimbursed for expenses to go to the assemblies by the district? New meetings can get seed money to start up from the district, but how much? Chris suggested we can form a thought force on the need and proper size of the District prudent reserve, and we voted, with substantial unanimity to form one. Those interested were told to give their contact information to Jim after tonight's meeting.

6)Final Business

6a) Alateen Flyers: Alice brought green flyers for an Alateen Sponsor Training Workshop open to all Al-Anons on Saturday, March 17th at Lee B.'s house in Palo Alto. Please hand them out at your meetings.

6b) Request From Suzanne: Suzanne's Sunday Night Al-Anon meeting in San Carlos is small and needs support. Please spread the word.

6c) New Business:

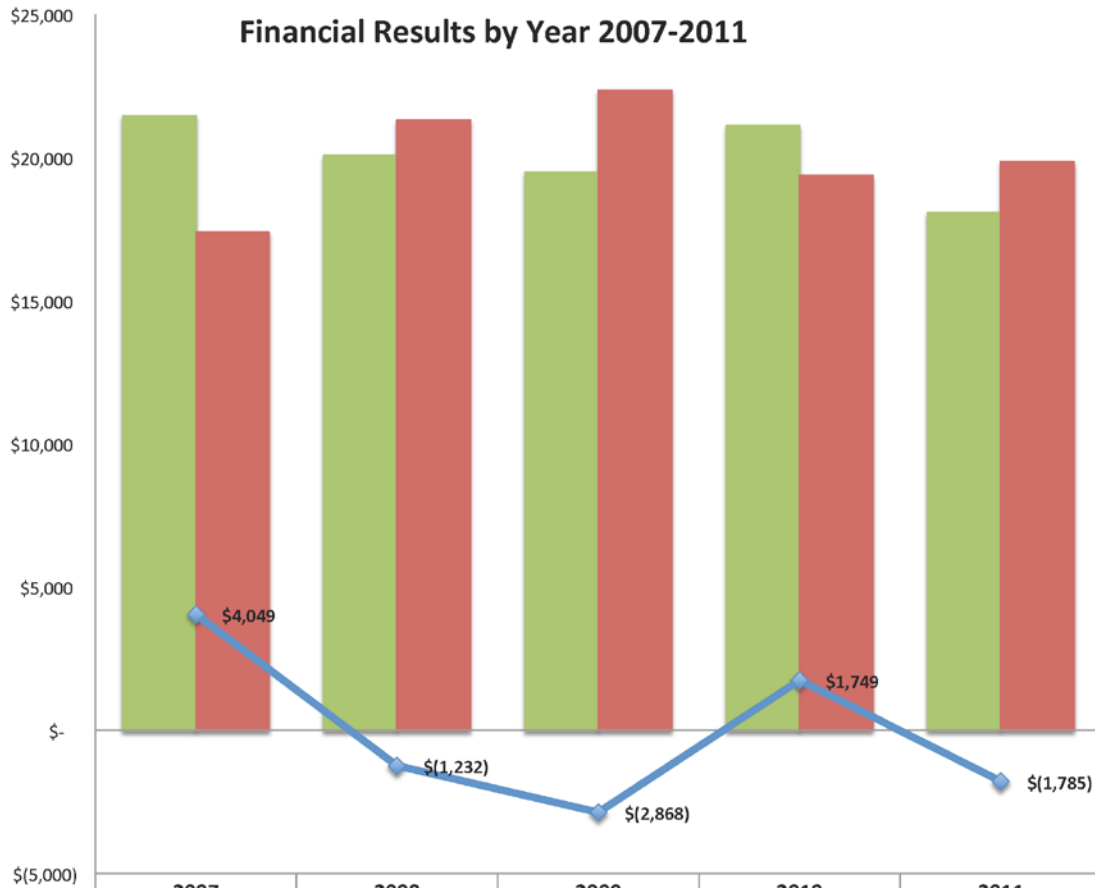
Go to the Google group to discuss Quarterly Speaker Meeting format and volunteers. Questions concerning the pink donation cans can be discussed on the Google group. It was requested we cut down on unnecessary emails on the Google group, if a specific person is the recipient of an email, email them on their email address, not to the whole Google group. Should we have a person do the function of meeting outreach? Some of our meetings are on the border of our District, how we handle this can be discussed on our Google group. It was requested we allow GR's to check in at all business meetings. Ceilia will send us all a list of these requests on the Google Group.

7a) Next Month: Next month is a Topic Meeting. Alice volunteered to facilitate the discussion on service and Tradition 3 for next months meeting. It was asked if the thought force wants to present their findings next month, and we decided to wait and see what happens by notifying each other on the Google Group regarding what the thought force wants to do regarding their findings.

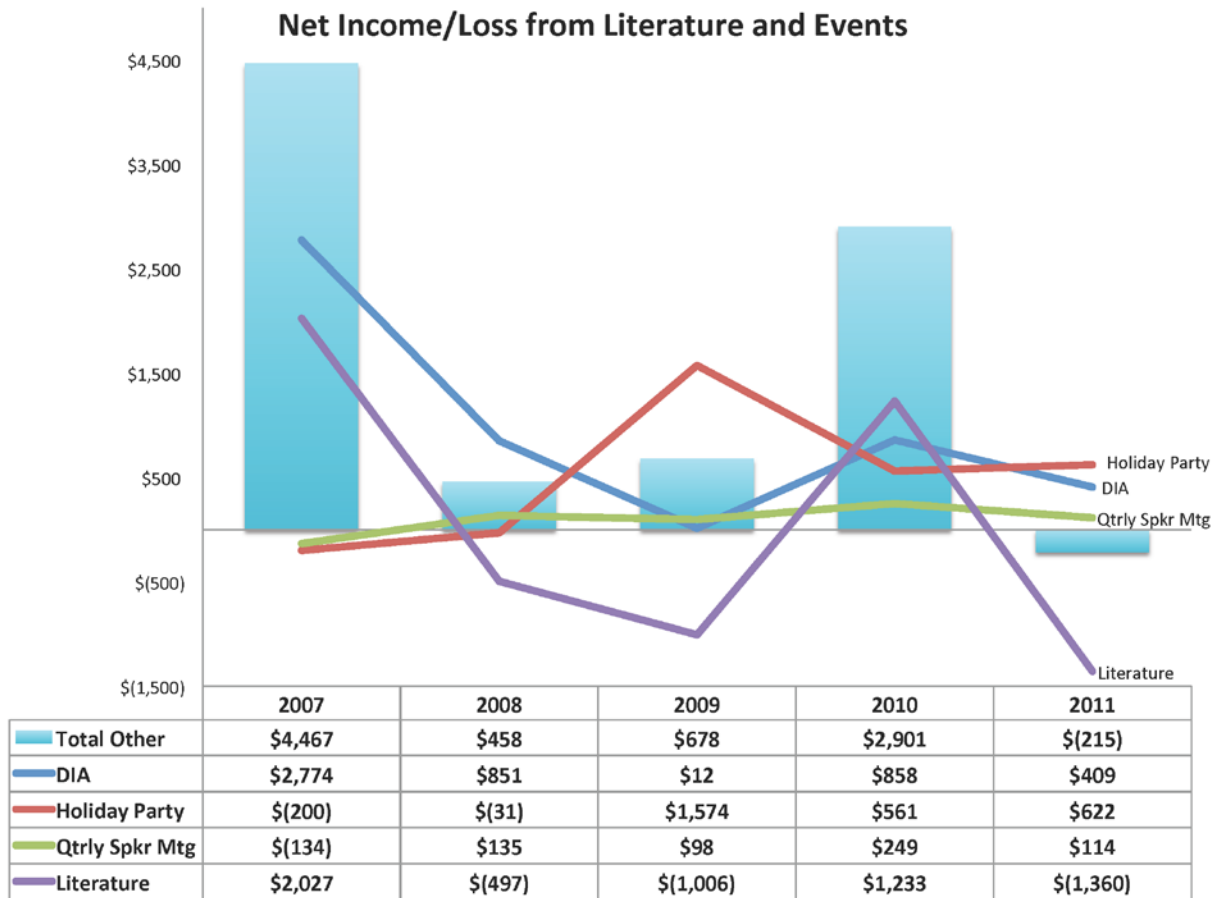
7b) Close Meeting With the Al-Anon Declaration

7c) Next Meeting will be on March 12, 2012

District 13 Finance Discussion Handout



	2007	2008	2009	2010	2011
Total Income	\$21,453	\$20,083	\$19,490	\$21,126	\$18,082
Total Expenses	\$17,404	\$21,315	\$22,358	\$19,377	\$19,867
Net Results	\$4,049	\$(1,232)	\$(2,868)	\$1,749	\$(1,785)



District 13 Finance Discussion Handout

February 13, 2012
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2011 Expenses (excluding literature & events)

Alateen	\$	386
Bank Charges	\$	53
Conventions	\$	-
DistMtg Rent	\$	150
DistPOBox	\$	62
DR expenses	\$	736
Filing Fees	\$	20
Institutions	\$	-
Liability Ins	\$	862
Meeting List	\$	1,193
NCWSA donation	\$	800
Newsletter	\$	-
Office Supplies	\$	20
Postage/Delivery	\$	17
Printing/Copies	\$	145
Public Info	\$	866
Raffle permit	\$	20
Teleservice	\$	1,137
Website	\$	-
WSO donation	\$	800
TOTAL	\$	7,267

2011 Income (excluding literature and events)

Donations	\$	5,248
Interest	\$	66
Insurance Dividend	\$	383
TOTAL	\$	5,697

Assets (at end of CY2011):

<i>BofA checking</i>	\$	5,871
<i>Compass CD</i>	\$	7,839
SUBTOTAL (cash assets)	\$	13,710
Literature Inventory	\$	4,797
TOTAL	\$	18,507

Net Income/Loss from Literature and Events

Year	2007	2008	2009	2010	2011
DIA	\$ 2,774	\$ 851	\$ 12	\$ 858	\$ 409
Holiday Party	\$ (200)	\$ (31)	\$ 1,574	\$ 561	\$ 622
Qtrly Spkr Mtg	\$ (134)	\$ 135	\$ 98	\$ 249	\$ 114
Literature	\$ 2,027	\$ (497)	\$ (1,006)	\$ 1,233	\$ (1,360)
Total Other	\$ 4,467	\$ 458	\$ 678	\$ 2,901	\$ (215)

Historical Expenses by Coordinator Function:

Year	2007	2008	2009	2010	2011	Average ^o
Alateen	\$ -	\$ -	\$ -	\$ -	\$ 386	\$ 386
Archives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Rep	\$ 858	\$ 802	\$ 1,333	\$ 946	\$ 736	\$ 935
Institutions	\$ -	\$ -	\$ 300	\$ 221	\$ -	\$ 261
Literature	\$ 10,274	\$ 11,100	\$ 10,656	\$ 9,068	\$ 10,990	\$ 10,418
Meeting List	\$ 492	\$ 577	\$ 565	\$ 699	\$ 1,193	\$ 705
Newsletter	\$ 373	\$ 298	\$ 680	\$ 439	\$ -	\$ 448
Public Info	\$ 45	\$ -	\$ 644	\$ 845	\$ 866	\$ 600
QtrlySpMtg	\$ 176	\$ -	\$ 186	\$ -	\$ -	\$ 181
Teleservice	\$ 762	\$ 1,269	\$ 1,101	\$ 1,017	\$ 1,137	\$ 1,057
Website	\$ -	\$ 173	\$ -	\$ 200	\$ -	\$ 187

^o Average of non-zero years

Donations (Group + Individual)

Year	2007	2008	2009	2010	2011
TOTAL	\$ 4,760	\$ 4,863	\$ 4,393	\$ 6,246	\$ 5,248

District 13 Finance Discussion Handout

Financial Results by Year 2007-2011						
Year	2007	2008	2009	2010	2011	
Total Expenses	\$ 17,404	\$ 21,315	\$ 22,358	\$ 19,377	\$ 19,867	
Total Income	\$ 21,453	\$ 20,083	\$ 19,490	\$ 21,126	\$ 18,082	
Net Results	\$ 4,049	\$ (1,232)	\$ (2,868)	\$ 1,749	\$ (1,785)	

Expenses (all-inclusive)						
Year	2007	2008	2009	2010	2011	
Alateen	\$ -	\$ -	\$ -	\$ -	\$ 386	
Bank Charges	\$ 15	\$ 48	\$ 6	\$ 30	\$ 53	
Conventions	\$ -	\$ 294	\$ 404	\$ 84	\$ -	
DAI expenses	\$ 1,336	\$ 2,264	\$ 1,486	\$ 1,147	\$ 819	
DistMtg Rent	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	
DistPOBox	\$ 56	\$ 58	\$ 60	\$ -	\$ 62	
DR expenses	\$ 858	\$ 802	\$ 1,333	\$ 946	\$ 736	
Donation NCWSA	\$ 250	\$ 800	\$ 800	\$ 881	\$ 800	
Donation WSO	\$ -	\$ 800	\$ 800	\$ 881	\$ 800	
Filing Fees	\$ -	\$ -	\$ 40	\$ -	\$ 20	
Holiday Party Exp	\$ 935	\$ 1,093	\$ 1,567	\$ 1,327	\$ 791	
Institutions	\$ -	\$ -	\$ 300	\$ 221	\$ -	
Liability Ins	\$ 1,553	\$ 1,022	\$ 1,234	\$ 1,086	\$ 862	
Literature Office Exp						
<i>Supplies</i>	\$ -	\$ -	\$ -	\$ 74	\$ 247	
<i>Lit Office Rent</i>	\$ 2,160	\$ 2,160	\$ 2,340	\$ 2,160	\$ 2,160	
<i>Lit Office Phone</i>	\$ 243	\$ 307	\$ 486	\$ 429	\$ 549	
<i>Literature Purchase</i>	\$ 7,161	\$ 7,917	\$ 7,015	\$ 4,780	\$ 7,133	
<i>Sales Tax</i>	\$ 710	\$ 716	\$ 815	\$ 758	\$ 901	
<i>Other Lit Expenses</i>	\$ -	\$ -	\$ -	\$ 867	\$ -	
<i>SUBTOTAL (Lit Off)</i>	\$ 10,274	\$ 11,100	\$ 10,656	\$ 9,068	\$ 10,990	
Meeting List	\$ 492	\$ 577	\$ 565	\$ 699	\$ 1,193	
Newsletter	\$ 373	\$ 298	\$ 680	\$ 439	\$ -	
Office Supplies	\$ -	\$ 333	\$ 30	\$ 85	\$ 20	
Postage/Delivery	\$ -	\$ 24	\$ 70	\$ 83	\$ 17	
Printing/Copies	\$ 129	\$ 210	\$ 226	\$ 168	\$ 145	
Public Info	\$ 45	\$ -	\$ 644	\$ 845	\$ 866	
Qtrly Speaker Mtg Ex	\$ 176	\$ -	\$ 186	\$ -	\$ -	
Raffle permit	\$ -	\$ -	\$ 20	\$ 20	\$ 20	
Teleservice						
<i>Answering Service</i>	\$ 507	\$ 1,065	\$ 1,101	\$ 588	\$ 588	
<i>Tel Serv Phone</i>	\$ 255	\$ 204	\$ -	\$ 429	\$ 549	
<i>SUBTOTAL (Teleser)</i>	\$ 762	\$ 1,269	\$ 1,101	\$ 1,017	\$ 1,137	
Website	\$ -	\$ 173	\$ -	\$ 200	\$ -	
TOTAL	\$ 17,404	\$ 21,315	\$ 22,358	\$ 19,377	\$ 19,867	

Income (all-inclusive)						
Year	2007	2008	2009	2010	2011	
Day In Alanon	\$ 3,110	\$ 3,115	\$ 1,498	\$ 2,005	\$ 1,229	
Donations (private)	\$ 201	\$ 120	\$ 490	\$ 356	\$ -	
Donations (group)	\$ 4,559	\$ 4,743	\$ 3,903	\$ 5,890	\$ 5,248	
Holiday Party	\$ 735	\$ 1,062	\$ 3,141	\$ 1,888	\$ 1,413	
Insurance Dividend	\$ 126	\$ 31	\$ 430	\$ 340	\$ 383	
Interest Income	\$ 329	\$ 274	\$ 124	\$ 94	\$ 66	
Literature Sales	\$ 12,301	\$ 10,603	\$ 9,560	\$ 10,304	\$ 9,629	
Qtrly Speaker Mtg	\$ 42	\$ 135	\$ 284	\$ 249	\$ 114	
Other	\$ 50	\$ -	\$ 60	\$ -	\$ -	
TOTAL	\$ 21,453	\$ 20,083	\$ 19,490	\$ 21,126	\$ 18,082	

District 13 Al-Anon
Business Meeting Minutes
March 12, 2012

1)Opened Meeting: Opened meeting with Serenity Prayer and Concept 3 read by Suzanne F.

2)In Attendance: Suzanne F, GR; Agota P., DR, Webmaster; Alice E., Alateen Coordinator; Ceilia M., District Meeting Chair; Jo B., Literature Coordinator, GR; Marie L., Secretary; Linda L., GR; Emily C., Institutions Coordinator, GR; Barbara M., GR; Liz R., GR; Tracy F., GR; Lee B., Day In Al-Anon Chair; Juliana F., GR; Linda B., GR, Archiver; Colleen O., GR; Eloise M., Public Information; Alice E., Alateen Coordinator; Sally P., GR; Heili E., GR; Jess R., GR; Pamela S., GR; Amy O., GR; Linda G., GR; Chris D., Meeting List Coordinator.

3)February Minutes Approved: February minutes approved as is.

4)Business:

4a)Day In Al-Anon Report: Lee B., passed out a flyer which is a new sign up form for the Day In Al-Anon. The DIA is on May 12 2012 1:00pm-9:00pm. Also, Lee B. handed out a flyer with the workshop details. One of the kitchen volunteers is an Italian Chief. Desserts are by volunteers. Lee B. will have final flyers soon. E-mail Lee B. with volunteers who sign up to do service: her contact information is on the flyers. The suggested donation is \$10.00 for the day and \$10.00 for dinner, or \$25.00 at the door without preregistration. Lee B. is still making the preregistration flyer to be distributed and it will be on our website soon. The Logo for the day is a sun rising with rays. The next planning meeting will be March 24, 12:30pm at the church in Belmont. You can arrive at 1:00pm if you're familiar with the church and don't need to go on a walk through. The speakers are a family in recovery. The Alateen speaker is still to be determined. Registration fees are not set in stone.

4b)District Representative Report: Agota P. handed out flyers for the April Convention with a registration form. Our district usually does a raffle basket for the convention so we voted to put a basket together. Heili E. volunteered to put the basket together and we voted to give her \$100.00 to put the basket together. We decided on putting together an emergency backpack as the theme for the basket. A writing workshop on Intimacy in Alcoholic Relationships is coming up this March 31, at 1:00 to 3:00pm in Petaluma. Agota P. handed out flyers for the workshop. The fall assembly is in September in Monterey. The reservation cut off date is September 12. Agota P. handed out a flyer with more details. The assembly is supported by your groups if you're a GR, but the convention we pay for ourselves.

4c)Open Positions: Eloise M. stepped up to be the Public Information Coordinator and we voted her in with a substantial majority. We still need an Alternate DR, a Quarterly Speaker Meeting Coordinator, and a Newsletter Coordinator.

4d)Treasurers Report: Jim V. is out of town so he submitted his report from an email on the Google Group. Ceilia M. can now sign checks and will reimburse anyone who needs it for

today's meeting. All bills were paid and income deposited by March 2nd. Jim V. is working on transferring the financial information to his computer and will have a formal report in about two more months.

4e) Finances Meeting Report: On February 23rd we had a meeting on district finances. The committee researched what a prudent reserve should be. They discovered that anywhere from 25%-50% of our annual budget is the norm. Our Annual Budget is about \$20,000 so it should fall between \$5,000 to \$10,000. This would cover catastrophic events, deposits, and other expenses that might crop up. They agreed to track the prudent reserve in a separate account, not a CD, for funds to be available. The cash flow is a low of \$4,000 and high of \$8,000 in our checking account. A minimum might be adjusted to \$1,000. The last five years our net income was \$100. If we spend the money in the checking account it would be a one time event which we can vote on later. We would put any of these new decisions into our by-laws. The next financial business meeting we be determined and posted on the Google Groups. Alice E. said she believes Alateen expenses should be tracked.

4f) Volunteers For Health Fair: Eloise M. said there are 3 Health Fairs in Redwood City coming up and she needs volunteers to sign up for them. She made a flyer to take to our groups with the details. Volunteers do not have to be registered Alateen sponsors. We will provide literature and information. There is also a Health Fair coming up at CSM which will have a wide range of ages, both adults and some teens.

4g) Additional Coordinator Requests: Emily C., Institutions Coordinator, said she wants feedback on institutions which might be able to use our literature. Her name, email, and phone number is on the Roster. She will be sending emails through the google group. Linda B., Archiver, said she is working with Agota P. about the archives: some documents are paper and some electronic. Linda B. is working on these for her coordinators report next month.

5) GR Business:

5a) Pamela S. wanted to know if we can pay for literature by check. Can the check be made out to the literature person? Jo B. said each group has their own methods. Jo B. said she'll cover this topic next month during her Literature Office report. Ceilia M. said it is up to each group. Jo B. said just don't send cash through the mail. Suzanne F. said she still needs support for the Sunday Night San Carlos Al-Anon meeting. Jo B. said she needs someone to pick up literature for the Sunday morning meeting and Linda B volunteered to pick it up.

5b) Old/New Business: Ceilia M. pointed out GRs can now check in at every business meeting and ask questions. Jess R. said he thinks the issue of GRs having sharing time at district meetings has been solved. Liz R. suggested we create a temporary position for a volunteer to do meeting outreach to our Al-Anon meetings. We voted to create a temporary meeting outreach position. It was pointed out that our Google Group emails should be kept to a minimum. When able, reply directly to someone and not to the whole group unless necessary. Make sure the subject is clear and applies to us all. Amy O. said you can go to settings on your computer and get feedback about the nature of an email. Also, Pamela S. said you can create a file where Google Group emails go to. Agota P. said let's bring refreshments to district meetings, and next month we'll

discuss our Quarterly Speaker meetings. Jess R. said in our meeting names we should reference Al-Anon Family Groups.

6)Topic Discussion: Alice E. gave a report on service and recovery.

7a)Next Month: Next month's meeting will be a coordinators/DR Report Meeting. Coordinators, please bring a report to the meeting.

7b)Next Meeting will be on Monday, April 9th, 2012

7c)Closed meeting with Al-Anon Declaration

**District 13 Al-Anon
Business Meeting Minutes
April 9, 2012**

1)Opened Meeting: Opened meeting with the Serenity Prayer and Concept 4 read by Jo B.

2)In Attendance: Jo B., GR, Literature Office Coordinator; Tracy F, GR; Ceilia M., GR, District Meeting Chair; Lee D., GR; Joan P, Outgoing GR; Mary H, GR; Liz R., GR; Linda B., GR, Archiver; Linda G., GR; Suzanne F., GR; Pamela S., GR; Emily C., GR, Institutions Coordinator; Colleen O., GR; Jess R., GR; Sue H., GR; Sarah, Alateen Co-Sponsor; Lee B., Day In Al-Anon Chairperson; Alice E., Alateen Coordinator; Agota P., District Representative, Webmaster; Marie L., Secretary; Jim V., Treasurer; Chris D., Meeting List Coordinator; Eloise M., Public Information.

3)March Minutes Approved: March Minutes approved as is.

4)Business:

4a)Day In Al-Anon Update, Lee B. said our DIA flyer is on the website, and Liz R. is bringing more flyers for the DIA event. Lindsay A. is the Alateen Speaker, and a family in recovery are the Keynote Speakers. Food will be supplied, dinner is homemade Italian food. There are no Alateen workshops specifically, but Alateens can attend the Al-Anon workshops. Lee B. will be calling volunteers to remind them of service obligations. We can hand out flyers at our meetings. We still need some bakers, but all the service volunteers are covered.

4b)Open Service Positions: We still need an Alternate District Representative, Newsletter Editor, and Quarterly Speaker Meeting Coordinator. Agota posted a message on the website asking if anybody in District 13 would like to be the Newsletter Editor, and if there is any interest in the Newsletter. Jess R. said we could possibly have a bi-annual Speaker Meeting and Ceilia said we'll discuss this later.

4c)New Business: Jo B. said next month we can discuss how groups get credit at the Literature Office. Agota suggested bringing treats to the Business Meeting. Also we can discuss name changes of groups. Jim V. will be working on Finances as Treasurer and getting the software up and running so a more detailed report can be presented.

4d)GR's Concerns: None of the GRs had any issues to discuss tonight.

5) Officers and Coordinators Reports:

5a)Treasurer's Report: Jim V., presented his AIS Net Worth for the district as of March 31, 2012 with Cash Flow. Our District 13 Finance Committee is working on detailing our Prudent Reserve and Coordinator expenses. Jim V. is working on the software programs for our district finances, and working with recording expenses at the Literature office, our assets in CD's, and

getting a spreadsheet up and running. Each group can share this evening's Treasurer's report at their meetings.

5b) District Representative Report: Agota handed out a flyer with her DR report. The Al-Anon convention is coming up this April, Eloise M. said we can take the train to the convention. There is a one day Assembly on May 5th. We will not be voting there but Patrick will be giving his WSO report. In the future, Coordinators in our district will be asked to talk about their area of service, and we will be discussing receipts for literature purchases. Please Fill out the A16 forms if you're a a new GR. See Agotas flyer for details.

5c) Webmaster Report: We voted, with a substantial majority, to renew our website for \$190.80 for the next 2 years. We had 1,000 visits a month on the website, email Agota if you have any ideas for the website. Agota said old newsletters are on the website. It was suggested that we can work on our website being "grabbed" by the internet.

5d) Literature Office Coordinator: Jo B. brought literature to our district meeting for groups to pick up. Jo B. said our profit goes into buying more literature and for overhead. We are one of only a few districts with a credit plan, but we have no groups with outstanding bills. We can discuss continuing our credit policy. The rules for making payments to the Literature Office will be posted on our website. If paying by check it has to be current. Last year we had 3 returned checks, if they bounce, the group has to make good. Checks need a phone number and the group name on the checks. Don't mail cash, get a money order.

5e) Public Information Coordinator: Eloise M presented a report with PO events in February and March. See her report for details. She listed Upcoming events in April or May. We were invited to speak to some student support and mental health professionals. We're also invited to Sequoia High School District's employee health fair. Eloise M. browsed the April 2012 Twelve Stepper and contacted the Area PI folks. She is investigating a D13 Public Service Announcement campaign. She made a list of who to contact, ie, alcoholics & their families, Folks in contact with youths or adults. She is putting a budget together to submit to Jim V.

5f) Institutions Coordinator: Emily C. handed out her report. She has an appointment with Hillcrests alcohol/drug program director. She made a list of places to contact. Her present concern is how to properly train volunteers to handle the kinds of groups they'll find in institutions. Please contact your groups regarding anyone with contacts at institutions. She wants to put meetings in Maquire and the womens jail as well as Hillcrest. She is looking for a co-coordinator for continuity in two years. Linda L. said we can ask AA's Institutions Coordinator for the names of contacts in our district. Agota said Emily can get in touch with Pryia, San Francisco's District Institutions Coordinator.

5g) Alateen Coordinator. Alice E. presented her coordinators report. She listed AMIAS sponsors, a 2012 Alateen Calendar for Area Events, 2012 Alateen Calendar for the District, and said we've started a Monday Half Moon Bay Alateen meeting. She also listed New Business for 2012, including an upcoming Alateen meeting on Tuesdays in San Mateo. She is working on creative displays for health fairs, too.

5h)Archiver's Report Linda B. said we have materials on our website. We discarded a lot of paper reports & we're scanning & saving some of them. We're putting audio files on the website. Jo B. said we have tapes in the Literature Office. The Area is sending Linda B. guidelines and information.

5i)Teleservice Coordinator: Judy C. printed a report. She is working on getting Spanish on our teleservice. She said some people were put on hold for a long time. The issue with a wrong number has been resolved. If we're not satisfied with their service we can switch. We'll discuss this later.

5j)Meeting List Coordinator: Chris D. brought in new meeting lists, and they're on the website. It was suggested that Spanish language meetings could possibly be in Spanish on our meeting list, as well as delineating Alateen meetings. Jess R. asked if we can put what we do in Al-Anon on the meeting lists. This time around the servants phone numbers will not be on the meeting lists. We decided we can discuss these issues further in the future.

6)GR's Reports: Liz R. said she brought in the DIA flyers, please pass them out. Alice E. said if you're certified as an Alateen Sponsor, please get recertified. Agota brought in a "survival backpack" she put together for the raffle at the Al-Anon convention which our district will donate. Linda L. pointed out there is not a raffle at the Day In Al-Anon.

7)Next Meeting will be on May 14, 2012: It will be a Topic Meeting.

8)Closed Meeting with the Al-Anon Declaration

District 13 Al-Anon
Business Meeting Minutes
May 14, 2012

- 1) **Opened Meeting:** Opened meeting with Serenity Prayer and concept 5 read by Mary H.
- 2) **In Attendance:** Ceilia M., GR, DR; Jo B, GR, Literature Office Coordinator; Tracy F., GR; Lee G., Alternate GR; Mary H., GR; Liz R., GR; Linda B, GR, Archivist; Linda G., GR; Suzanne F., GR; Linda L, GR; Colleen O., GR; Jess R., GR; Sue H., GR; Agota P., DR, Webmaster; Marie L., Secretary; Jim V., Treasurer; Heili E., GR; Carmina C., Alternate GR

3) **April Minutes Approved:** April minutes approved as is.

4) **Business:**

4a) Remaining Open District Positions: Ceilia M. asked if anyone is interested in being Alternate DR, Quarterly Speaker Meeting Coordinator, or Newsletter Editor. No one has come forward as of yet.

4b) Treasurers Report: Jim V. said the Finance Committee is still putting together a proposal for the Prudent Reserve. Refer to Jim's Budget Guidance for 2012 report. He also distributed his District 13 AIS net worth as of April 30, 2012. The Literature Office inventory is being updated, and the results for the Day In Al-Anon are still being collected.

4c) District Representative Report: Agota P. attended the May 5 assembly and asked the GR's who attended to check in. Jo B., Colleen O., Linda B., Tracy F., Liz R., and Heilie E. gave feedback on parts of the assembly, including Knowledge Based Decision Making, Patrick B's., WSO report, and the NCWSA Financial Report. Agota P.'s report also included the Service Event Calendar.

4e) Clarification of District 13 Literature Office Credit Policy: Jo B. asked for a discussion and vote on credit extended to groups for literature sales, and an agreement on how payment may be tendered. Over the last year and a half 3 checks have bounced. Jo B. would like to document our official policy on credit, so that all groups understand the payment terms. At this point we voted & passed the motion to continue to offer 30-day Credit terms, and the motion to allow groups to send in checks they take in for Literature sales, as long as they comply with the agreed Rules. The Rules will be written and tendered at the next District meeting.

4f) Day In Al-Anon Report: Mary H. checked in on behalf of Lee B. There were over 100 people in attendance. The workshops on going were well attended, Alateen had a panel, art was ongoing on the patio. The flowers were wonderful. Mary H. confirmed that we can still order CD's. The church was pleased that the church was left clean and the recycling was done properly. The parking attendant did a great job.

5) GR and New Business:

5a) GR Concerns: Jess R. said his group puts out a sign requesting that members turn their cell phones off. Heili E. said we can tell people to put their phone on vibrate. Some people must be reachable. Just be respectful. Linda B. said some people text or take notes at meetings and we all learn differently. Jim V. said each group is autonomous so each of our groups can make their own decisions on how to handle cell phone use.

5b) New Business: Agota P asked if we can bring cookies and tea and coffee to our District Meetings. Heili E. said we share a coffee pot at our meetings at the Church, and she can ask her group if it's okay we use their coffee pot. Ceilia M. said the funding can come from the District. Ceilia said a committee can look into this. We took a vote on having treats and it passed with a substantial majority. Jim V. said Heili E can go to the groups and get their permission to use their coffee pot, and we'll discuss this next month.

5c) Quarterly Speaker Meeting Thought Force: Agota P. said she will put out a request on our Google Group to work on getting a Speaker Meeting up and going. Some groups have a regular speaker meeting. Jess R. said we can have a bi-annual speaker meeting. Come to the thought force with your ideas.

5d) Meeting Schedules: Jess R. said we need to talk about changing our meeting schedules to include other information. Jess R. will send out an email on our Google Group about some possible changes on our meeting lists for the district.

6) Topic Discussion: Linda B. lead a wonderful discussion on service and recovery.

7) Next meeting is on June 11th, 2012 it is a Topic/Discussion Meeting Jo B. will lead the discussion at June;s District Meeting. July is a Business meeting. In August Linda L. will lead the topic discussion. We closed the meeting with the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
June 11, 2012**

1 Opened Meeting: Opened meeting with the Serenity Prayer & Concept 6 read by Mary C.

2) In Attendance: Alice E., Alateen Coordinator; Linda B, Archiver, GR; Ceilia M., District Meeting Chair, GR; Agota P., District Representative, Webmaster; Marie L., Secretary; Jim V., District Treasurer, GR; Jo B., Literature Off ice Coordinator, GR; Chris D., Meeting List Coordinator; Eloise M, Public Information; Suzanne F., GR; Pamela S., GR; Mary C., Alternate GR; Jess R., GR; Amy O., GR; Mary H., GR.

3) May Minutes Approved: May Business Meeting notes approved as is.

4) Monthly Business:

4a) Day In Al-Anon Report: Lee B. said about 100 people attended & the treasurer is working on the final numbers. The 8 workshops were well attended and the speakers included 3 men. The art project was popular, the decorations were also. Nelly cooked dinner and there was plenty of food. Set up and clean up went well, the church said it was cleaner than when we'd started. The speakers were recorded and there will be a set of CD's for the District. The speakers don't want to be put on the website. Suggestions for next year were for a microphone for the speakers in the Sanctuary. Also, have a stretch between the evening speakers & announce it ahead so people can leave without disturbing others. On flyers indicate no one is turned away for lack of funds. Put dinner food away after 7pm. Have a separate committee person for kitchen clean up. Have registration person keep a tally of the number of total registrations as well as meal choices. See Lee's hand out in the Day In Al-Anon Binder for further details.

4b) Treasurer's Report: Jim V. said he's still working on the software for his Treasurer's Duties. The handout he brought was incorrect. See his corrected report attached to these minutes. The profits from the Day In Al-Anon are still being figured, but should be between \$500-\$1,000.

4c) Open District 13 Positions: Alternate DR is still needed, and is important. Quarterly Speaker Meeting Coordinator, and Newsletter Editor are still open. No one has come forward.

4d) District Representative Report: Agota P submitted her report. Patrick B's 2012 52nd World Service Conference Delegate Report summary was distributed. The full report and presentation can be found on the NCWSA website at <http://www.ncwsa.org/assembly-misc/>. Agota P. also submitted a flyer on Knowledge Based Decision Making. We'll discuss it next month. She also submitted a Service Event Calendar. Agota P. said if we go to e-books it will impact WSO literature structures. She asked if all the GR's are getting the Forum. She said to tell your groups to get a copy of the Forum: a paper copy is \$11.00. Sample articles from the current issue are available electronically for free at <http://www.al-anon.alateen.org/the-forum-magazine>. It is not currently possible to subscribe to an electronic edition of the Forum. Agota P. said the group records Al-Anon volunteer is working on getting everyone signed up. She also said we're

discussing calling “Alcoholics” “Problem Drinkers” for our outreach work, and calling “Double Winners” “Dual Members”.

4e) Institutions Announcements: Emily C. was not present.

4f) Archives Announcements: Linda B. said *Journey to Recovery* is available in PDF format at <http://www.ncwsa.org/history/>. The World Service Office is updating some books and we can submit group history check ins. Jim B. said we need to update the budget for the Archives. Linda B. said she’s going to need a recording device, boards for displays, binders, and making copies. We decided to settle for \$100.00 to start, and Linda B. will make an estimate of what she’ll need and we’ll vote it in at a later District Meeting. Jim V. made a motion to approve a beginning budget for Archives for \$100.00 and it passed with a substantial majority.

4g) Public Outreach: Eloise M. gave her report. She submitted information on Al-Anon to the Palo Alto Weekly, The Half Moon Bay Review, & press releases to newspapers on the peninsula for our DIA. CSM’s advisory board and Psychology Dept. got information on Al-Anon. She’s going to Sequoia High School’s Health Fair. Also, she needs names of companies who have Health Fairs so she can provide literature. If you have any ideas let her know.

4h) Meeting List Coordinator: Chris D. brought in new meeting lists. He made some minor revisions. He’s researched the Al-Anon policy on open and closed meetings and next month we’ll discuss this.

5) GR and New Business:

5a) GR Concerns: Jess R. said he has concerns that people can record meetings on their cell phones now. We decided every group should discuss this at group level since the groups are anonymous. Alice said dogs at meetings are problematic, and we decided each group should discuss this at group level as well.

5c) Old and New Business: We discussed treats at the District Meeting and decided to take a seventh tradition and pay for our treats that way, designating a volunteer to buy the goodies. We got permission to use the coffee pot from the Al-Anon meeting at our location. For June’s meeting Linda B. brought some goodies and got reimbursed. Alice E. made a motion to pass the basket and designate a volunteer to take the money and buy the goodies, and it passed with a substantial majority. Ceilia M volunteered to bring them next month. We also discussed our Quarterly Speaker meeting. Agota P. is putting a committee together to see what we want to do with our Quarterly Speaker meeting, she’ll be contacting us on the Google Group. Eloise asked how it supports the district, and Agota P. said the proceeds go to the district literature office. Also, she said we’re looking at the Newsletter, we need to give feedback if we still want a Newsletter.

6) Topic Discussion: Jo B. led a discussion on growth through service.

7) Next Meeting will be on Monday, July 9th, 2012 it will be a Coordinator Meeting. We Closed the Meeting with the Al-Anon Declaration.

District 13 AIS NET WORTH as of May 31, 2012

ASSETS	3/31/12	4/30/12	5/31/12
Cash & Bank Accounts			
BofA Checking	7252.27	7629.51	6,846.87
BBVA Compass CD	7839.44	7839.44	7839.44
Cash Advances	0	0	0
Total Cash & Bank Accounts	15091.71	15468.95	14,686.31
Other Assets			
Literature Inventory*	4797.5	4797.5	4797.5
Security Deposits	0	0	0
Total Other Assets	4797.5	4797.5	4797.5
 TOTAL ASSETS	 19889.21	 20266.45	 19,483.81
 LIABILITIES			
Other Liabilities			
Funds held for Alateen	540	540	540
Total Other Liabilities	540	540	540
 TOTAL LIABILITIES	 540	 540	 540
 OVERALL TOTAL	 19349.21	 19726.45	 18,943.81
 CASHFLOW			
Beginning Balance	7894.33	7252.27	7,629.51
Income	929.2	1276.18	951.13
Expenses	1571.26	898.94	1,733.77
Ending Balance	7252.27	7629.51	6,846.87

* As of 12/31/11

NOTE: DIA financial results not yet included

District 13 Al-Anon
Business Meeting Minutes
July 9, 2012

- 1) **Opened Meeting:** Opened meeting with the Serenity Prayer & Concept 7 read by Mary C.
- 2) **In Attendance:** Tracy F., GR; Linda L., GR; Mary H, GR; Liz R., GR; Sue H., GR; Heili E., GR; Carmina C., Alt. GR; Linda G, GR; Pamela S., GR; Mary C., GR; Colleen O., GR; Jess R., GR; Linda B., GR, Archivist; Ceilia M., GR, District Meeting Chair; Agota P., District Rep., Webmaster; Marie L., Secretary; Jim V., GR, Treasurer; Emily C., Institutions Coordinator; Jo B., GR, Literature Office Coordinator; Chris D., Meeting Lists Coordinator; Judy C., Teleservice Coordinator.
- 3) **June Minutes Approved:** Add Sue H. to list of attendees; Mary C. is GR, not Alt. GR.

4) **Monthly Business:**

4a) Open Service Positions: Alternate District Representative: Mary C., volunteered to be the new Alternate District Representative. We voted her in, it was unanimous. The Newsletter Editor, and the Quarterly Speaker Meeting Coordinator are still open.

4b) GR Concerns: Mary H. brought in the district copy of the CD's from the Day In Al-Anon. Agota volunteered to hold them. We also have order forms for the DIA CD's. They are titled *Spring Awakenings*.

5) **Coordinator, Treasurer, and DR Reports:**

5a) District Representative: Agota P. Said she wants to start putting our flyers for District meetings in a bin in folders so if a GR is absent they can pick them up later. We voted to approve it. Her report from the NCWSA Committee meeting on May 5th included the fact that the WSO wants to remove the Group Focus Field from our A16 forms. Chris is working on this with the Area, and suggested if they eliminate the field you should rename your group to indicate the focus. We at NCWSA want to know more information as to why they decided this. Give Agota P. any feedback you have on the matter. Jim V. said his home group was listed as closed. Linda B. said the update sheet came out but the old GR was still listed. Agota P. gave a summary of Knowledge Based Decision Making. See her flyer for details.

5b) Website Coordinator: Agota P. presented her report. See her flyer for details.

5c) Treasurers Report: Jim V. presented his treasurers report, District 13 AIS report. He's still working on his software. The literature office submitted their inventory, it was fairly flat and changed by \$90.00. Kathy P, the treasurer for the DIA, gave Jim her report. We had a net profit of \$805.22 for the DIA. The figure for our checking account will go up by about \$1,400 by tomorrow.

5d) Literature Office Coordinator: Jo B. did an inventory count after the DIA on May 15. We had some donations of furniture. All our guidelines for ordering and maintaining literature are now on our website.

5e) Public Information Coordinator: Eloise M. was not in attendance. See her report we handed out. She needs volunteers for events. Please volunteer, and ask your groups for volunteers.

5f) Institutions Coordinator: Emily C. said we're now established at the Women's Jail in Redwood City. She handed out a sign up sheet for more volunteers. She is going to call AA for the Men's Jail contact person. Anyone can come to the AA/Al-Anon H&I Conference in May 2013 which will be in Foster City for \$10.00. She handed out a flyer that explains what our pink cans are and where the money goes. The July 2012 Forum had an article written by an inmate who discussed the effect that Al-Anon had on his life and his recovery, Emily handed out a reprint of the article. Emily C. is collecting old Forums for jails. We might have to remove the staples before they go into the jails, however.

5g) Alateen Coordinator: Alice E., not in attendance.

5h) Archives Coordinator: Linda B. has been working on an update of our book *Journey to Recovery* which is a history of our Al-Anon groups. She sent out a flyer about this update along with a history update form and an Al-Anon long time member form. Al-Anon update sheets have a field for when a group was started. The Wednesday Nooners Group in Burlingame is the district's oldest group. Old timers are those who have been in the program for 25 or more years.

5i) Teleservice Coordinator: Judy C. submitted her teleservice report, which is posted on the Google Group. She researched people who had been put on hold for long periods. Ceilia and Judy C. are talking to the answering service about this. The woman Judy C. talked to from the service said she would be talking to her staff so they don't put people on hold. Some hang up because their questions were answered. Linda L. pointed out that calling people back may violate the callers anonymity. Judy said that's a good point.

5j) Meeting List Coordinator: Chris D. said Agota P. pointed out that 2 Half Moon Bay meetings are not on the Meeting List. It's correct on the website. Chris will make the corrections on the next printing of the Meeting List. In his recent revision of the meeting list, Chris made two changes. He excluded the phone numbers of our district volunteers, and added the preamble for Al-Anon to describe what Al-Anon is. Tracy F. asked about the paper size of the Meeting List. Chris D. said that paper size could be increased to fit more content but the meeting list is expensive to print. Liz R. asked if the Meeting List indicates if meetings are open or closed. Chris said our present Meeting Lists don't indicate open or closed. Next month we'll bring a list of which meetings are open or closed. Go back to your groups and vote on if you want your meeting to be listed as open or closed. By default your meeting is listed as closed. This is discussed in the service manual on page 38 or page 10.

5k) Saturday Night Lighten Up Speaker Meeting: Jo B. said we're having a speaker at the Saturday Night Lighten Up group on August 4th, the topic will be humor in recovery.

5l) Group Outreach: Liz R. is doing outreach for GR's at the district groups. Agota P, said we're getting a budget for group outreach, talking to groups to see why they don't have GR's.

5m) 7th Tradition for District Refreshments: Ceilia M. passed the basket for the refreshments for tonight. Linda L. will do refreshments next month.

6a) Finance Committee Update: Jim V. reported for our Finance Committee Thought Force on our prudent reserve. How can we establish our prudent reserve, using KBDM? How much do we set aside? At one point the archives showed it as \$5,000, later it was raised to \$7,500. The thought force settled on \$4,500. We then have to decide what we want to spend the money on if we lower our prudent reserve. We want to know how to cushion our bank account amount. We need a treasurer's guideline. \$4,500 is about 3 months worth of expenses. We can do a special collection like a pink can for our district if need be. We are not insured for property damage in the literature office. Our first step will be to approve the amount of \$4,500 for the prudent reserve. We will continue our guideline meetings, which will be posted on our Google Group, please attend.

6b) Speaker for next month: Linda L. will present a Topic Meeting on Growth Through Service.

7)Next Meeting will be on Monday, August 13, 2012. It will be a Topic Meeting. We closed the meeting with the Al-Anon Declaration.

District 13 Al-Anon
Business Meeting Minutes
August 13, 2012

1) **Opened Meeting:** Opened meeting with the serenity prayer and concept 8 read by Kathy R.

2) **In Attendance:** Jo B., Gr, Literature Office Coordinator; Tracy F., GR; Ceilia M., District Meeting Chair, GR; Mary H., GR; Liz R., GR; Sue H., GR; Helie E., GR; Suzanne F., GR; Pamela S., GR; Colleen O., GR; Jess R., GR; Alice E., Alateen Coordinator; Linda B., Archivist, GR; Jim V., Treasurer, GR; Emily C., Institutions Coordinator; Chris D., Meeting List Coordinator; Eloise M., Public Information; Agota P., District Representative, Webmaster; Marie L., Secretary.

3) **July Minutes Approved:** July minutes approved as is.

4) **Monthly Business:**

4a) Treasurers Report: Jim V. handed out his AIS Treasurers Report as of July 31, 2012. Our overall total cash rose about \$1,200 from the proceeds of our Day In Al-Anon. The literature inventory is the same.

4b) Holiday Party: Agota P. announced we need to recruit a chairperson to head up our Holiday Party plans. Heili E. asked if we can announce it at our meetings and Agota P. said yes. Agota P. mentioned that sometimes one meeting will step forward as a group. Also, the chairperson can work with a co-chair to help out.

4c) District Representative Report: Agota P brought in our new District 13 meeting box with our flyers and reports. Also, she reminded us to register for our October Assembly and book a Hotel room by September 12, 2012. See her flyer attached to her report for details. Agota P. attended the NCWSA DR meeting. They discussed the following: Should the Institutions Meetings be listed on the meeting list? If your group's records are correct you should be receiving the Forum, CMA Newsletter, and the 12 Stepper. She submitted a flyer with details on how to set up a bank account for your groups. There are no age limits for Al-Anon members. We have E-Literature for parts of the Forum. Please display your Service Manuals at your meetings. Keep your email correspondence address anonymous if possible. Al-Anon is now on Facebook, and Twitter. We need to talk about getting an Alateen Process person to help out our Alateen Coordinator for our District. See her flyer for Writing Workshops coming up. We should start talking about if we should have a Diversity Coordinator for our District. Would our District be interested in sponsoring a TEAM event, a Service Oriented Event from WSO, for 2014? We can start discussion of where our next NCWSA Convention in 2014 should be and what you would like it to be like.

4d) Coordinators Questions: Alice E. handed out Alateen Flyers. She is looking for an Alateen Process Person to help her with processing Alateen paperwork. The volunteer has to

have an AMIS clearance. Linda B. said we're updating our book *Journey to Recovery*. She handed out a history checklist for groups and a long timer questionnaire. When they are completed, bring them back to Linda B. Emily C. needs volunteers to work on the upcoming H&I Convention in Burlingame for NCWSA H&I Volunteers. Liz R. asked where the money for H&I goes, and Emily C. said she has a flyer with that information on it and she'll give it to Liz R. later.

5) GR., Old and New Business:

5a) GR Issues: Suzanne F., GR for San Carlos Sunday Night Al-Anon, needs us to announce that her meeting needs members because they don't have enough attendance to keep the meeting going.

5b) Finance Committee Meeting Update: Jim V. said we need to propose a prudent reserve for the District. In the past it was \$5,000 and changed to \$7,500. They decided 25% of our annual spending would be enough, which would be \$4,500. He said our expenses are regular, some of our events, ie, the DIA and Holiday Party, make money. Large reserves are not necessary. They looked at a catastrophe situation, ie, if the Literature Office burned down, due to our cash flow \$4,500 would be enough. Also if we have to replace the inventory we could do it gradually. Alice E asked if there was enough money to support coordinators expenses. Jim V. said there would be. Chris D. pointed out it would be a percentage, not a fixed amount We'll create a Treasures Guideline for the prudent reserve. The reserve will go up if expenses go up. Suzanne F. said we should periodically review the percentage to see if it is still adequate. Jim V. said each year we will review the percentages. Heili E. said it's not an operating budget. Emily C. said she's not clear on what the District is doing for H&I. Jim V. said we will be doing a budgeting process to review budgets. After this process we'll decide how to spend the money. Chris D. said the next step is to come up with a Treasurer's guideline in the future, ie, our CD and bank account. Heili E. made a motion to vote for a sum of \$4,500 for our prudent reserve, or 25% of our annual spending. It passed with a full majority and one abstention.

5c) Format of our Topic Meetings: Agota P said she wants to hear from coordinators about growth through service at our Topic Meetings. Chris commented that we have their shares already. Agota P. mentioned she'd like to hear about the challenges that coordinators experience, and what their jobs entail. Alice E. said we already include coordinators at our Topic Meetings. Jim V. said the topic is growth through service, not what a coordinator or officer does. Eloise M. said it was useful to hear from topic speakers on growth through service. Chris said he will check the minutes and email Marie L., the secretary, with past descriptions of our Topic Meeting format for inclusion in today's meeting notes.

5d) Old and New Business: Chris D. said our meeting lists don't presently contain an indication of open or closed meetings. The default mode is a closed meeting if not listed. He wants the GR's to go back to their meetings and vote on how they want to be listed on the meeting lists, open or closed. A closed meeting means the meeting is restricted to only those who have been affected by someone's drinking. An open meeting means grad students, professionals, or justice employees, etc. can attend the meeting. Be specific in explaining these terms with your

groups. Emily C. has pink H&I cans if anyone needs them, along with a flyer explaining where the money goes. Jo B. has pink H&I cans in the Literature office as well.

- 6) **Topic Discussion:** Eloise M. led a lively discussion on growth through service.
- 7) **Refreshments for Next Month:** We did a 7th tradition for refreshments and Pamela S. Volunteered to bring refreshments to next month's Business Meeting.
- 8) **Next Meeting will be on Monday, September 10th, 2012: It will be a Topic Meeting:** Linda L. has volunteered to share on "Growth Through Service".
- 9) **Closed the Meeting with Al-Anon Declaration.**

District 13 Business Meeting Agenda

In our regular meeting on August 9, 2010 the GRs, Officers and Coordinators of District 13 voted and approved with substantial unanimity to change its agenda as follows:

- a. 12 meetings per year, 2nd Monday, 7:00 PM to 8:30 PM (No Change)
- b. 4 business meetings per year (Oct, Jan, Apr, Jul)
- c. 8 GR Discussion meetings (other months)
- d. DR report, treasurer report (handout), on-going projects and business every month (approx. 30 min)
- e. Agenda items 5 and 6 differ by type of meeting, rest are the same (See New Proposed Agendas below)

All Meetings

All District 13 Business meetings begin with introductions, reviewing and approving the previous month minutes, the DR report, Treasurer report, old business and new business. The chairperson, if notified in advance, will set aside at least some time for "as needed" reporting and discussion.

Quarterly Report Meetings

Once each quarter (Oct, Jan, Apr, Jul) the meeting will be dedicated to reports from the Coordinators and committees serving the District. All reports requested to be made in person. According to the D13 Bylaws, the annual meeting of the District 13 Al-Anon Information Service (IS) shall be held at seven o'clock in the evening of the second Monday of October.

GR Discussion Meetings

Eight times a year a substantial portion of the meeting will be devoted to a topic discussion meeting focused on personal growth for those of us in service:

- Topics decided by the group in advance and/or discussed before next meeting.
- Speakers encouraged bringing one or two short literature readings to share.

In discussing this change the DR noted that sharing service-related opportunities for growth at the District Meeting would be just like sharing at regular meetings – just with the focus shifted to service instead of our personal lives. Members would still be encouraged to get service sponsors for discussing very personal topics.

The general theme of the topic discussion will be “Growth Through Service” but speakers can choose the specific topics that appeal to them such as “Acceptance,” “Responsibility and Authority,” “Spirituality,” “Forgiveness,” etc.

**District 13 Al-Anon
Business Meeting Minutes
September 10, 2012**

- 1) **Opened Meeting:** Opened the meeting with the Serenity Prayer and concept 9.
- 2) **In Attendance:** Jo B., Literature Coordinator, GR; Tracy F., GR; Linda L., GR; Mary H., GR; Sue H., GR; Heili E., GR; Linda B., Archivist., GR; Carmina C., Alt. GR; Suzanne F., GR; Pamela S., GR; Mary C., Alt. DR and GR; Colleen O., GR; Linda G., GR; Jess R., GR; Sarah B., Alateen Co-Sponsor; Alice E., Alateen Coordinator; Ceilia M., District Meeting Chair; Marie L., Secretary; Jim V., Treasurer; Emily C., Institutions Coordinator; Chris D., Meeting List Coordinator; Eloise M., Public Information; Agota P., Webmaster, DR; Tara P., Newsletter Editor; Varsha S., Holiday Party Chairperson; Kris V., Alateen Member; Alexis V., Alateen Member; John K, Al-Anon member.
- 3) **August Minutes Approved:** August Minutes corrected: section 4d “AMIS” should read “AMIAS”.
- 4) **Monthly Business:**

4a) Holiday Party Update: Varsha S. is willing to be the Holiday Party Chairperson but she is looking for a co-chair. Agota P. said she sent Varsha S. an email from a member named Mary who stepped forward to be her co-chair. Agota P. gave Varsha S. the Holiday Party Planning manual and will set Varsha S. up with our Google group. Agota P. told Varsha S. she would reserve the church ASAP. We voted to have the Holiday Party on the second weekend of December on December 8th.

4b) New Men’s Meeting: John K. said he wants to start a men’s meeting in our District. He has a place in mind and 10-15 men who are interested. We set John K. up on our Google group so if you have any feedback for him you can email him with your ideas. He said he’ll start it and see what happens. The district or WSO might be able to help with expenses. He will survey a few venues and additional men who are interested. Our room we use for our District Business Meetings is available on Tuesday nights. John K. will instigate an email if he needs any additional help. Linda B. asked if John K. can make a flyer to be posted on the website when he starts the group. Jim V. said to announce it to both men and women so the women can tell their partners about the new meeting.

4c) Alateen’s Donation to H&I: Sarah B. brought two Alateen Members who collected money at their meetings and want to donate some to the District H&I budget. We are working on bringing Alateen to San Mateo County’s Juvenile Hall. We will be handing out flyers to publicize the meetings when it is ready to go. The Alateens are having a pizza meeting on October 17th, and a flyer for that will also be distributed. Kris V. and Alexis V., both Alateens, presented a check to Emily C. for H&I.

4d) Treasurers Report: Jim V handed out his AIS Net Worth handout. We didn't have a Financial thought force meeting for the District this Month, and we still need to decide how to spend our money down after we estimate the prudent reserve. Our cash went up this month. Jim V. also paid our annual sales taxes and lots of literature checks were deposited last month. Heili E. asked how Jim V. is going to get feedback on how to spend the money down. Jim V. said he is working on a Treasurers Guideline first and later we'll meet to work with details of how we're going to handle the money. When the Financial thought force meets again, he'll post it on the Google group and any Al-Anon member can attend.

4e) District Representative Report: Agota P. handed out her DR Report. Agota P. asked for a show of hands of those GR's attending our October Assembly. Agota P. asked for a show of hands of those GR's attending our October Assembly, and if anyone was looking for a roommate. Agota P. said the agenda is in the 12 Stepper and on the Area Website. She said Friday Night will be a meeting for new GR's. If you're not a GR you can come, you just have to pay your own way. There are other jobs you can do for the Area even if you're not a GR. Also, the Area Coordinators will be giving their reports, and you can drop in for any of their reports if you're interested. We will be voting on the Area Budget for 2013. Agota P also said the A16 meeting forms will be excluding the field that lists an Al-Anon's meeting focus so you may want to change your groups name to indicate the focus. Jess R. said we should think about allowing the District to help GR's if their groups can't afford to send a GR to the Assembly. Jim V. said we'll bring it up at the Financial thought force meeting. It was pointed out that GR's can pass the basket at their meetings to raise funds for the assembly. Heili E. said a GR can drive to the Assembly for one day and not stay at the Hotel to save money. Agota P. introduced Tara P. who wants to volunteer as our District Newsletter editor. She'll be asking questions about the position about her service and what the job entails. Mary H. is interested in volunteering as Diversity Coordinator, and needs a good definition of "diversity". A16 forms went out on August 20th, but still haven't been processed. Agota P. said our October District Meeting will be our Annual Meeting, where we change the bi-laws if necessary.

4f) Coordinators Reports: Jo B, the Literature Coordinator said that Al-Anon has increased their handling fees. They're going from 8% to 10%. Linda B, the District Archivist has received some feedback about the histories of local Al-Anon groups and old-timer questionnaires. She is going to make her report next month. Chris D. said he didn't bring any meeting lists, but they're on the website if you need some copies. Jo B. said the Saturday Night Lighten up group is going to indicate their meeting is beginner friendly. Eloise M. said the CSM Health Fair is at the end of October and she'll need meeting schedules for that event. Alice E. said we may need an Alateen Process person and she made some flyers soliciting for a Process Person and brought the flyers tonight for GR's to hand out at their meetings. Alice E. also needs more Alateen sponsors.

5) GR Concerns, Old/New Business:

5a) GR's Concerns: Sue H. wants to know about bank accounts for groups. Jim V. has a handout on how groups can handle their money, and will get a copy for Sue H. Jess R. said the treasurer can use their own personal bank account. Heili E. said she will get together with Sue H. after the meeting to discuss Sue H's concerns and questions. Pamela S. asked how long her GR reports should be at meetings. Agota P. said you can break your report into small increments and

report on the important topics first. Alice E. said the Service Manual has a section on GR duties and might be helpful. Emily C. said she'd like to know how to put a time limit in the script for her meeting and how that process works. Chris D. said his meeting times shares and he'll check in with Emily C. after the meeting to discuss how to do it.

5b) Old/New Business: Chris D. said as Meeting List Coordinator he will come up with a good definition of what Closed and Open meetings are to put on the meeting lists. Agota P. sent a roster around with our meeting names and if they're listed as open or closed. Chris D. said that groups are closed by default. He said anyone is welcome to our meetings weather or not they think they qualify. Newcomers can be confused by the designation. They are designed to help insure anonymity at our meetings. Eloise M. said professionals need to know if a meeting is closed or open. Heili E. said we could put an "o" or "c" in the meeting list with definitions. She also suggested we could put a definition of anonymity on the meeting lists as well. Suzanne F. said we need to be clear on the definition so we don't discourage people who come to Al-Anon for help. Heili E. also said non-members who attend Al-Anon need to practice anonymity regardless. Each group can discuss anonymity in their scripts. Chris D. said he'll bring a handout on the wording of open and closed next month. He can put a definition on our next meeting lists. In the meanwhile, all the GR's should go to their meetings and discuss if they want to be open or closed. Ceilia M. said we'll discuss this topic again later.

- 6) **Topic Discussion:** Linda L. led a discussion on growth through service.
- 7) **Refreshments for Next Month:** We did a 7th tradition for the refreshments and Alice E. will do the refreshments for next month.
- 8) **Next Meeting Will Be On Monday, October 8th, 2012**
- 9) **Closed the Meeting with the Al-Anon Declaration.**

District 13 Al-Anon
Business Meeting Minutes
October 8, 2012

- 1) **Opened Meeting:** Opened meeting with Concept 10 read by Kathy R.
- 2) **In Attendance:** Alice E., Alateen Coordinator; Linda B., Archivist, GR; Ceilia M., District Meeting Chair; Agota P., District Representative; Marie L., District Secretary; Jim V., District Treasurer; Emily C., Institutions Coordinator; Jo B., Literature Office Coordinator, GR; Chris D., Meeting List Coordinator; Eloise M., Public Information; John K., GR; Kirstin D., GR; Kathy R., Alternate GR; Tracy F., GR; Linda L., GR; Amy O., GR; Heili E., GR; Suzanne F., GR; Pamela S., GR; Mary C., GR; Colleen O., GR; Jess R., GR; Mary H., GR; Ruth W., Holiday Party Volunteer; Varsha S., Holiday Party Chair; Mary M., Holiday Party Co-Chair.
- 3) **September Minutes Approved:** September Minutes corrected, section 4f Alice E. said we “might need” an Alateen Process Person.
- 4) **Monthly Business:**

4a) Holiday Party Update: Varsha S. and Mary M. set the date for the Holiday Party for December 8th from 5:30 to 9:00pm at the Congregational Church of Belmont. The save-the-date flyer and sign-up sheets for volunteers are on the Website. Service positions are still open. They handed out a flyer with dates of the planning committees meetings at Mary’s home in Redwood City, please hand them out at your meetings for volunteers. Varsha S. set up a walk through the church and how to access the microphone. Jo B. said she has a key to the church and can help with the microphone. Agota P. handed out a sign-up sheet for everyone at the district meeting to sign up to volunteer for the Holiday Party. Tracy F. asked what a chairperson does and Varsha S. said they will explain the duties at the planning meeting at Mary M’s house. Linda B. said she can take the leftovers from the party to a shelter. Chris asked if we have a Kitchen Chair and we do.

4b) GR Concerns: Heili E. said she has a question and we’ll discuss it later

5) Coordinator, Treasurer, and DR Reports:

5a) District Representative Report: Agota P. handed out her DR Report. Today’s Business Meeting is our Annual Meeting and Coordinators Reports. This Weekend is our 3 day Assembly. Agota P. asked who is planning to go. Seven people said they’re attending. Agota P. said if you’re a new GR Friday evening is a meeting at the Assembly for GR orientation. Agota P. said the Area Group Records have finally been updated, and are in the GR folders. Agota P. said our District can sponsor one of the upcoming NCWSA events next year, the Feb. 8 2013 one day assembly or the Oct. 18-19 two day assembly in 2013. Linda B. asked where they would be and Agota P. said that is to be determined but it would be in our District. Emily C. said we’re already

sponsoring the Institutions Convention in April of next year. See Agota's Report for 2012-2013 Upcoming Service/Events Calendar.

5b) Webmaster Report: Agota P. handed out a report on our Website, with a summation of the last four years, with most visited pages. Let her know if you have anything you'd like to add to the website. Also, she is looking for members to write shares on the literature to add to the website.

5c) Treasure's Report & Finance Committee Update: Jim V. submitted his AIS Net Worth Report. We stayed steady this month. We were low for donations, but it's not a trend. The Finance Committee is working on our Prudent Reserve and Finances. Jim V. is adding fine tuning to our Treasurer's Guidelines Flyer, and will need feedback for accuracy. We will be discussing strategies on how to spend our extra reserves. The Finance committee has identified the following items/questions for the next steps of the financial review project. 1) Work out the "nuts and bolts" for how the checking/savings accounts are managed, e.g., keep the Prudent Reserve in a separate account or co-mingle it with working capital? How do we transition from the excess financial reserves we currently hold to our new account balance targets? 2) Define the authorization process for tapping into the Prudent Reserve. 3) Determine whether or not we should have a separate fund for "special projects", "strategic initiatives", or "support for individual groups &/or GR's", and if so, how big should it be? And, how will this fund be managed? 4) Determine a formal donation policy with a decision-making process. Jim V. will post the next Finance Committee meeting dates on the Google Group. Send in any ideas on how to spend our money. We'll be getting ideas and bring them back to the District for final assessment.

5d) Literature Office Coordinator: Jo B. reported \$2,500 of sales income this last quarter, with about \$800 profit, that goes directly back into inventory. The Literature Office appreciates that Alateen and PI now have their own budgets.

5e) Public Information Coordinator: Eloise M. handed out her PI Report. We've started dressing up our tables at Health Fairs. We're getting a banner to hang on the wall, and a bowl of candy for a teaser. She'd appreciate help on getting a banner. She is handing out bookmarks at Health Fairs too. She has been talking to Principals and Guidance Counselors with a DVD that explains Al-Anon. Heili E. is taking literature to psychiatrists and Doctors. We've contacted San Mateo Mental Health Clinic. Eloise M. needs volunteers for CSM's Health Fair this month. Agota P. said we can hand out literature at libraries. Future PI thought force meetings will be posted on the Google Groups. We still have two cases of Al-Anon Faces Alcoholism Booklets which we all can hand out and use as giveaways.

5f) Institutions Coordinator: Emily C. handed out her H&I Report. We have 26 people signed up for institutions meetings volunteers. See her report for Direct Contacts/ Progress at various institutions, including Hillcrest Juvenile detention center, San Mateo County Jail, Hope House, and we're looking to start a meeting at Maple Street Shelter. The report gives out information on our upcoming H&I Conference. Emily C. is handing out flyers about the conference to be distributed at our October Assembly. Emily C. said if you're interested in volunteering, come to her monthly H&I district meetings on the first Saturday of each month at

the downtown Library in Redwood City from 10:00am- 11:30am. We're focusing on jails and Juvenile Hall at this time.

5g) Alateen Coordinator: Alice E. handed out her report, see her report for details. We now have 13 AMIAS sponsors in the district. They can drive Alateens and sponsor events to provide a level of safety to Alateens. The NCWSA R&R was last month. All can attend, you don't have to be certified. Alice E. announced she will be leaving as of June of 2013, so we'll be needing a new Alateen Coordinator.

5h) Archives Coordinator: Linda B. said she's working on an Archive Binder for Al-Anon events, starting with the Holiday Party.

5i) Newsletter coordinator: Tara P. not in attendance.

5j) Teleservice Coordinator: Judy C. did not attend but sent her report to the Google Group for the District. Agota P. had a call from WSO, they called our District because they were checking our teleservice phone number and the teleservice didn't pick up. Agota P. called the teleservice herself and they did answer but it took awhile. We will form a thought force on this and follow up on the service. The teleservice company needs to be informed that they have to be diligent and answer the phone. Agota P. will stay in touch with Judy C.

5k) Meeting List Coordinator: Chris D. has a new meeting list. He included a new QR code for smart phones on our meeting list. We will continue discussing open and closed meetings. He handed out a blue flyer describing the various definitions of open and closed to be included on the meeting lists. Chris D. said he likes the first definition on the flyer, but we will decide on the definition at next month's district meeting. Agota P. has a list of our district meetings and their listing as either open or closed. Ask your groups if they want to be listed as open or closed, and we'll vote on the definition at next months district meeting.

6) GR reports: Linda B. cannot attend her meeting for this semester and would like someone to volunteer to go to her group Monday mornings here at Redwood City to discuss if they want to have an open or closed meeting. Agota P. said she can attend and have that discussion. Heili E. said she can discuss her issues on the Google Group and after the district meeting with others.

7) Mary M. will do refreshments next month

8) Next Meeting will be on November 12, 2012: It will be a topic meeting and Agota P. will share on growth through service.

9) Closed the meeting with the Al-Anon Declaration

District 13 Al-Anon
Business Meeting Minutes
November 12, 2012

- 1) **Opened Meeting:** Opened meeting with Concept 11 read by Sue H.
- 2) **In Attendance:** Linda B., Archivist, GR; Ceilia M., District Meeting Chair; Jim V., Treasurer; Jo B., Literature Office Coordinator, GR; Chris D., Meeting List Coordinator; Eloise M., Public Information; Agota P., DR, GR, Webmaster; Tracy F., GR; Linda L., GR; Mary H., GR; Sue H., GR; Carmina C., Alternate GR; Pamela S., GR; Mary C., Alternate GR; Colleen O., GR; Jess R., GR; Varsha S., Holiday Party Chair; Mary M., Holiday Co-Chair; John K., GR; Bridget, GR.
- 3) **October Minutes Approved:** October Business meeting notes approved as is.
- 4) **Monthly Business:**

4a) Holiday Party Update: Varsha S. said all the Holiday party chairpersons for all the committees are filled with volunteers. She has flyers, for the day, for the raffles, and for the gift baskets. Please distribute the flyers, and encourage your groups to make baskets for the raffle. Colleen O. is the chair person for the baskets, and encouraged everyone to bring baskets. Varsha S. also printed up some forms for the baskets, for each group to list the basket items and the topic for each basket, please bring these forms to the party with the baskets. The party is on December 8th at the Congregational Church of Belmont. The November 28th planning meeting has been canceled. The final planning meeting is on December 5th, at Mary's House, see the website for details. Jo B. said she would ask Marty in Half Moon Bay if he would record the speakers and will get back to us if he cannot. In the event he can't accommodate us, we might want to consider buying a recording device like his for the district so we can record our events on our own. The device is not too expensive. Funds collected for Literature sales at the Holiday Party are not comingled with the income of the overall event. Jo will report total Holiday Party Literature Sales at the next District meeting. Jim V. pointed out to Varsha S. that the registration money should be kept apart from the raffle money for the Holiday party. Varsha S. said the Holiday party treasurer will be in touch with Jim V. Mary M. said people can also bring Items for the Holiday party to be auctioned off for more income. You can bring items in to be sold the day of the party.

4b) Treasurers Report: Jim V. brought in his AIS Net Worth report for October. The balance went down a tad. Check with Jim V. for any questions. When our CD matures, we will not renew it. We're going to have a savings account, instead, with the checking account to streamline things. We're still working on our policy on how to use our extra money when we come up with our new value for our prudent reserve. The next finance meeting is on November 29th, at 6:30pm at IHOP in Belmont. Check the Google Group for details.

4c) District Representative Report: Agota P. Handed out her DR Report. Select articles from The Forum are now online. The Unity Prayer is actually from OA and groups need to know

this, its recitation is not encouraged, but each group is autonomous and can discuss using the prayer at their meetings. The Area is having a contest for a Public Outreach poster design which is ongoing. The topic for the poster is, "is someones drinking tearing you apart?" Agota P. said we still have some district volunteer positions, Newsletter, Diversity, and Quarterly District Meeting chair. Agota P. wants to have a group meeting at IHOP in Belmont to discuss ideas about the newsletter. Also, she wants to form a thought force around diversity at the district level. She will put details for each thought force on the Google Group. We also have to look for a chair for the upcoming Day In Al-Anon this spring. Agota P asked the GR's to share about the October Assembly. Only 4 GR's showed up. We need to find out why, so Agota P. handed out a questionnaire for GR's to fill out and we will discuss this at December's District Meeting. Jess R. Said he attended the assembly and tonight is his last night as GR, since his term is over. He brought in some love gifts that were distributed at the assembly. He said the Saturday Night speaker from WSO was outstanding. He said he learned our Area is the 2nd largest in the nation. He liked the gathering round the rounds they had at the assembly. Jess said Attendance at assemblies is part of being a GR, and GR duties are mentioned in the service manual. If money is an issue for GR's their groups can raise money for the trip by passing the basket. Some groups sponsor speakers to raise money for their groups, too. Mary C. said the Area is large and the northern districts might be split off into Oregon in the future. She also said that the rules for AMIAS sponsorship and clearance are complicated and will be discussed by the area in the future. Linda B. said the business part of the assembly was difficult to focus on, but found the round robin discussion to be helpful. One topic they discussed was what to do if someone is disruptive. She enjoyed a nice walk from the hotel to the ocean, and commented the assembly can be fun. Her meeting had a slight problem with funding her trip, but they're going to gather a reserve fund in the future for assemblies. Agota P. printed up a report for the assembly and you can check it on the website.

4d) Coordinators Reports: Alateen Coordinator Alice E. couldn't attend, but let us know she will be leaving in June of 2013, and will need a replacement. Please step up. Monday night's Alateen meeting in Half Moon Bay needs a sponsor. Contact Alice E., or the Google Group for details. Archives, Linda B. needs help getting binders together for the archives for the Holiday party, she put a notice on the Google Group. Please volunteer.

5) GR Concerns, Old & New Business

5a) GR's Concern: Jess R. said his group had trouble with having to change locations, but it worked out that they don't have to and can stay where they are.

5b) Old Business: Chris D. gave a report about his meeting lists concerning open and closed meetings. He brought a hand out with some definitions of open and closed meetings. We discussed the various definitions of open and closed, and came up with a final wording as the following, Closed: closed meetings are for anyone whose life has been affected by a problem drinker. Open: Open meetings are for anyone affected by a problem drinker, and anyone interested in learning about Al-Anon and the family disease of alcoholism. We voted on these final definitions and it passed with a substantial majority. Chris pointed out that if you have someone come to your group who is not an Al-Anon member and your group is closed, you can ask them to step outside and discuss if you want to let them attend anyway. Just tell them our

members names are confidential, and what is said cannot be repeated. Agota P. said she has a list of the meetings and if they are open or closed. Chris will bring more meeting schedules next month. The Quarterly speaker meeting was discussed. Jo B. pointed out that the Saturday Night Lighten Up group is now having regular speaker meetings to raise money for rent. We are still not having Quarterly Speaker Meetings. Agota P. said someone needs to step up for the Quarterly Speaker Meeting coordinator position and that the event raises money for the District. It was agreed that a thought force for this is needed. Jo B. said we can still have it at the Saturday Night Lighten Up group location. Mary M. said we can have each group sponsor the meeting in a round robin fashion. Jim V. said we make money for the district in 3 ways: through the groups, through literature sales, and through our district events. We will discuss this further next month.

- 6) **Topic Discussion:** Agota P. presented her share on growth through service.
- 7) **Refreshments:** Sue H, will do refreshments next month
- 8) **Next Month is a Topic Discussion:** Marie L. will share on growth through service. The next meeting will be on December 10th.
- 9) **Closed the meeting with the Al-Anon Declaration**

District 13 Al-Anon Business Meeting Minutes December 10, 2012

- 1) **Opened Meeting:** Opened meeting with Concept 12 read by Emily C.
- 2) **In Attendance:** Alice E., Alateen Coordinator; Linda B., Archivist, GR; Ceilia M., District Meeting Chair; Agota P., District Representative, Webmaster; Marie L., Secretary; Jim V., Treasurer; Emily C., Institutions Coordinator; Jo B., Literature Office Coordinator; Chris D., Meeting List Coordinator; Eloise M, Public Information; Tracy F., GR; Linda L., GR; Amy O., GR; Mary H., GR; Liz R., GR; Sue H., GR; Carmina C., GR; Suzanne F., GR; Pamela S., GR; Mary C., Alt. DR, GR; Coleen O., GR; John K., GR; Varsha S., Holiday Party Chair
- 3) **November Minutes Approved:** November minutes approved as is.

4) **Monthly Business:**

4a) Holiday Party Recap: Varsha S. thanked everyone for their service. We could have used more volunteers for clean up. Attendance was low, perhaps due to the fact it was on the same day as the first day of Hanukah. Jim V was treasurer and said preliminary results of what we took in was \$1,180 and about \$900 for expenses for the event. We made a profit of about \$200-\$300. We will have a treasurers final Holiday Party report next month.

4b) Treasurers Report: Jim V. submitted his AIS Net Worth Report. Donations to the District from groups are down. Go to your groups and see if they can afford donations to the District. Jim V. got a request for a scholarship for one Alateen to go to the Alateen Conference for \$65-\$100. We voted to approve the funds for the Alateens and it passed with a substantial majority. Agota P. asked if we have any fund raisers so the Alateens can raise funds themselves. Alice E. said the Alateens are growing into fundraising, and becoming more self supporting. Alice E. said there are Al-Anon meetings which have been supporting the Alateen meetings. As these funds decrease, Jim V. said we can ease the Alateens into being self-supporting.

4c) District Representative Report: Agota P. encouraged GR's to participate in the Assemblies. She asked the GR's to take her one page survey "Attending the Assembly Questionnaire" and fill it out and return it. Your comments will help her trouble shoot why GR's don't attend the Assembly. Also, Agota P created a survey form, which she wants you to fill out to indicate when your service commitment for the District is over. It is on the Google Group. Agota P. said sponsors can suggest that their sponsees do service at the District Level. Jim V. is leaving as GR for his group, and looking for someone to fill in as the new GR. The NCWSA Alanon Convention is coming up this March. Please pass the word to your groups, and look into going to the convention. You can preregister. We also need a chairperson for the Day In Alanon. Sometimes a group sponsors the DIA, sometimes two groups can sponsor the DIA. Agota P. printed out the Agenda for the NCWSA assembly for GR's who didn't attend. As DR Agota got to hear other DR's submit their reports at the Assembly.

4d) Coordinators Report: Linda B. has a binder with District newsletters from the 1980's on. It was available at the Holiday Party, and will be at the DIA. Alice E. said we need more Alateen sponsors. Training and fingerprinting are necessary. Call Alice E. with any questions. We also need AMIAS for H&I in general. Emily C. said she is opening an Alateen meeting at Hillcrest. It takes time to develop the sponsors for these meetings. Emily C. said she can work with the Alateen Coordinator with H&I assisting. Also, the H&I institutions convention is coming up this April. Please hand out the flyers for the conference. Emily C. has developed a link with group homes for teens. Emily C. is also looking for a co-chair to start learning the ropes for H&I, to take over when her term ends. Emily C. has 28 volunteers, but needs the co-chair. You don't have to be a GR to be H&I Coordinator.

5) GR, Old & New Business

5a) Jo B. said the Saturday Night Lighten up group will have a speaker meeting January 26th, we're having the married couple Mary K. and Tom speak. Please hand out the flyers found on the website to your groups. Ceilia got an email from a handicapped person who hasn't been able to park in their designated handicap parking places because members have been parking in the handicap zone. John K. said his men's meeting is on Tuesdays from 7:00pm to 8:00pm and is not listed correctly in the meeting schedule. It is correct on the Website, however. Agota P. said in January she will set up a time for our Quarterly Speaker Meeting thought force. If you're interested she will post it on the Google Group. Also, someone came forward to volunteer for the Newsletter coordinator position. Jim V. said we have \$540 earmarked for Alateen which apparently came from the parents Al-Anon meeting. Jim V. said we need to decide what to do with the money. Alice E. said we can use the money for an Alateen to go to the Alateen convention or for literature for the Alateens. Eloise M. gave a WSO DVD to each High School and a cartoon booklet for the Alateens as well. The \$540 can be used for those items as needed. We'll discuss this at the next meeting. That money won't be replenished. Ceilia made a suggestion to use paper cups and not Styrofoam for our District meetings refreshments. Agota P. reminded the GR's to let her know why you couldn't attend the Assembly. Chris D. said we have excess money which might be used to support a GR going to the Assembly. Jim V. is working on these items in the Finance Meeting thought force. Pamela S. said her group had difficulty raising the funds to go to the assembly. Pamela S. had no idea how much it would cost. Chris D. said you could come up with a work sheet so your group can set aside donations each week so the groups can fund the expenses for the Assembly. Agota P. said our groups first priority for expenses is to fund group expenses, then the next priority for groups is to fund the expenses for the assembly, and the third priority is to send donations to the district, the area, then to WSO. It is suggested each group budget for the GR to attend the assembly. Linda B's group had some problems funding the assembly. The service manual has information on financing funds for the assembly.

6) Topic Discussion: Marie L shared on growth through service

7) Refreshments: Tracy F. will do refreshments next month

8) Next Month Chris D. will share on growth through service

9) Next Month is a Coordinator Meeting.

10) Closed the meeting with the Al-Anon Declaration