

**District 13 Al-Anon
Business Meeting Minutes
January 13, 2014**

- 1) Opened Meeting:** Opened meeting with the Serenity Prayer and Concept 1 read by Becky R.
- 2) In Attendance:** Ceilia M., District Meeting Chair, GR; Linda B., Archiver, GR; Agota P., District Representative, GR; Marie L., Secretary; Jim V., Treasurer, Carmina C., Diversity Coordinator, GR; Jo B., Literature Office Coordinator, GR; Chris D., Meeting List Coordinator; Mary M., Newsletter Editor; Eloise M., Public Information; Varsa, Quarterly Speaker Meeting Coordinator; Linda L., GR; Amy O., GR; Chris S., GR; Sue H., GR; Becky R., GR; John K., GR; Bethanie K., GR; Sarah S., GR; Pamela S., GR; Jennifer G., GR; Whitney M., GR; Kathy O., Alternate GR.

3) December Business Meeting Minutes: December 2013 Minutes approved as is.

4) Monthly Business:

4a) Opened Service Positions: Teleservice Coordinator still open. Alateen Coordinators still open. Hospitals and Institutions Coordinator still open. Positions duties listed on our District Website. Pass the word at your meetings.

4b) Holiday Party Final Numbers and Report : To be listed in Jim V's (Treasurer) Report.

4c) Coordinator and GR Announcements: Mary M. brought in the latest Newsletter. Take 3 color newsletters and some of the black and white newsletters for your groups. Mary M. is still sending out thank you letters to those who submitted shares for the Newsletter.

5)Coordinator, Treasurer, and DR Reports:

5a)District Representative Report: Agota P asked everyone to please hand in your Business Meeting Inventory Questionnaires. Mark the 10 top most suggestions you would like to see as a change in our District 13 Business Meeting. Email Agota P. if you want to join the Inventory Thought Force for our district. Liz R. did some research on this subject and Jo B. will email it to Agota P.

We need volunteers to be chairperson or Co-Chairpersons to head up and help plan our upcoming Day In Al-Anon. We usually have it in April or May.

The 2014 Northern California (NCWSA) Al-Anon Convention is coming up. Agota P. made a motion to provide a gift basket from our District for the NCWSA Convention. We voted on her motion and it passed with a substantial majority. We need to come up with a theme for the basket, and someone to put it together.

Agota P. reminded all the GR's that May 17, 2014 One Day Assembly is coming up. Agota P. explained the difference between the NCWSA Convention and the assembly. GRs are reimbursed by their groups for all the expenses incurred for the one day assembly but we all pay our own way for the NCWSA convention.

Ceilia M. asked everyone to check our Google Groups emails to keep updated on all of the communications for our District events and the DR's activities.

5b)Alternate DR Report: Mary C. was not in attendance. No Alternate DR Report.

5c)Treasurer's Report: Jim V. brought in extra copies of the Forum Magazine for everyone to take to their groups or read themselves.

The holiday party was successful. We had a net proceed of \$621.00.

Jim V. handed out the last Financial Report for 2013. We're \$3,000 lower than last year but our profit from the Holiday Party is not included in the report. In 2013 we spent more than we took in. On the second page of his report we have a break out of \$3,272.81. We're looking at a deficit of \$2,000 for 2013. The biggest expense was on Literature purchases. We maybe spending more money or it might be a timing issue. Our District finance thought force will look into this issue. Jim V. pointed out that the Literature Office is paid off when groups make purchases, and spends money to buy new literature. Included in his report is a summary of all our donations from district 13 groups. You can compare these donations to last year, 2012. We took in \$300 more this year than last year. Gr's need to check the list and make sure you are keeping only a prudent reserve and donating any excess to the Area and the District. We usually give 50% to the District, 25% to the Area, and 25% to WSO. Newer meetings usually take a while before they can begin to accrue funds and make donations.

Included in Jim V's report is a page with the Officers and Coordinators budget projections for 2014 based on averages of past budgets. If you need more it needs to be approved by the District.

We will need \$20,000 this year. We only had \$18,000 in 2013. We need to pay attention to these expenses. The CD came due for \$7,000 and is now in our checking account.

5d)Literature Office Coordinators Report: Jo B. has a data base and it prints out online receipts. It lists who we sold to. Jo B. presented her report for all of 2013.

Jo B, said if we would like to we can do a quarterly inventory report instead of an annual report for the Literature office. We get a lot of turnover for newcomers packets, the book *How Al-Anon Works*, and the latest workbook, *Reaching for Personal Freedom*. Groups pay the costs but we're not making a profit.

Jo B. will post her report on the Google Group.

5e)Public Information Coordinator: Eloise M. handed out her Quarterly Report Activities for October 11, 2013 to January 12, 2014.

Eloise M. listed the Al-Anon volunteers who helped her with PI for the quarter.

This quarter we distributed the road signs poster and attended Health Fairs, including schools, Sam Trans Drivers, and San Mateo County health systems and recovery services.

5f) Institutions Coordinator: Emily C. is our outgoing Institutions Coordinator. No report was submitted

5g) Alateen Coordinator: No Alateen Coordinator as of yet, no report was submitted

5h)Archives Coordinator: Linda B. has a display chart with the history of Al-Anon and a binder of historical literature for the District. They are available for events in the district.

5i)Newsletter Coordinator: Mary M. gave her report in section 4c of today's District 13 Business Meeting Notes. The Next Newsletter will have shares on Willingness, which will come out in May 2014.

5j)Teleservice Report: Judy C. submitted her Teleservice Report and we passed it around. Remember we're still looking for a new Teleservice coordinator.

5k)Meeting List Coordinator: Chris D. brought in new meeting lists.

5l)Website Coordinator: Agota P. said last year we had 20,000 visits to our Website. For December we had 400 visits. The most popular page was our meeting schedule, and the "promises" were the next most popular page. Since Al-Anon doesn't claim there are any promises in Al-Anon Agota P. will include the "promises" only as a page number in the future. The third most popular page was Public Outreach.

5m)Quarterly Speaker Meeting Coordinator: Varsha has selected a date in March for the next Quarterly Speaker Meeting.

5n)Diversity Coordinator: Carmina C. is working with NCWSA's Diversity Coordinator. Carmina C. is also making a budget checklist.

Carmina C. attended some Spanish speaking meetings. She invited them to be part of our District 13 Business Meeting. They sent someone to our District Holiday Party. The Spanish speaking meetings follow a different Al-Anon meeting format.

Carmina C. pointed out that she is following up on the suggestions from her Diversity Checklist she submitted to the District, the most popular was to form a committee to look into diversity in our District, and the next suggestion was to work with the Public Outreach Coordinator. Carmina C. is creating a committee to look into these suggestions and will post it on the Google Group. Her first priority will be to agree on a date and time, and look into the priority's we have selected.

6)GR, Old & New Business:

6a)GR issues: Jo B. suggested we have a separate meeting every quarter in the District just for GR;'s. We are forming a thought force, contact Jo B. with your input about it.

Chris S. said if your group makes a basket for Al-Anon fundraisers a bigger basket tends to draw more raffle tickets. She also said each group needs to donate to the District, the Area, and WSO to be self-supporting. Agota P. clarified this is only if your groups prudent reserve is met.

Agota P. reminded GRs they need to go to Assembly.

6b)Open and New Business Items. Chris D. said the District is working on spending down the District 13 funds in excess of our prudent reserve. We sent out a form to each group to bring to your meetings to get suggestions on how to spend the money. Bring them to the February District Meeting. The Finances thought force is meeting next Monday, January 20th at IHOP in Belmont. Everyone is welcome to come. Minutes from the last meeting are being typed up and will be distributed at the next meeting. The designated Prudent Reserve is 3 months of expenses. Chris D. said we have about \$5,000 to spend. Our goal is to spend it or donate it by the end of 2014. This is probably a onetime event.

John K. suggested we could use the money for GR's to go to Assembly.

Another suggestion was to make recordings of our Day In Al-Anon and post the CD on our website.

Another suggestion was to fund scholarships for Alateens and buy Alateen literature for Juvenile Hall, including the book *Courage to be Me*.

Some of the newer GR's said they find that the request for more donations to the District is counter-intuitive to the fact we are doing a spend down with the District. Kathy O. said if your group is sitting on money it isn't doing Al-Anon any good. We need to decide group by group to donate it so all of us can benefit.

Agota P. said our money in the District goes to Alateen for R&R, for Public Outreach, for Hospitals and Institutions, and all District activities. If we don't spend our money on our District we will send it to NCWSA or WSO. Our monthly expenses still need to be supported as listed in Jim V's Treasurer's Report. The pink cans go to NCWSA for Hospitals and Institutions in Northern California.

Chris D. said if a new GR is confused about service questions it is helpful to find a Service Sponsor. A Service Sponsor is an Al-Anon member who is of Service in Al-Anon and can help with service questions, including items in the Service Manual and the Al-Anon Concepts.

Mary M. said everyone should understand our groups only donate in excess of a prudent reserve and in the 25-25-50 ratio.

Ceilia M. said we will keep the discussion going on the spend down, check the Google Group email for continued updates.

7)Next Meeting Will Be On Monday, February 10th: It will be a "Spend Down Project" Meeting. We have refreshments for next month.

8)Closed the Meeting With the Al-Anon Declaration

**District 13 Al-Anon
Business Meeting Minutes
February 10, 2014**

1) Opened Meeting: Opened meeting with the Serenity Prayer and Concept 2 read by Mary H.

2) In Attendance: Ceilia M., District Meeting Chair, GR; Linda B., Archiver, GR; Agota P., District Representative, Webmaster, GR; Mary C., Alternate District Representative, GR; Marie L., Secretary; Jim V., District Treasurer; Jo B., Literature Coordinator, GR; Chris D., Meeting Lists Coordinator; Mary M., Newsletter Editor; John S, GR; Melisa C., GR; Nickolas C., Alateen GR; Whitney M., GR; John K, GR; Linda L., GR; Kathy O., GR; Kristin D., GR; Sue H., GR; Becky R., GR; Theresa Alternate GR; Sara S., GR; Colleen O., GR; Mary H., GR.

3) January Business Meeting Minutes: January Business Meeting Minutes approved as is.

4) Monthly Business:

4a) Opened Service Positions: Teleservice Coordinator, Institutions Coordinator, Alateen Coordinator, and Day In Al-Anon lead still open. Please announce them at your meetings.

4b) Coordinator and GR Announcements: Chris D. brought in more meeting lists. Jim V. has an extra *Forum* Magazine up for grabs. Agota P. brought in some flyers about the NCWSA Committee meeting for the Convention. Mary M. still needs shares for the Newsletter on the topic of Willingness. Mary C. said Thursday Alateen in Palo Alto needs sponsors and Alateens to attend.

4c) Coordinators and GR Issues: No Coordinator or GR Issues.

5) "Spend Down Project" Chris, D: District 13 has about \$5,000 over our prudent reserve. Chris D. and Jim V., are heading up a thought force to coordinate our ideas on how to spend the money down. Chris D. presented the results of the ideas that have been submitted as of today's Business Meeting, He also collected any additional ideas from everyone present. We broke the ideas down into 4 categories: Ideas related to Alateen, Ideas related to our groups, Ideas related to Public Outreach, and any other ideas. We counted up the top 10 favorite ideas. Chris D. will email everyone via the Google Group with the results and scheduled another thought force get together on March 10th at IHOP in Belmont at 6:30. Everyone is invited to attend. Chris D. asked everyone who has an idea on how to proceed with our ideas to research how to go about initiating our final ideas and about how much we'll spend on each idea. Next Month will be another "Spend Down Meeting" Chris D. will bring the accumulated data.

6) Next Meeting will be on March 10th, 2014- It will be another "Spend Down Meeting:
We have enough refreshments for next month's Business Meeting.

7) Closed the Meeting With the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
March 10, 2014**

- 1) **Opened Meeting:** Opened meeting with the Serenity Prayer and Concept 3 read by Kathy O.

- 2) **In Attendance:** Ceilia M., District Meeting Chair, GR; Linda B., Archiver, GR; Agota P., District Representative, Webmaster, GR; Mary C., Alternate District Representative, Day In Al-Anon Chair, GR; Marie L., Secretary, Jim V., Treasurer, Carmina C., Diversity Coordinator, GR; Jo B., Literature Office Coordinator, GR; Chris D., Meeting Lists Coordinator, Eloise M., Public Information; Varsha S., Quarterly Speaker Meeting Coordinator; Bethanie K., GR; Faye J., Alternate GR; Mimi L., Al-Anon visitor; Whitney M., GR; Joan J., Al-Anon visitor; John F., GR; John S., Alateen Sponsor, Kathy O., GR; Sue H., GR; Sara S., GR; Colleen O., GR; David V., GR; Melissa C., GR; Nicklas C., Alateen GR, Jess R., Al-Anon visitor

- 3) **February Business Meeting Minutes:** February Business Meeting Notes, one correction, John S. is an Alateen Sponsor, not a GR

4) **Monthly Business:**

4a) Open Service Positions: A Teleservice Coordinator, Institutions Coordinator, and Alateen Coordinator, are needed, please announce these positions at your meetings.

4b) Day In Al-Anon Report: Mary C. is the new chair for our DIA. She reserved the First Congregational Church in Belmont for the DIA on May 10th. Ceilia M. stepped up to be the Treasurer for the event, Jo B. will do the Literature, Agota P. will be the workshops volunteer, David V. is the Co-Chair. We have an Alateen speaker in mind, but we need a theme and the hours to operate. Give Mary C. input and please volunteer. Mary C. will have her contact information on the Google Group and will make a flyer. The first planning meeting Mary C. will post on the Google Group as well. Mary C. is looking for a place to hold the service meetings. Jo B. said to be sure you bring this information to your groups for volunteers. Baskets for the DIA are still to be determined.

4c) District Representative Report: Agota P. said the NCWSA Convention is on April 4, registration cuts off on March 21.

The One Day Assembly for GRs is on May 17th. Agota P. will email the location when determined.

The WSO TEAM event is on September 6, 2014 in Alamo, CA. Agota P. is applying for scholarships to cover registration. The Two Day Assembly for GRs is on October 10th, 2014.

Agota P. will discuss the D13 Business Meeting Inventory results at the May Business Meeting.

Agota P brought in flyers for the Quarterly District Meeting. Please bring them to your groups.

4d) Coordinator and GR Announcements: Mary C. has the service roster to be updated.

Jo B. said when you sign up as a GR with WSO you receive a service manual. We now have new service manuals. When you get them, keep them in your meeting boxes.

Jo B. also asked the groups to include your WSO ID number on your literature orders. Saturday Night Lighten up group is having a speaker meeting with Delta D on March 15th. At the end of August our new booklet called *Al-Anon Faces Alcoholism* is coming out. Put them with schedules in public places. Jo B. brought in bags of Christmas decorations from the Literature Office which are up for grabs.

Jim V. brought in an extra *Forum Magazine* up for grabs. He put his Treasurer Report in our Meeting District folders.

Eloise M. passed out a sign-up sheet for volunteers on March 26th for the CSM Health Fair. She will post it on the Google Group.

John S. said there is an open Alateen meeting next month on Monday. They had a fund raiser for the Alateens and raised over \$200. Agota P. pointed out we have a District Meeting on that day.

4e) Coordinator and GR Issues: Jo B. said more of all the Al-Anon Books and pamphlets are now in stock in the Literature Office, including the newest workbook, *Reaching for Personal Freedom*.

Whitney M. Needs to log into our Google Group., Agota P. will help her with that process.

5) Spend Down Project:

5a) Chris D., who is heading up our Spend Down Project, he said the exact amount we have to spend down is \$5,100 and it must be spent by the end of the year. Our last Spend Down District Meeting will be on May; April is a Coordinator District Meeting. Chris brought in a report with the spend down ideas which have been submitted, listed from most to least popular. Keep collecting project request forms from your members. People need to come forward to coordinate the items on the list.

Carmina C. asked about a Diversity Day, and wanted to know if the Spend Down is a one-time event. Chris D. said it is a one-time event, but we can ask for funding in our district budgets for events, too.

Jess R. said he'd like to laminate some signs saying Al-Anon Spoken Here for meetings. Agota P. said WSO has signs, but Jo B. said they stopped making them.

We came up with six top ideas for the Spend Down: (See the attached forms.)

1. The first is "Bus interior adcards." Eloise M. said she'd head that project. The cost is \$1,000.

2. The next is a “New Computer & Printer” for the Literature Office for \$599. Jo B. and Agota P. will head that project up.
3. “Laminate Slogan Cards” including buying a laminator for the district at \$299 was next, and Jim V. will head that project up.
4. We will look into “Purchase of a Recording Device” for the district at \$125. Agota P and Chris D will talk to Marty M about recommendations for a recording device for the district.
5. A project for “Scholarships to the TEAM Event” for Al-Anon members was suggested at \$300. Agota P. will head that up.
6. The last item we discussed was “Scholarships for Growing Together Weekend” to give \$1,000 to HMB Alateens and Sponsors. John S. volunteered to head up that project.

We had a discussion about funding the Alateens for the Northern California Alateen Convention (NoCAC) this November, and if so, would the money be there then. Jim V. said it depends on the budget for everything we did last year. We can get money from the budget for Alateens, as well as from the Spend Down Funds, and the Alateens have fundraisers for their events as well. Jim V. mentioned that we have had about \$260 earmarked for Alateen expenses in the District budget for some time.

After discussing our options Linda L. made a motion to award \$700 for the “Scholarships for Growing Together Weekend” from the spend down money, and Jo B 2nd the motion. It passed with a substantial majority.

We also voted on buying a recording device for the district. Whitney made a motion to spend \$125 for a recording device for our district and Eloise 2nd the motion. It passed with a substantial majority.

- 6) Next Meeting will be on April 14, 2014. It will be a Coordinator Reports Meeting.**
Coordinators please be prepared to give a 5 minute update at our next meeting. We Passed the basket for refreshments. Thank you Melissa for doing refreshments today. Kathy O. has volunteered to do refreshments next month.

- 7) Closed the Meeting with the Al-Anon Declaration.**

DISTRICT 13 SPECIAL PROJECT FUNDING REQUEST

COMMITTEE	Public Info	
PROJECT NAME	Bus interior adcards	
DATE	3/5/2014	
PROJECT OVERVIEW & BENEFITS	<p>D13 will put 11"x28" adcards inside SamTrans buses. The color adcards will be based on WSO's road sign poster's scene+ graphic. It will be in English and Spanish. SamTrans Marketing Dept. must approve the Adcard.</p> <p>One adcard will placed in each of SamTrans 313 buses, above the side windows, for a 12-week period.</p> <p>An average of 40,000 people ride SamTrans each weekday (per Christine Dunn in Public Affairs).</p>	
TIMING	SamTrans' Marketing Dept. (Robert Casembal) schedules the timing of the adcards' display. About 14 adcards fit on each side of a bus. Adcards may be displayed for - 12 weeks. We will schedule a 12-week display period. Adcard space is full until August 2014 (as of 3-9-14).	
COSTS	DESCRIPTION	AMT
	Poster co-design & creation (by graphics person contact of NCWSA Public Outreach Alternate Coordinator)	\$100
	Printing of 320 11"x28" color posters on 24 point cover-board (by JP Graphics in Santa Clara or Northern California Graphics in Sunnyvale)	\$850
	Posting fee (by SamTrans)	\$50
	Note: SamTrans will toss the posters after the 12-week posting period.	
	Total Costs	1000

INCOME	DESCRIPTION	AMT
	Additional member dues -- difficult to estimate potential dues.	
	Total Costs	0

NET COST		1000
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HOW CAN WE MEASURE SUCCESS?	More people will attend English- and Spanish-speaking meetings in D13 and surrounding districts.	
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DISTRICT 13 SPECIAL PROJECT FUNDING REQUEST

COMMITTEE	District 13 Literature Office	
PROJECT NAME	New Computer & Printer	
DATE	3/10/2014	
PROJECT OVERVIEW & BENEFITS	Purchase a computer (laptop?) & printer for the Literature office so we can print orders and official receipts for groups buying lit. Also can be used for district printing projects.	
TIMING	Ready now	
COSTS	DESCRIPTION	AMT
	Laptop (Costco)	399
	Printer (Costco)	100
	Misc ink & paper	100
	Total Costs	599

INCOME	DESCRIPTION	AMT
	Total Costs	0

NET COST		599
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HOW CAN WE MEASURE SUCCESS?	Groups can come to the lit office and their invoice will be calculated automatically, and they can have a formal copy. Saving these forms on the computer can then transfer into the Lit database.	
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DISTRICT 13 SPECIAL PROJECT FUNDING REQUEST

COMMITTEE	Slogans - Laminator - Jim V.	
PROJECT NAME	Laminate Slogan Cards	
DATE	3/10/2014	
PROJECT OVERVIEW & BENEFITS	Refresh Groups' Slogan Cards & add new slogans now available Ads potential to easily create laminated bookmarks for special events and maybe use as fundraisers in future	
TIMING	Can be done immediately; completion within next month or two - target completion April 30, 2014	
COSTS	DESCRIPTION	AMT
	Laminator	35
	5 mil laminating pouches	
	40x25 = 1000 @ \$15/100= \$150 tax =	164
	Printing / copying 1,000 pages at .10 / page	100
	Total Costs	299
INCOME	DESCRIPTION	AMT
	Total Costs	0
NET COST		299
HOW CAN WE MEASURE SUCCESS?	All groups receive new slogan cards	

DISTRICT 13 SPECIAL PROJECT FUNDING REQUEST

COMMITTEE	Agota P. and Martin M.	
PROJECT NAME	Purchase of a Recording Device for our Speaker Meetings and Events	
DATE	3/7/2014	
PROJECT OVERVIEW & BENEFITS	I have been working on this with Martin M. who has been doing some of our events recordings. He suggested to look at something in the \$100-125 range. I am attaching his email suggestions to this request. I will be meeting with him and probably decide on the device together.	
TIMING	It would be great to have it by our DIA in late spring.	
COSTS	DESCRIPTION	AMT
	Portable digital audio recorder	\$125 approx.
	Total Costs	125
INCOME	DESCRIPTION	AMT
	Total Costs	0
NET COST		125
HOW CAN WE MEASURE SUCCESS?	If we put them up on the website and getting a lot of down loads or hits. Then we have served our members with additional ways to listen to speakers.	

DISTRICT 13 SPECIAL PROJECT FUNDING REQUEST

COMMITTEE	Agota P.	
PROJECT NAME	Scholarships to TEAM Event	
DATE	3/1/2014	
PROJECT OVERVIEW & BENEFITS	To encourage D13 members to attend the 2014 TEAM event in our area. A full or partial scholarship fund is requested. The funds are to cover registration including lunch for the participants. According to the TEAM chair person abt. \$20per person. Travel expenses should be minimal, as carpools will be encouraged.	
TIMING	The event is on September 6th, 2014 and as of now we don't have a preregistration cut off date.	
COSTS	DESCRIPTION	AMT
	Registration and lunch for attendee's forT EAM	
	Expecting between 10-20 persons.	300
	Total Costs	300
INCOME	DESCRIPTION	AMT
	There is no income related with this event	
	Total Costs	0
NET COST		300

HOW CAN WE MEASURE SUCCESS?	We can measure the success by the number of AI-Anons attending from our district and their evaluation of the event!
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DISTRICT 13 SPECIAL PROJECT FUNDING REQUEST

COMMITTEE	Alateen Sponsors of HMB	
PROJECT NAME	Scholarships for Growing Together Weekend	
DATE	3/10/2014	
PROJECT OVERVIEW & BENEFITS	7 teens and 2 sponsors to go to GTW Cost \$154 per person	
TIMING	Required immediately for registration	
COSTS	DESCRIPTION	AMT
	Individual	1386
	Total Costs	1386
INCOME	DESCRIPTION	AMT
	Total Costs	0
NET COST		1386
HOW CAN WE MEASURE SUCCESS?	The teens and sponsors will let us know what they learned and the fun they had. John S. 650-XXX-XXXX	

**District 13 Al-Anon
Business Meeting Minutes
April 14, 2014**

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

2)In Attendance: Linda B., Archiver, GR; Agota P., District Representative, Webmaster, GR; Mary C., Alternate District Representative, DIA lead, GR; Marie L., Secretary; Jim V., Treasurer; temporary District Meeting Chair; Theresa C., Diversity volunteer; Chris D., Meeting List Coordinator; Mary M., Newsletter Editor; Eloise M., Public Information; Varsha S., Quarterly Speaker Meeting Coordinator; Sue H., GR; Jennifer G., GR; Kathy O., GR; Dave V., GR; Sara S., GR; Pamela S., GR; Gus G., Visitor; Colleen O., Outgoing GR, Bethanie K., GR.

3)March Business Meeting Minutes: March Business Meeting Notes, add that we discussed donating to NCWSA and WSO any funds left over from our spend down process. Change amount we have earmarked for Alateen from \$260 to \$326.

4)Monthly Business:

4a)Open Service Positions: Judy is stepping down this June as Teleservice Coordinator. Carmina C. stepped down as Diversity Coordinator.

We need an Institutions Coordinator.

We need an Alateen Coordinator. Please announce these openings at all your meetings.

4b)Day In Al-Anon Update: Mary C. said we still need a Donation Basket Chairperson, and someone to do decorations, please announce these at your meetings.

David V. asked for a show of hands of groups who plan to donate a Basket for the DIA, and several GR's said there groups are planning to donate Baskets.

Mary C. brought in several flyers for the DIA, and posted the DIA on the Website.

Kathy O. asked how to promote the DIA and Mary C. said to announce there are workshops, dinner, and speakers.

Linda B will bring some archive items and run a workshop making book covers for our ODAT'S.

4c)Coordinator and GR events: None announced.

5)Coordinator, Treasurer, and DR Reports:

5a) District Representative Report: Agota P. brought in flyers for the One Day Assembly this May 17th. She pointed out we can carpool and preregister. It is in Concord and starts at 8:30am. Our WSO Delegate will give his report. Cut off date for preregistration is May 1. Chris D. explained the preregistration is more expensive than registering the day of the event since it

includes lunch. It's a good idea to buy or bring lunch due to the amount of time set aside for lunch.

Sue H. asked if her alternate GR can be reimbursed since Sue H. can't attend, and Agota P. said yes.

Agota P. printed a flyer with details about Assemblies and brought them tonight for all the GR's.

Agota P. asked all the Coordinators and Officers to send her Guidelines for their positions. Also, if your position is over at the end of this year, try to get someone to replace you before then.

Agota P. said all AMIAS (Alateen sponsors) need to be recertified. Agota P. will send out emails to remind all the AMIAS to recertify.

Lee B. has stepped up to be the new District Alateen Process Person.

The Menlo Park Alateen meeting needs a new Alateen Sponsor for the teens.

5b)Alternate District Representative Report: Mary C. is going to meetings without GR's to recruit more GR's for the District.

5c)Treasurers Report: Jim V. handed out his March 2014 Financial Report. The \$5,100 spend down is now earmarked under Liabilities.

Jim V. also reported our District Net Worth and Details on Donations from each group to the district from January to March. You can see if your group is listed. Check in with Jim V. for any other questions.

5d) Literature Office Coordinator: Jo B. was absent. If you need to pick up literature, please contact her if necessary.

5e)Public Information: Eloise M. submitted her Quarterly Report. She brought in more road sign posters, please take them to post in public places.

Eloise M. needs a volunteer to help her update Al-Anon Postings on Craigslist. It has to be renewed every 7 days. Details are on the back of her report. Kathy O. volunteered for this position. Alateen's open meeting this Monday is posted on Craigslist.

Eloise M. needs volunteers to man tables at various events. She has posted them on the Google Group.

Eloise M. gave literature to the Human Resources Vice Chancellor for the San Mateo County Community College District.

5f)Institutions Coordinator: No report

5g)Alateen Coordinator: No report.

5h)Archives Coordinator: The district received a book donation on the first 50 years of Al-Anon and Linda B. will bring it to the DIA.

District 13 Business Meeting Minutes are now on our Website and on a CD with the Archives.

5i)Newsletter Coordinator: Mary M. brought in copies of our last Newsletter. She still needs shares on willingness for our next newsletter, up to 225 words.

If your meeting is low on attendance, let Mary M. know and she'll post your meeting in the next newsletter. She will also include our open service positions at the district level in the next newsletter.

Agota P. told Mary M. she found a business that will print color copies of our newsletter for 17 cents per page. Agota P. will connect with Mary with the details.

5j)Teleservice Coordinator: Judy C. has stepped down as Teleservice Coordinator, please announce this position at your meetings.

5k)Meeting List Coordinator: Chris D. brought in new meeting lists. It was pointed out that the meeting that meets at Redwood Shores in Redwood City starts at 10:15am not 10:30am. Chris will correct that detail for the next printing of the meeting lists.

5l)Webmaster Report: Agota P. sent her web report around the room. We have on average three thousand visits each month to this site.

Agota P. posted speakers on the website which can now be downloaded.

Please give Agota P. any suggestions you might have about the webpage.

5m)Quarterly Speaker Meeting Coordinator: Varsha S. let us know our last Quarterly Speaker meeting was a success and we netted \$12.75.

Varsha S. said she will check with the Saturday Night group in Belmont to see when their next speaker meeting is scheduled so the next district quarterly speaker meeting doesn't conflict .

Varsha S. said because people go on vacation in the summer months she may adjust the next date for our next quarterly speaker meeting.

5n)Diversity Coordinator: No Report

6)GR, Old and New Business:

6a) GR Business: Pamela S. asked what to do about having dogs at meetings which can be disrupting. Sara S. said the church at Pamela's' meeting has a policy and Sara S. will talk to Pamela S. about this. Each group can decide for themselves through a group conscience on issues like having dogs at meetings.

Jennifer G. said her Tuesday Night Survivors Meeting in San Mateo needs attendance. They meet at a different room but in the same building. There are signs posted. Please announce this at your meetings. We will also post her meeting in the next newsletter. Jennifer G. will send Agota P. and Chris D. an update for the meeting lists and website.

6b)Open & New Business Items: We still have an ongoing thought force meeting on the spend down process. So far we have only approved two spend down items. Bring your forms for

discussion at next months' business meeting. We have empty forms for the spend down on the Google Groups.

Linda B needs help with a spend down idea and Chris D. said he'd connect with her after the meeting tonight to help her out.

Agota P. brought in a recording device she bought for the district but needs help in running it. Varsha S. volunteered to help Agota P. with the device.

Jim V. is ready to go on his spend down project but we'll wait until next month.

The last Finance Committee Meeting decided we need to have all our guidelines in order. The treasurer's guidelines came up as needed. The Finance Committee will write up how to calculate our prudent reserve, and how to make donations quarterly. Currently The treasurer also handles estimating Coordinator and Officer expenses for the annual budget; the Finance Committee proposed formation of a Budget Committee. Our next financial thought force meeting will be scheduled soon.

7)Next Meeting Will Be on Monday, May 12th: It will be a business meeting and a spend down discussion. Linda L will do refreshments for next month.

8)Closed the Meeting With the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
May 12, 2014**

1) Opened Meeting: Opened meeting with the Serenity Prayer and Concept 5 read by Chris D.

2) In Attendance: Ceilia M., District Meeting Chair, GR; Linda B., Archiver, GR; Agota P., District Representative, Webmaster, GR; Mary C., Alternate District Representative, GR; Marie L., District Secretary; Jim V., District Treasurer; Jo B., Literature Office Coordinator, GR; Chris D., Meeting List Coordinator; Eloise M., Public Information, Varsha S, Quarterly Speaker Meeting Coordinator, Carmina C., GR; Daniela P, GR; Bethanie K., GR; Becky R., GR; Linda L., GR; Sue H., GR; Sara S., GR; Mary M., Newsletter Editor, GR; Mary S., GR; John S., Alateen Sponsor; Melissa C., GR; Nicolas C., Alateen GR.

3) April Business Meeting Minutes: April business meeting minutes approved as is.

4) Monthly Business:

4a) Open Service Positions: We need a Hospital and Institutions Coordinator, an Alateen Coordinator, Diversity Coordinator, and a Teleservice Coordinator.

Lee B. is interested in becoming the Alateen Coordinator and will be at the next Business Meeting.

Ceilia M. is interested in becoming the Teleservice Coordinator and will take on the position for the month of June and see if it fits with her work schedule.

Jim V. announced he needs someone to step up to be the District Treasurer at the end of the year. He will stay on until the new treasurer is trained.

Carmina C. stepped down as Diversity Coordinator but will co-chair if someone steps up for the position.

4b) District Representative Report: Agota P. urged all the GRs to attend the one day assembly this May 17th. We can carpool, and expenses are relatively cheap.

For all Officers and Coordinators, please continue to solicit for a replacement for your positions when your time as such is up.

At the June Business Meeting we will be reviewing the results of our Business Meeting Group Inventory.

The next Quarterly Speaker Meeting will be on July 25th.

The Saturday Night Lighten Up Group in Belmont will have a panel discussion meeting on August 16th.

This October is our 3 day Assembly. John S. pointed out that we will be electing new Officers and Coordinators for the Area. We may be doing electronic voting. Please attend. You can step up for service with the Area yourself.

4c) Refreshments: Ceilia M. asked for a volunteer to do the refreshments at next months business meeting. She passed around a signup sheet.

4d) Day In Al-Anon: Mary C., was the DIA Chair person. Mary C. said some of the registration donations were smaller than the recommended amount, and some people didn't pay for registration at all. Registration, the 7th tradition, and raffle Donations just about balanced expenses for the day.

The Alateens attended and sold T-Shirts and snacks. Lots of Alateens attended.

Feedback about the workshops was favorable, especially the workshop on the 11th step.

Health fair table was set up.

The book cover workshop was also popular.

Decorations were flowers and butterflies.

Kitchen work went well.

We raffled off 11 donation baskets. Thanks to all the groups that donated baskets.

The speakers were powerful. The Alateen speaker shared her recovery. The AA Speaker gave insight into the disease of Alcoholism and recovery. The Al-Anon Speaker Fernando gave vivid analogies concerning co-dependence with lots of humor.

We have CD's of the workshops and speakers. Workshop CD's are \$5.00 and Speakers CD's are \$10.00. Agota P. will put them on the website if possible. The recorder came to the DIA at 5:30pm, too late for the workshops.

4e) Coordinators and GR's issues: Ceilia M. said from now on our District Business Meeting will be held in this new room which is upstairs, not the room downstairs.

Chris D. brought in new meeting lists. Please take them to your meetings.

Jo B has a district recorder for everyone's use.

Also, Jo B. is looking for a replacement for the Literature office when her time is up. Pass the word at your meetings, or step up yourself. Jo B. will stay in place until the new coordinator is trained.

Jo B. also said please purchase literature in our District, District 13, instead of other districts to support our District Literature office.

Jo B. said *Al-Anon Faces Alcoholism* booklets are in, bring some to your meetings.

Jo B. said some groups have been purchasing the book *How Al-Anon Works* and giving them to newcomers. Think about doing that yourself.

Jo B also pointed out as mentioned above that the Belmont Lighten Up group is sponsoring a panel discussion on August 16th.

Jim V. handed out his Treasurer's Financial Report, and a list and details of the district donations from our groups. Please continue to donate to the district when your group balance gets high enough.

Mary C. brought in new Newsletters. The next issue will be on self-love. She also posted our open service positions in our district in the Newsletter.

Eloise M. brought in new road sign posters. Please take them to your groups.

Varsha S. said the next Quarterly Speaker Meeting will be on July 25th in Palo Alto at the Saturday Women's Meeting.

5) Spend Down Project: Chris D. handed out our Spend Down Project Summary Report for the District (see below). Projects are listed by popularity, from highest to lowest, stopping at our projected total of \$5,100.

Votes	Project	Amount
13	Purchase Recording Device for our Speaker Meetings and Events	\$80.
10	Purchase a computer (laptop?) & printer for the Literature office	\$600.
9	Scholarships for Sponsors to go to Alateen-related events	\$2,446.
8	Scholarships for Alateens to go to Alateen-related events <ul style="list-style-type: none"> Up to allocated amount To benefit all Alateens in D13 	
7	Fall Assembly partial scholarships <ul style="list-style-type: none"> \$125 per group Up to 3 groups 	\$375.
6	TEAM event scholarships <ul style="list-style-type: none"> \$20 per person Up to 15 participants 	\$300.
5	Bus interior ad cards in English and Spanish	\$1,000.
5	Laminate Slogan Cards, buy laminator	\$299.
	Total	\$5,100.\$5,100.00

We have 7 projects, including Scholarships for our Alateens and sponsors. What ever is left of the other 6 projects will go back into donations for our Alateens.

Linda L. asked if the \$700 we already gave to the Alateens is contained in the Summary and Chris D. said yes. Two Alateen sponsors and 5 teens were given funds to attend Growing Together Weekend. The Alateens have also raised \$300 with their own fundraisers.

Jim V. said he needs a detailed list of where our last district donation to the Alateens went. John S. agreed to get it for him.

Jo B. said considering what we have to spend if a small amount could go to advertising our events.

Carmina C. asked if any excess money is going to the Alateens, and Chris D. said yes. However if some is left over we can make donations to the Area and WSO. We contribute to the Area and WSO regularly, as well.

Linda B. asked about the timeline for the spend-down, and Chris D. said by the end of the year.

Eloise M. asked for a description of what the TEAM event is. John S. said TEAM events are given to our Area by the WSO. The Area helps choose the content and participates in the meetings. TEAM stands for together empowering Al-Anon Members. Agota P said our Area gave WSO a list of items for discussion at the next TEAM event. The last TEAM event included a GR "Boot-Camp" which was humorous as well as informative.

Agota P. said we need to keep the exact details on the amounts were spending in the spend down project.

Eloise M. asked for details about the laminator. Jim V. said he made that proposal and it will be used to make copies of the slogans, and bookmarks for our groups, assemblies and fundraisers. We will keep it in the Literature Office.

Linda B. asked for clarity about the Fall Assembly Scholarships. How do we advertise the scholarships? Can a GR get a scholarship even if their group has the funds? We will announce that it is meant for groups in need, but it was emphasized there will be no test to see if groups can fund it or not.

Jim V. made a motion to vote to keep the Spend Down Project Summary as is. Becky R. seconded the motion. It passed with a substantial majority.

6) Check-In: All the Officers and Coordinators and GR's checked in since we had some time left over.

7) Next Meeting will be on June 9, 2014. It will be a Business Meeting and a District Meeting Inventory.

8) Closed the Meeting With the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
June 9, 2014**

1) Opened Meeting with the Serenity Prayer.

2) In Attendance: Ceilia M., District Meeting Chair, Temporary Teleservice Coordinator, GR; Linda B., Archiver, GR; Agota P., District Representative, Webmaster, GR; Jim V., Treasurer; Jo B., Literature Office Coordinator, GR; Chris D., Meeting List Coordinator; Mary M., Newsletter Editor; Eloise M., Public Information; Varsha S., Quarterly Speaker Meeting Coordinator; Lee B., Alateen Coordinator; Carmina C., GR; John K., GR; Sue H., GR; Daniela P., GR; Kathy O., GR; Lee A., GR; Becky R., GR; Carol Y., GR; Sara S., GR; Kelly S., GR;

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

4) Monthly Business:

4a) Open Service Positions: The following service positions are open: Institutions Coordinator, Diversity Coordinator or Co-Coordinator, Teleservice Coordinator. Lee B. has volunteered to be the District Alateen Coordinator. Emily C. has volunteered to be the Alateen Process Coordinator. We took a vote to approve Lee B. as Alateen coordinator and it passed with substantial majority.

Please direct members at your meetings to the above open positions. The website contains descriptions of the open service positions. Agota P. has all the details for open service positions also.

4b) District Representative Report: Agota P. asked all the Officers and Coordinators to submit a coordinator guide line to her for the district website, and to be posted on the Google Group.

Agota P. sent around a sign-up sheet for the Google Group. She asked new GR's to please list their contact information on the sign-up sheet.

Our next TEAM event needs volunteers. Agota P. brought in a flyer for the event. For information contact Johanna M. at johannamm@oal.com. The district now has scholarship funds for the TEAM event for members who need financial help to attend. Also, we can carpool to the event to save money.

The 2015 Al-Anon Area Convention needs volunteers. For information contact Diana C. at joysentheos@gmail.com.

The one day assembly in May was attended by 4 GRs. Delegate's report for the event is on the Area Website. The importance of having a home group was discussed. Dual members status was discussed, they're called Al-Anon Members who are also a member of AA., and cannot be GR or DR and vote, but can do service at group level or as Alateen Sponsors. Make service fun

was discussed. A new daily reader is in the works. Quarterly Appeal Letters for WSO are for individual members. Group E-news is available if the Group has an email address in the CMA.

GR's are urged to attend the two day assembly in October. We will be voting in new Area Officers, Coordinators, and a WSO Delegate. All the guidelines for these positions are posted on the Area website. Electronic voting is in the works, and members can pay for the assembly via PayPal.

4c) Treasurers Report: Jim V. gave his April Financial Report and Net Worth. Assets from the DIA are still coming in.

The spend down project is listed with ongoing balance; any extra by the end of the year will go to donations to NCWSA and WSO.

Money from the Literature office is still coming in as well.

Lee B., as the new Alateen Coordinator will be looking into the District's funding for Alateen.

4d) Creating Requested Meetings at Treatment Facilities: John K brought in a flyer for a meeting starting in Redwood City at a treatment facility called "Our Common Ground". They can provide money for literature, and will not be a budget item for H&I, about \$300. John K is looking for volunteers to help kick the meeting off. Mary M. will put the request for volunteers into our Newsletter.

4e) Coordinators and GR's Announcements: We need to start looking for volunteers to run the next Holiday Party.

Varsha S. said the next Quarterly Speaker Meeting is on July 25th in Palo Alto at 7:15 at Grace Lutheran Church.

Jo B. says the Blue ODAT is now an e-book. The Forum is an e-book, and *How Al-Anon Works* is now an e-book. Jo B. said groups can order soft covered books of *How Al-Anon Works* for newcomers, but let her know if you need them ahead of time so she can keep them in stock as needed. Also, if you order a lot of literature remember it takes about 3 weeks to be delivered and we need to keep the inventory in stock, so let Jo B. know ahead of time if you need a lot of literature. Also, large print books for the daily readers are now available.

Eloise M. brought in more road sign posters for members to distribute. We're also looking into putting advertisements for Al-Anon on Sam Trans buses.

Jim V. brought in a new Forum, take it to share. Also he brought in a flyer for a Southern California meeting

Agota P. brought in love gifts from the May Assembly, grab a few.

Linda B. is making a GR October scholarship application form. This district will pay ½ of the total cost for a group that is awarded a GR scholarship. She suggested we list it as first come first serve. John K said first come first serve is not appropriate, and that "cannot afford" can be expanded. Mary M. said a scholarship "request" would be better. Linda B. said only 3 are available, but that she can bring in all the requests and discuss them at the district meeting. Becky R. said to say we have "X" amount of money but 3 will be given away. In summary, we decided to have Linda B. draw up a draft and post it on the Google Group for further input.

5) Group Inventory: Agota P. brought in our District Inventory Results on a flyer. The following was discussed: GR's who are new need some kind of orientation. Agota P. can put together a new GR workshop as needed and post it on the Google Group. We need more regular instruction as GR's when we're new as GR's. We will put together a new GR member packet on what you'll hear at a district meeting and what GR's, Officers, and Coordinators do. GR's with lots of experience can offer to support a new GR as a temporary service sponsor.

We then discussed a new format for the District Meeting. We decided to switch each District Meeting quarterly. We want time for GR's to check in on a regular basis. We discussed doing monthly business every month but leaving time for Coordinators report, GR check ins, and a discussion on Growth Through Service. This is a business meeting, so budgets and business portions will be discussed at each meeting. We can share our issues on the Google Group and form Thought Forces for some issues as they arise.

Mary M. needs GR's to go back to their groups and ask for shares for the Newsletter.

GR's can share district meetings with their groups, listing service needs for the district. Bring by the minutes, flyers and reports to your groups.

We made a motion to change our quarterly Business Meetings to rotate every three months. The first month is a Coordinator Report, the next month will be a GR Meeting with GR Business and issues, and the third month will be a Growth Through Service discussion. We will still do our regular monthly Business every month. We voted on the above format and it passed with a substantial majority.

A new GR asked about the service roster, if it was on the website. We told her that it is not posted on the website, but the Alternate DR has a hard copy of the service roster for the District and we can bring some to the next District Meeting.

Mary M. asked about Lee B. Lee B. gave a short description of her Al-Anon background and said she's been in program for 17 years and has extensive experience with the Alateens.

6)Next Business Meeting will be on July 14th, 2014-It will be a Coordinator Reports Meeting. Thank you Sue H. for bringing refreshments today. We passed the basket for refreshments. Carmina C. volunteered to do the refreshments next month.

7)Closed the Meeting with the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
July 14, 2014**

1) Opened meeting with the Serenity Prayer and Concept 7 read by Mary M.

2) In Attendance: Lee B., Alateen Coordinator; Linda B., Archiver, GR; Ceilia M., District Meeting Chair, GR; Agota P., Webmaster, District Representative, GR; Jo B., Literature Office Coordinator, GR; Mary M., Newsletter Editor; Eloise M., Public Information Coordinator; Ana Maria V., GR; Lee D., GR fill in; Carol Y., Co-GR; Mary S., Co-GR; Kathy O., GR; Kelly S., GR; Daniela P., GR; John K., GR; Sue H., GR; Carmina C., GR.

3) June Business Meeting Minutes: Corrected section 4e, 7:15, add pm.

4) Monthly Business:

4a) Open Service Positions: Ceilia M. stepped down as Temporary Teleservice Coordinator, but Ana Maria Volunteered to take over the position. We took a vote and she was elected with a substantial majority as the new Teleservice Coordinator.

We need a Hospitals and Institutions Coordinator, and a Diversity Co- Coordinator to work with Carmina C.

We need a D13 Holiday Party Chair. Agota P said if someone volunteers as chair, volunteers will step up.

Jo B. asked if anyone was announcing the open H&I position at the Wednesday Palo Alto Parents meeting, and a member of that meeting said it has been announced at that meeting.

4b) Coordinator and GR Announcements: Jo B. said the Saturday Night Lighten Up Group is having a "Radio Nights" Speaker Meeting on July 19 which will be a CD of Mary Pearl T.'s. The meeting will start early at 7:00pm.

John K. said we need volunteers to lead a meeting at a Recovery Center called : "Our Common Ground". He handed out a flyer with his contact information. He's coordinating this because we don't have an H&I Coordinator. It can be structured as needed. As of now it is suggested to have the meeting on Saturdays at 9:30am.

5) Coordinator, Treasurer, and DR Reports:

5a) District Representative Report: Agota P. is doing ongoing GR training meetings. Check the Google Groups for details.

Agota P. handed out the present Guidelines for Coordinators and Officers. Please give her any corrections or additions.

Remember to sign up on our Google Groups internet site. If you need to change the name, please do it yourself since Agota P. can't do that.

The TEAM event is coming up on September 6th, in Alamo. It is a WSO Workshop. Please register early. There are scholarships available.

GR's please plan to attend the October 10-12th 2 day Assembly. We will be electing a new panel. Details and registration forms are on the NCWSA.org website. Plan on arriving about 8:00am. Agota P. brought flyers with the details for the assembly.

Please announce our D13 Quarterly Speaker Meeting at your groups. It is on July 25. Please note the correction on the DR Report, it says July 26, but it is on July 25.

The Saturday Night Lighten up group in Belmont will have another Speaker Meeting on August 16th. It will be a panel on the 4th Step.

There will be an Alateen Sponsors R&R on September 19-20. Check the NCWSA Website for details.

On October 13th, we'll have our annual District 13 Business Meeting.

There is a "Diversity Day in Al-Anon 2014" coming up. Agota P. brought in a flyer, check it and the website for details.

Ceilia M. mentioned at this point to make sure to check the Google Group for information, and if you're addressing a specific Al-Anon member, email your reply to their personal email address, and not to the whole Google Group.

5b) Alternate DR Report: Alternate DR not present.

5c) Treasures Report: Treasure not present.

5d) Literature Coordinator Report: Our Literature Office sold a lot of inventory this Quarter. Quarterly total sales were \$4202, tax \$357, income \$3846. Year to date totals were sales \$7064, tax \$599, Income \$6466.

Some groups are giving the soft cover book *How Al-Anon Works* to newcomers at their meetings.

This quarter we had a few problems getting payment for literature on time. Jo B. suggested each GR make sure when your groups get a new Treasurer and/or Literature person that they know how to order literature and how to pay for orders. Officially we allow a 30 day period with a credit up to \$250.

Jo B. brought in some literature she felt some meetings may want to buy. We have Conflict Resolution cards, for \$1.00, Conflict Resolution and the 12 Traditions for \$5.00, and a booklet called *Resolving Conflict In Al-Anon* for \$5.50.

Guidelines for ordering Literature are on the website. Carmina C. asked if they were in Spanish and Jo B. said not yet.

It was pointed out that we should do our best to order literature from our district to support our district if possible.

5e) Public Information Coordinator: Eloise M. handed out her report. It covered April 15 to July 14th.

Please continue to hand out our Road Signs Posters. We have them in Spanish too.

We are present on Craigslist, Kathy O. is keeping it updated.

We manned a table at Sequoia High School for Spanish speakers.

We manned a table at McGuire Correctional Facility for families and exiting inmates. We shall soon have adds on Sam Trans busses as part of our spend down project. NCWSA will be having an event in Palo Alto on July 26th on how to reach out to schools for Alateens. Details will be posted on the Google Groups email address.

5f) Institutions Coordinator: No Coordinator yet.

5g) Alateen Coordinator: Lee B. handed out her report. As of now we have 13 AMIAS volunteers.

Lee B. listed events upcoming. July 19th Beach Fundraiser for NoCAC.

July 20th D13 AMIAS Meeting in Palo Alto

August 9th, Diversity Day in San Jose

August 15-17 2nd NoCAC Bash at Lake Camanche

September 19-21 Alateen Sponsors R&R at Westminster Woods.

October 18th, No CAC Last Chance Dance in Palo Alto

November 14-16 NoCAC in Modesto

July 20th were having a AMIAS Meeting at Lee B.' s house see Report for details.

We need to start an Alateen meeting in the Northern part of D13. Please contact Lee B. if you can help out with that project.

Please place the Alateen meeting cards on your literature table at your meetings, and include the mention of Alateen in your meeting scripts so newcomers and parents know about Alateen.

5h) Archives Coordinator: Linda B. said we have two new books donated to D13 for the archives, and she is keeping the 12 Stepper booklet in binders at the Literature office. We have two poster boards on the history of Al-Anon in Northern California and Al-Anon in general.

5i) Newsletter Editor: Mary M. brought in extra copies of the Newsletter. The next edition is coming out this September and will be on the topic of Self Love. Please ask your members to submit shares in 225 words or less. It will be posted on the Google Groups. If you want any news of your meeting events let Mary M. know and she'll put it in the next Newsletter.

5j) Teleservice Coordinator: Ceilia M. handed out a report with details about our Teleservice activity. We're still only getting a handful of telephone requests for information.

5k) Meeting Lists Coordinator: Chris D. not present, but Ceilia M. brought in more of the current meeting lists for our groups.

5l) Webmaster Report: Agota P. brought in our website report. This year we've had 10,976 unique visits and 22,000 total visits to our D13 Website. Our minutes are now on our website. If you have any events coming up let Agota P. know. Please submit anything you think might be helpful to Agota P. to post on the website.

5m) Quarterly Speaker Meeting Coordinator: Varsha S was not in attendance, but our next Quarterly Speaker Meeting is on July 25th. It is posted on the website. Please announce at your meetings

5n) Diversity Coordinator Report: No coordinator yet.

6) GR, Old and New Business:

6a) Volunteer for Share on Growth Through Service; Anna Maria V. volunteered to share on Growth Through Service in Al-Anon at our September 8th D13 Business Meeting.

6b) GR Training: Agota P. will be doing another GR training meeting at Starbucks on Whipple avenue in Redwood City at 6:00pm-6:30pm for new GR's. It will be posted on the Google Groups.

6c) Finance Meeting: D13 will be scheduling a new Finance Meeting and it will be posted on the Google Groups.

6d) October Assembly D13 Scholarship: Linda B, pointed out we have a scholarship fund for GR members of D13 for the two day October Assembly. We will be funding at least 3 GR's. Linda B. brought in some application forms. It is for up to \$125.00.

6e) D13 Events Attendance: It was pointed out that our D13 events attendance has been declining. Jo B. pointed out that Liz R. looked into that and discovered less individuals are attending our D13 events because their districts are now doing more events in their home districts. Ceilia M. may put this matter on the agenda for discussion at a future business meeting.

7) Next Meeting on Monday August 11th: It will be a GR issues meeting. Passed the basket for next months refreshments. Looking for someone to do refreshments next month.

8) Closed the Meeting with the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
August 11, 2014**

1) Opened meeting with the Serenity Prayer and Concept 8 read by Agota P.

2) In Attendance: Ceilia M., District Meeting Chair, GR; Linda B., Archivist, GR; Agota P., District Representative, Webmaster, GR; Mary C., Alternate District Representative, GR; Jim V., District Treasurer; Jo B., Literature Office coordinator, GR; Mary M., Newsletter Editor; Eloise M., Public Information; Varsha S., Quarterly Speaker Meeting Coordinator; Lee B., Alateen Coordinator; Marie L., Secretary; Ana Maria V., GR; Becky R., GR; Daniela P., GR; Mellisa C., GR; Sue H., GR; Carmina C., GR; Kelly S., GR; John K., GR; Sara S., GR; Chris S., GR.

3) July Business Meeting Minutes: Corrected section 5e, last paragraph, the NCWSA will be sponsoring the event on July 26th in Palo Alto.

4) Monthly Business:

4a) Open Service Positions: Institutions (Co-) Coordinator is open. Kelly S. asked what the Institutions Coordinator does. Agota P. said the coordinator coordinates meetings in Hospitals and Institutions. She has the paper work with the job description and will explain it to Kelly S. after the meeting. She pointed out that the position can be shared with a Co-Coordinator.

We need a (CO)-Coordinator for Diversity, Carmina C. is willing to share that position with someone.

We need a chair for the Holiday Party, which can be shared with a Co-Chair.

4b) District Representative Report: Agota P. handed out her report. The TEAM event is coming up on September 6, in Alamo. Please announce it at your meetings and hand out the flyers. The agenda for the event is on the back of the flyers. Pre-Registration ends August 29th. We can coordinate car-pools. Scholarships for District 13 Al-Anon members are available from our district spend down project. Lunch will be provided with registration fees.

Our October Assembly is coming up this October 10-12. Agota P. brought in some flyers with registration forms. Take your alternate GR with you if possible. We will be voting for new NCWSA volunteers using electronic voting. Your group can reimburse you for expenses. GR's can coordinate car pools and sharing rooms using our Google Groups.

See Agota P's report for further events and details.

4c) Treasures Report: Jim V. said our Treasures' guidelines will be posted on the Website soon. There will be 2 attachments. Also, we will have our Prudent Reserve Guidelines, and donations guidelines available.

Jim V. handed out his August 2014 Financial Report. He listed our Prudent Reserve at the top of page one: \$5303. We haven't made donations to WSO yet this year. At the bottom of the first page is a list of our spend down projects.

The second page is our Income/Expenses. We paid our sales taxes this July so our overall total assets went down. Last month (July) Jim V. didn't submit a Financial Report so it is listed on this Month's (August) report.

The 3rd page is a list of donations to District 13 from our groups. Please note that the Pacifica meetings are not in our district.

Next month we will be discussing our Budget Process for our budget next year.

4d) Literature Office Report: Jo B. asked the GR's to connect with their groups about ordering large amounts of literature, especially when purchasing large numbers of books for newcomers. It will help if your group orders a whole case at once, cases are cheaper than single editions, and will not deplete our books on hand for other groups. Bring this request back to your groups and check in with Jo B. if you have any questions.

We now have a new computer and printer at the District 13 Literature Office, from our spend down project.

4e) Coordinator and GR's Announcements: Lee B. brought in flyers announcing a new Al-Anon meeting starting up in Palo Alto Thursday Nights at 7:00pm. It is at the Covenant Presbyterian Church on E. Meadow Ave. Please spread the word and support the meeting.

Jo B. announced we will have a speaker meeting this August 16th at the Lighten Up Group in Belmont. It will be a panel discussion on the fourth step.

Mary M. has a new Newsletter coming out. The shares are on Self-Love. Please submit up to 225 words, by August 25th. Notify Mary M. of any Al-Anon events you would like to publish for the next newsletter.

Chris S. brought in flyers for the Labor Day weekend in Monterey this August 29th-31st.

Chris S. asked how one goes about starting a new Al-Anon group. Agota P. has guidelines for that and will connect with Chris S. after the meeting. It takes only a few to start, and you can announce it at a meeting even if that meeting is on the same day of the week as the new meeting. Chris S. said it will be a meditation group with 20 minutes of silence and shares on the 11th step.

Eloise M. brought in more road sign posters to distribute to your members to be posted in our communities.

Jim V. has an extra copy of the latest Forum magazine, and the 12 Stepper.

5) Group Representative Issues:

5a) Each GR checked in for one minute. We discussed how the term "Qualifier" can confuse new members. Then the new language in the new service manual on the 7th Tradition was addressed. Afterwards we discussed some common issues GR's have. We came up with 3 common issues. The first one was what to do about members who share about Non-Conference Approved Literature. The second one was on how to handle people who engage in

Cross Talk, and the third one is how to discourage members who share about other 12-step issues such as AA.

Many times long time members will share on Non Conference Approved Literature and engage in Cross Talk. Jim V. said we can refer to our literature and bring these to the meeting to start a dialogue on the issues.

Jo B. said we have a conflict resolution flip chart available with the 12 Traditions as a guide. Jo B. said the Saturday Night Belmont group took a group inventory around the above issues and it helped resolve the issues.

Linda B. said it should go through a group process starting with a business meeting, even if the business meeting is small.

Mary C. said we can keep the above requests in the script the meeting follows.

Ceilia M. said her group had the same problem, but changed their script and it helped clear up the issue. At her meeting it was voted on so that everyone could benefit from the process. Also, you can approach the person after the meeting and discuss the issues with the member individually.

Eloise M. had an AA member share on AA related issues at a meeting so she read the Traditions at her meeting to clarify our focus of AI-Anon unity.

Lee B. made a motion to continue this discussion on the three issues above at next month's business meeting. That is, when members refer to Non Conference Approved Literature, when members engage in Cross Talk, and when members share on other 12 step issues. Jim V. seconded the motion and we voted to continue this discussion at next month's business meeting, it passed with a substantial majority.

Mary M. said she can publish our requests around the 3 issues in one of our next newsletters.

6) Next Meeting will be on September 8, 2014. It will be a Business Meeting followed by a share on "Growth Through Service" by Ana Maria V. We passed the basket for refreshments. Ceilia M. will do the refreshments next month.

7) Closed the Meeting with the AI-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
September 8, 2014**

1) Opened meeting with the Serenity Prayer and Concept 9 read by Kelly S.

2) In Attendance: Lee B., Alateen Coordinator; Linda B., Archiver, GR; Ceilia M., District Meeting Chair, GR; Agota P., GR, Webmaster, District Representative; Marie L., Secretary; Jim V., Treasurer; Jo B., GR, Literature Office Coordinator; Mary M., Newsletter Editor; Eloise M., Public Information; Varsha V., Quarterly Speaker Meeting Coordinator; Ana Maria V., GR; Teleservice Coordinator; Daniela P., GR; Melissa C., GR; Linda L., GR; Kathy O., GR; Kelly S., GR; Becky R., GR; Chelesa, Visiting GR; John S., Alateen GR; Virginia F., Alternate GR.

3) August Business Meeting Minutes: Added Marie L to list of those in attendance. On page 2, 3rd paragraph delete “that made decisions”. On page 2, 4th paragraph, delete “financial priorities” with “budget process”.

4) Monthly Business:

4a) Current Open Service Positions: Our current open service positions are:

Institutions Coordinator,

Diversity (Co)- Coordinator to work with Carmina C.,

Holiday Party Chair. There are 3 people willing to volunteer for the Holiday Party committee already if someone steps up as Holiday Chair.

4b) Open Service Positions as of January 2015: All the Coordinators and Officers will be rotating out of service this January, except Newsletter Editor, Public Information, Teleservice Coordinator, and Agota P. will continue as Webmaster until someone qualified to monitor our website steps up. We do need a Co-Public Information Coordinator as well.

Mary C. is our alternate District Representative and may fill in as District Chair this January. You don't have to be a GR to fill these positions, please announce them at your meetings.

4c) District Representative Report: Agota P. said if you're a GR think about being a Coordinator or Officer, and if you're a Coordinator or Officer think about being a GR. The guidelines for these positions are on the website. Email Agota P. if you want to amend your present service guidelines.

The TEAM event went well. Eloise M. went and liked the workshop on abundance and using the Traditions in conflict resolution and for solving problems in our groups. Melissa C. liked the shares the WSO members gave about their personal lives, and what it's like to be a newcomer in Al-Anon, with roll playing how to help a newcomer. Linda L. liked the workshops on Sponsorship, being a GR, and Service Sponsorship. There was also a workshop for parents of

alcoholics. Lee B liked the workshop on what it's like to be a WSO trustee. Ceilia M. liked the GR boot camp, and the script from the service manual on the 7th tradition. Agota P. liked the workshop on voting in Al-Anon, and asking a person in the minority their reasons for being in the minority, which can enlighten the group about the issue being debated. Linda B. liked the workshop on how to greet newcomers so they'll feel welcomed and come back.

Agota P. said the assembly is coming up. She sent around a flyer on what to expect at the assembly. Officers will be voted in this assembly. John S. spoke about the assembly voting process. This assembly will be using electronic voting to cut down the amount of time needed to vote. Everyone will receive a clicker to vote with. Please come early on Friday night where they will explain the new voting process. Remember double winners cannot vote.

4d) Treasures Report: Jim V. will be stepping down this January as Treasurer. The Treasurers guidelines are on the district website.

Jim V. handed out the September 2014 District 13 Financial Report. The Spend Down Projects are listed on the bottom of the first page. Whatever remains unspent at the end of the year will be donated to NCWSA and WSO.

Eloise M. pointed out that it is taking a while to get our advertisements for Al-Anon on Sam Trans buses, and might need an extension of time as part of the Spend Down Process.

Agota P. pointed out our district hasn't sent donations to NCWSA or WSO this year and probably will not send any this year.

Jim V. removed the Pacifica meetings from the donations details report since they're not in our district.

At the end of this year Jim V. will compile a Budget for 2015. Officers and Coordinators will get an update on this year's budget with a column of what you'll need next year. Feel free to give Jim V. any feedback on your projected budget. Because of the spend down we won't have a lot of excess funds and must budget carefully, we might have to prioritize. In the next few business meetings, starting with October of this year, we will make out our budget, in November we will project our budget due to income, and in December we'll do our final budget for 2015.

Agota P. pointed out that our Service Manual has details on how each group can make donations to the district, NCWSA, and WSO.

4e) Coordinators and GR announcements: Eloise M. made a flyer on questions from our District 13 Business Meetings, "Frequently asked Questions", and posted it on the Google Group and handed them out tonight.

Eloise M. also brought in more road sign posters for everyone to post in the community.

Jo B. will be stepping down as Literature Coordinator, but will assist the next volunteer with all the aspects of Literature Coordinator until her replacement is in place and trained. Details for her position are on our district 13 website.

Mary M., the Newsletter Editor, said she hasn't been receiving shares or support from members of our District Meeting, she needs feedback from all of us. In the latest edition of the Newsletter, she put in an article about 3 issues which were raised at last months district meeting. As usual, please ask your meeting members to submit shares for the next Newsletter.

Mary M. asked us if we would like to continue the Newsletter, and to ask your groups if they would still like to continue the Newsletter, since she is not getting much support and feedback.

Varsha V. pointed out our next Quarterly Speaker Meeting is on October 31 at 7:15pm at Grace Lutheran Church, and posted it on the website.

Jo B. pointed out the Saturday Night Lighten Up group in Belmont is having a speaker meeting on October 25th. John M., the Alateen Coordinator for San Francisco Al-Anon will be speaking. Check out the website for details,

John S. said there is an open Alateen Meeting coming up on September 15th in Half Moon Bay. Please attend, and spread the word.

5)Group Inventory: We discussed if reading just one Concept without description or discussion at Business Meetings is helpful, since we do not discuss them or describe them. Agota P. said we used to read a few paragraphs from our pamphlet on the Concepts but due to time constraints we now just read the concept, without descriptions or discussion. Eloise M. made a motion to discontinue reading the Concept at Business Meetings, and it was seconded by Jim V. It passed with substantial majority. Mellisa C., who was in the minority said the Concepts were important. Linda L said we can discuss the Concepts on the Google Group and how it relates to us as GR's and Officers and Coordinators. We can rotate the Concepts into our District 13 Service Meeting Meetings. We have quarterly meetings rotating each 3rd month, Coordinator Meetings, GR's Shares, and Open Business meetings with a share on Growth Through Service. Jim V. said we can put discussing the Concepts at District Business Meetings on the agenda for future Business Meetings.

6)Share on "Growth Through Service" Ana Maria V. shared on Growth Through Service.

7)Next Meeting will be on October 13, 2014- it will be a Coordinator Reports Meeting. We will be holding elections for 2015 open service positions. Our October meeting is considered our "Annual Meeting".

8)Closed the meeting with the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
October 13, 2014**

1) Opened Meeting with the Serenity Prayer and Concept 10 read by Marie L.

2) In Attendance: Lee B., Alateen Coordinator; Linda B., Archiver, GR; Ceilia M., District Meeting Chair, GR; Agota P., District Representative, Webmaster, GR; Marie L., Secretary; Jim V., Treasurer; Jo B., Literature Coordinator, GR; Mary M., Newsletter Editor; Varsha S., Quarterly Speaker Meeting Coordinator; Ana Maria V., Teleservice Coordinator, GR; Lexi W., Alternate GR; Mary S., GR; Linda L., GR; Kathy O., GR; Sue H., GR; Carmina C., GR; John K., GR;

3) September Business Meeting Minutes: September Business Meeting Minutes Approved as is.

4) Coordinator, Treasurer, and DR Reports and elections: Only GRs can vote. The first 5 positions, 4a-4e cannot be filled with dual members. Details of District Officers and Coordinators duties are posted on the website and on the flyer handed out by Agota P. tonight. Our GR issues meeting will be next month, remember to assume good will and be kind while applying spiritual principals in all our affairs.

4a) Treasurer's Report and Election: Jim V. handed out his October 2014 Financial Report and Budget Preparation Worksheet for 2015. Next Month each Officer and Coordinator should submit an estimate of the budgets needed for 2015 to the Treasurer. Because of the spend down we need to be thoughtful how we budget next Year. Jim V. will post the requests on the Google Group. Mary M. asked if the district needs donations despite our spend down and Jim V. said yes, please keep sending donations to the district, including Alateen donations.

Jim V. shared that in the beginning of his work as Treasurer the learning curve was steep, but that he learned how Al-Anon functions, and hence how many non-profits work. He also developed many new skills.

Kathy O. Volunteered to run for Treasurer. She shared that she has been in Al-Anon for 7 years. She has been group secretary and GR for one year. She has a sponsor and practices the 12 steps. She has a background in Budgets and using financial software. She was elected.

4b) District Meeting Chair Election: Ceilia M. shared that she took her position as Chairperson because she travels a lot. She loves the Business Meetings and has learned to let go and let the group conscious develop the outcome.

Colleen O. who wasn't present told Ceilia she'd like to be the next Chairperson. Colleen O. has a home meeting, has worked the steps, and has been a GR for 3 years. She is well qualified for the position. She was elected.

4c)Secretary Election: Marie L. said being Secretary has developed her computer skills and doing service helps develop fellowship tools and recovery on all levels. No one as yet has stepped forward to be the next Secretary. Please announce this position at all you meetings.

4d)District Representative Report and Election: Agota P. said 9 GR's showed up at the Assembly and she will report on it next month.

Agota P. asked about a lead for the Holiday Party. Varsha S. said she made up a flyer and is willing to be the lead. Several people have already volunteered to help out. Carmina C. volunteered to be the co-lead with Varsha S. We still need volunteers to head up the Food Committee, the Treasurer, Decorations, Clean-up and Set-up. Jim V. will send a check to reserve the rooms at the church.

Agota P. made a binder with detailed job descriptions of the district service positions. She shared that being a DR has taught her that she is not in charge, but HP is. She represented the district at the Area with 27 other DR's. The exchange of information was awesome. She learned how to talk to others and cooperate.

Linda L. volunteered to be the next DR. She has been in Al-Anon 19 years. She is now GR for her meeting in Half Moon Bay. She has a sponsor and sponsees. Our present Alternate DR is not present so we voted for Linda L. and she was elected.

4e)Alternate District Representative Election: Our Alternate DR was not present so Agota P. described her experiercer as Alternate DR. She said it was an easy job. She got to recruit new GR's for meetings not present at the District Meetings. She also kept the current Roster for our District Meetings. The work prepared her to be the DR. No one stepped up for this position, please announce it at your meetings.

4f)Literature Coordinator Report and Election: Jo B. presented the literature report for last quarter. Due to groups handing out the *How Al-Anon Works* paperback, sales were up this quarter. Jo encourages Groups to save money by ordering cases of these books at a time; bulk purchase can lower the cost to the group. If a Group buys a case of books (24 ea), they will only be charged for as many books as they take from their box at a time, they will not be limited to 10 books per order, and can leave the balance of a case at the literature office.

Groups may order in person at the Literature Office, or may place their orders online, and schedule for pickup or delivery to the District meeting. Regarding the DLC Coordinator job, we now have a database for sales & purchases that requires about one hour a week to maintain. A resulting Literature report is provided to the Treasurer every month. Other Literature tasks require additional time: keeping regular hours for pickups, keeping up the inventory, ordering and putting up new stock, and meeting the needs of the District at the Day in Al-Anon and Holiday parties, as well as supplying literature for public outreach events when necessary/requested.

One of the perks of the position is meeting new people, and attending different group meetings to pass the word about CAL. There is opportunity for growth in recovery, learning to accommodate members and groups. Jo B. has volunteered to train the next Coordinator, and provide support as long as needed. She is also willing to volunteer as needed.

4g)Public Information Coordinator: Eloise M. wasn't present but indicated that she wants to continue as our Public Information Coordinator. She still needs a co-coordinator.

4h)Institutions Coordinator: We do not have an institutions coordinator. Someone suggested that we contact a meeting held in the Mid-Peninsula area to see if someone there is willing to step up. The new coordinator will be taking up what we already have in place. Lee B. said she is willing to contact someone at the above meeting.

4i)Alateen Coordinator Report: Lee B. handed out her Alateen Report. See her report for details. The next Alateen meeting for all AMIAS's is being held at Emilys house in San Mateo on November 9th. Alateens try to raise money for their expenses at NoCAC, etc. Lee B. noted that many Alateen sponsors pay for expenses out of their own pockets. We need to support these members and we can discuss this at our next Business Meeting along with the Alateen Coordinator's budget for 2015. We need to recruit new Alateen members. As GR's please be sure you include information about Alateen in all your group scripts at all your meetings. Kathy O. asked if we include Alateens.

4j)Archives Report: Linda B. will continue as Archivist until March 2015. She keeps the archives in the Literature Office, but they can be kept at home. She saves the Newsletters and DIA information. She doesn't get a lot of requests for Archival information.

4k)Newsletter Coordinator Report: Mary M. asked if we still want a Newsletter, since we spend \$300 a year to print it. Agota P. said she asked her group and they would like to continue it. Kathy O. said when she handed it out at her meetings it was well received and members shared their reactions to the Newsletter at group level. Mary M. said she needs more feedback and help from GR's to promote the Newsletter. Ana Maria said she handed them out at her meeting and all of the copies were taken home. Cross Talk is the topic of the next Newsletter. Mary M. will send the deadline for the next Newsletter on the Google Group.

4l)Teleservice Coordinator Report: Ana Maria V. handed out her Teleservice Coordinator Report. Please see it for details. We get calls but the Teleservice company is confusing Al-Anon with other 12 step programs. Due to her concern for the possibility of losing newcomers, Ana Maria decided to follow up on every telephone number, left with the answering service, to confirm that the caller had received the information they sought. As a result of this action, the numbers for the month of September increased in the column "Al-Anon Information". She offered 2 options for the problems. Number one, we can return to using an Answering Machine with the Coordinators responsibility to follow up on all messages left, or checked every 2-3 times a day. Number two, we can purchase a basic cell phone for the Teleservice Coordinator to take Information Line calls. This expense is less than what we now pay for our teleservice. Ana Maria prefers number two. Jim V. asked that she let him know the details for the above option and we will vote on it at the next Business Meeting. Ana Marie V. will still be our Teleservice Coordinator.

4m)Meeting List Coordinator Report and Election: Chris D. dropped off the current Meeting Lists. Jo B. volunteered to be the next Meeting List Coordinator and was elected.

4n)Webmaster Report and Election: Agota P. shared that we got thousands of hits on our website for our District at the Area Assembly. She is willing to continue as the Webmaster until someone with the skills steps up. Knowledge of website maintenance/webmastering is required. Please announce this position at all your meetings.

4o)Quarterly Speaking Meeting Coordnator: Varsha S. brought in a flyer with the information about our next Quarterly Speaking Meeting. The date has been changed to November 7, 2014. Please try to attend and announce at your meetings to support the district.

4p)Diversity Coordinator Election: At present we don't have a Diversity Coordinator. Please announce this position at all your meetings.

5)Monthly Business: Jo B. announced that the Saturday Night Lighten Up group in Belmont will have a speaker meeting on October 25th. John M. will share on his experience in Alateen. He is the present Alateen Coordinator for the Area.

Jo B. announced that she would be creating a committee to work on locating space for all the current meetings held at Community Church of Christ in San Carlos, since the church announced that they will be doing major renovations, and they will be selling a part of the building. We currently have 5 groups who meet in this facility. Ana Maria V. offered to work with this committee.

Agota P. brought in extra copies of the slogans you can take to your meetings, take a few to your groups.

6)Next Meeting will be on Monday, November 10th: It will be a GR's Issues Meeting. Thanks to Lee B. for doing the refreshments this month. Agota P. volunteered to do the refreshments next month.

7)Closed the Meeting with the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
November 10, 2014**

1) Opened Meeting with the Serenity Prayer and Concept 11 read by Mary M.

2) In Attendance: Ceilia M., District Meeting Chair, GR; Linda B., Archiver, GR; Agota P., Webmaster, District Representative, GR; Marie L., Secretary, GR; Jim V., Treasurer; Jo B., Literature Office Coordinator, GR; Mary M., Newsletter Editor; Eloise M., Public Information; Varsha S., Quarterly Speaker Meeting Coordinator; Ana Maria V., Teleservice Coordinator, GR; Chris S., GR, Alternate GR; Terry P., visitor; Linda L., GR; Chris S., GR; Sue H., GR; John K., GR; Sarah E, Alateen Sponsor, Liz R., Alateen Sponsor.

3) October Business Meeting Minutes: Accepted as is.

4) Monthly Business:

4a) Open Service Positions: Ceilia M. announced the following open service positions: Secretary; Alternate DR.; Literature Office Coordinator; Public Information Co-Coordinator; Institutions Coordinator; Archives Coordinator; Diversity Coordinator. Please announce these open positions at all your meetings.

Ceilia M. mentioned that the new District Meeting Chair, Colleen O., volunteered to be the next DR but she needs someone to assist her by opening the room and setting up. Ana Maria V. volunteered to open and set up, and we voted her in to assist Colleen O.

4b) District Representative Report: Agota P handed out her DR Report. Pick up your flyers in the DR bin.

Agota P. said we had 9 GRs at the Assembly. She said we voted electronically and it went faster than previous Assemblies. The elected positions will be in the next 12 Stepper. Our next Assembly will be on April 17-18 2015. We had workshops on Dominance, Serenity, and Autonomy.

Ana Maria V. attended the Dominance workshop. She said there was lots of commonality among GR concerns that were presented. GR's are often seen as being dominant, as they try to go about doing their job, simply because they bring information from the district to the group. There is that illusive outside thinking that whoever has the "information" has the power. Ana Maria V. thought that the workshop leader, John, was very responsive and had a great sense of humor.

Agota P. said we discussed gender neutral language for the 12 steps at the assembly. Shares will be posted on the NCWSA website, and a thought force for gender neutral language was set up.

Agota P. said the Area has been discussing the Focus Box on our A16 Forms for GR's registration which states what the focus of the meeting is, ie, Adult Children, Parents, etc. We

are deciding if it needs to be eliminated. We use it to collect and evaluate data on the types of meetings in our Area.

Agota P. said we still need to fill the above service positions. Only GR's or alternate GR's can vote.

New GR's need to fill out our A16 forms. Agota P. has them and will input the new data for the new GR's.

Agota P. passed around a new roster to up-date it.

Agota P. passed out a flyer on how to grow your meetings if attendance at your meeting is dwindling; she printed it on the back of her DR Report.

4c)Treasurer Report: Jim V. handed out his District 13 AIS Report and Donations Report. We have more donations this year than last year. The GR's have done a good job bringing requests for donations to the district to their groups, based on the groups prudent reserve.

Please give Jim V. your Budget request for next year by next month's business Meeting. Next month we will vote in the new budget. We need to adjust the budget to stay within our means and to keep a prudent reserve for the district.

4d)Alateen 2015 Budget Request: Liz R, and Sarah E. gave a request for the Alateen Budget for 2015. AMIAS's pay their own way to Alateen events. They brought in a proposal flyer asking for \$2,395 to help AMIAS's expenses. 8 AMIAS's attend the Growing Together Weekend, 6 AMIAS's attend NoCac, and 15 AMIAS's attend R&R, which is training for AMIAS's. Also budgeting for printing costs and the process persons expenses have been requested. Part of the problem is that people stipulate that their donations be for Alateens only, not their sponsors, yet the Alateens are not being self- supporting.

Liz R. and Sarah E. said we can pass around a yellow can for Alateen donations at our meetings and Agota P. said we can stipulate on the cans that it is for all Alateen expenses in general. Mary M. said she can ask for Alateen donations in her next Newsletter. Chris S. said one of her meetings was supporting the Alateens and they donated money to the Alateen sponsors at that meeting when it was requested. Jim V. said last year our Alateen Budget was only \$400 on average.

We will continue discussing this on the Google Group and at December's business meeting when we discuss next year's budget needs.

4e) San Carlos Meetings Relocation Ideas: Jo B. said the San Carlos church on Arroyo and Elm in San Carlos is being renovated. Also, the Saturday Night Lighten Up group in Belmont has high rent. She suggested we look into finding space on the Peninsula to hold the 5 meetings now located in San Carlos, and for the Saturday Night meeting in Belmont. She is working with other members from the Friday Night meeting at Arroyo and Elm to find a place that would be within our means.

Jo B. said *Hope for Children of Alcoholics* is now an eBook.

Jo B. said Al-Anon is discussing anonymity on the internet. Tradition 11 also includes the internet.

Also, we all received a new table card with our Forum magazine which mentions that at Al-Anon meetings we keep the focus on Al-Anon recovery and it has a copy of the Al-Anon Fellowship prayer on the other side.

Jo B. said we also received notice we now have literature in Spanish and French.

4f) Teleservice Update and Motion: Ana Maria V. reported that her current operation of Teleservice was garnering more outgoing Al-Anon information, than Solicitor, Hang-Up/Wrong number calls. A total of 23 calls specifically related to Al-Anon were made in October, in contrast to 16 Solicitor calls and 14 wrong number and Hang-up calls for the month. The data is shifting to more callers receiving Al-Anon information, than in the past.

Ana Maria V. handed out a one-page Summary of the Teleservice Report she presented last month, a Proposal which included 3 options with related costs, our Current Teleservice Operation, since September, given the existing answering service issues. Ana Maria made a motion for a vote for the GoPhone Cell phone plan. The motion was seconded. The vote was evenly divided. Jo B. said she'd like to see another answering service retained. At this point it was determined some of us didn't have enough information to make an informed vote. Jo B. suggested we form a thought force for discussion of our options for Teleservice. The Chair called for those interested in serving on the thought force. They include: Ceilia M., Agota P., Ana Maria V., Linda, Marie L., and Jo B. We will be forming the thought force using the Google Group this month.

Mary reminded us that we had agreed to make a decision and take a vote on the issue this month. She requested that we agree to make a decision about Teleservice in December. This was agreed to by all members. Ana Maria said she would agree to continue to operate Teleservice, for another month, by following up on every call, as long as those members who had questions about the options, brought their questions forward.

4g) Coordinators and GR Announcements: Eloise M. handed out a flyer, "Help Yourself-By Helping Others Find Al-Anon, explaining how to use our "Roadsign" Flyer in our district. She also came up with a Budget Request for Literature, Printing of Road Sign posters, and other supplies. The total was \$825.

Mary M. asked for shares on her next Newsletter, the topic is Cross Talk. We have our meetings on Craigslist, let her know if you want to post meetings on another network system.

Jo B. handed out a flyer for a Holiday Pot Luck for Christmas on Saturday Night December 13, 2014 at the Belmont Lighten-up Al-Anon meeting. Take a flyer and bring it to your meetings. It starts at 6:30pm with an Al-Anon and Alateen Speaker.

4h) Coordinators or GR Issues: Ceilia M. said she didn't think GR's, Officers, and Coordinators utilize the Google Group. Ana Maria V. responded to the Google Group question and suggested extending the Business Meeting to 2 hours or creating another meeting just for GR's. She had understood that the questions presented last month for GR's all came from a District Inventory which we'd done several months back. Ceilia M. said it would be difficult for her to make it to an additional meeting on top of the ones we have. Chris S. said having a Service Sponsor would be helpful for issues GR's run into. Linda B. said she has a smart phone and can't easily respond on the Google Group. Jim V. said he doesn't want another meeting.

Our district meetings were changed when we added shares on Growth Through Service. Finances & activities needs to be discussed at District meetings. Jo B. suggested we have a meeting just for Officers and Coordinators, summarizing issues for GR's. It was also suggested we have a hand out designed for GR's and their common issues. Eloise M. said she will design a handout on GR's and their common issues. Email Eloise M. on the Google Group with any suggestions you may have.

5)Next Meeting will be on December 8th, 2014- It will be a Business Meeting followed by a share on "Growth Through Service", and Linda L. will share on this topic this December.

6)Closed the Meeting with the Al-Anon Declaration.

**District 13 Al-Anon
Business Meeting Minutes
December 8, 2014**

1) Opened Meeting with the Serenity Prayer and Concept 12 read by Lee B.

2) In Attendance: Ceilia M., District Meeting Chair, GR; Agota P., Webmaster, District Representative, GR; Lee B., Alateen Coordinator; Linda B., Archivist, GR; Marie L., Secretary, GR; Jim V., District Treasurer; Jo B., Literature Office Coordinator, GR; Chris D., Meetings List Coordinator; Eloise M., Public Information; Varsha S., Quarterly Speaker Meeting Coordinator; Ana Maria V., Teleservice Coordinator, GR; Carol Y., GR; Judy I., GR; Mary S., GR; John K, GR; Linda L., GR; Sue H., GR; Becky R, GR;

3) November Business Meeting Minutes: Approved as is.

4) Monthly Business:

4a) Open Service Positions: The following service positions are still open: Secretary, Alternate DR, Institutions Coordinator, Public Information Co-Coordinator, Archives Coordinator, Diversity Coordinator, and Webmaster. Agota P. will continue to be the webmaster until someone steps up. Jo B. announced Melisa C. stepped up to be the Literature Office Coordinator. Next month Eloise M. will be the Temporary Secretary for January's business meeting.

4b) District Representative Report: Agota P. shared she learned a lot as DR, especially that our Group Conscious is in charge.

Her Report listed the events coming up this December and January.

Until someone steps up Agota P. will be the webmaster, manage the roster, and oversee the Google Group. Agota P. handed out a new roster, if you are stepping down please indicate it on the new roster. If you don't want to be in the Google Group let Agota P. know.

4c) Treasurer Report: Jim V. handed out his Financial Report with a list of the Spend Down Project. The laminator with the slogans is in the works. Buss Ads are still pending. Jim V. said we need to extend the time for the money to be kept for the buss ads since we said the spend down project was to wind down at the end of this year. Eloise M. said a graphics person with the WSO is working on the format of the ad, and an open extension for the buss ads is needed. Eloise made a motion to extend the buss ads for 1 year. It was seconded by Lee B. It passed with a majority vote.

Jim V. said Kathy O. will be our new Treasurer. Jim V. will provide the end of the year Treasures Report in January and then Kathy O. will take over.

Jim V. submitted his budget report. It includes estimates for 2015's budget. The Teleservice request maybe less than indicated. The Alateen budget request is high, and as a result our budget isn't balanced, we're over by \$3,354. We'll need to get extra support for Alateen. John

F. said other expenses are high. Lee B. said we can pass the yellow Alateen cans at meetings to raise money for Alateen. She said Alateen cash is going out for the Growing Together Weekend, Sponsors R&R, and NoCac. Jim V. said historically we come in under our estimated budget. Agota P. said we can't approve a budget out of balance, and we need to look at all our expenses. Chris D. said we can commit to a budget and change it later if need be. Ceilia M. said we can create a thought force on this issue. Linda L. pointed out our insurance paid in December comes up high. She made a motion we add a line item titled "Fundraising" in the amount of \$3,354 into the budget. This will balance the budget. Lee B. seconded it and it passed with a majority vote.

4d) Coordinator & GR Announcements of Upcoming Events: Jo B. said the Saturday Night Lighten Up group is hosting a speaker meeting and pot luck this December 13th. It starts at 6:30pm.

Jo B. said WSO advised that we now have an e-reader called *Alateen: Hope for Children of Alcoholics*.

Jo B. said Sarah E. asked that every meeting keep a card on the table at your meetings which advertise Alateen. Jo B. can print these cards up at the Literature Office.

Eloise M. asked Jo B. about the booklets *AL-Anon Faces Alcoholism* for next year. Jo B. said they don't get distributed a lot, and they cost \$400 a case. Eloise M. said she ordered 200 of them in English and 200 in Spanish to hand out next year for Public Information. The district buys a quantity of the booklet *Al-Anon Faces Alcoholism* per year, the next order date will be February 2015. We should have agreement before then as to how many cases (of each) we should buy and distribute.

Melisa C. will start service as Literature Coordinator in Training in January 2015. She will assist the Coast side meetings while she learns the position, and will most likely transition to full responsibility by June 2015. Once she's ready, Jo will let the group know it's time to take the vote. Jo will continue to be involved as a volunteer to assist Melisa C.

Lee B. said Melisa will host the next meeting for Alateen Sponsors (AMAIS's) at 4:00-5:30pm in Half Moon Bay at her home, see details on the website. Lee B. said Alateens are now on Facebook. Eloise M. said Al-Anon is on Facebook too.

Mary C. the Newsletter Editor is still looking for shares on Cross Talk for the next Newsletter for January 2015, details are on the website.

Varsha S. said the next Quarterly Speaker Meeting is this January and Dan M. will share.

4f) Thank you outgoing Coordinators, Officers, and GR's: Ceilia M. sent around thank you cards for all outgoing Al-Anon members.

5) Old Business:

5a) District 13 Group Inventory: Ceilia M. discussed the top 10 items from our group inventory to review. It included Group Representative Issues, more effective use of the Google Group, Growth for Service could be used for other topics, and eliminating the reading of the Concept of the month. We also discussed using and explaining KBDM with a pamphlet or flyer and put it on the website. As for now we will keep reading the Concept of the month. We

discussed having the Treasurers Report every other month. Also to add more time to our meetings. Linda L said that would be difficult for her. Lee B. said we shortened the business meeting a few years ago. She suggested member don't repeat comments at meetings and that would save time. Jo B. said we can discuss this next year and change the agenda to shorten the time at meetings, maybe having the Treasures Report once a quarter. Ceilia M. made a motion to extend the meeting to two hours, but after some discussion Celia M. dropped the motion. As a result, we will keep the meetings at 1 ½ hours. Eloise M. made a motion we discontinue the Concepts being read at meetings. We voted and it did not pass, we will continue reading the Concepts at meetings.

5b)Teleservice Discussion: There was a lot of discussion about teleservice options.

Linda L. made a motion to stop using an answering service as soon as we decide on which of the other options will best meet our teleservice needs. Sue H. seconded the motion. It passed with a majority vote.

6)Next Meeting will be on January 12, 2015. Linda L. will share on Growth Through Service and Linda L. will do the refreshments.

7)Closed the Meeting with the Al-Anon Declaration