

District 13 Al-Anon
Business Meeting Minutes
January 12, 2015

1) Opened Meeting with the Serenity Prayer and Concept 1 read by Terry P.

2) In Attendance (in order of introduction): Ceilia M, 1-12-15 meeting Chairperson, GR; Linda L, DR; Linda D, alt GR; Jim V, outgoing Treasurer; Kathy O, Treasurer, GR; Mary S, alt GR; Nancy G, alt Gr; Linda B, outgoing archivist & GR; Jo, GR, outgoing Literature coordinator, Meeting List coordinator; John K, GR; Carmina C, GR; Lee B, Alateen coordinator; Sue H, GR; Terry P, GR; Melissa C, outgoing GR, incoming Literature coordinator; Eloise M., Public Information coordinator, 1-12-15 meeting Secretary; Marie L, outgoing Secretary, GR; Judy I, GR, temporary Teleservice coordinator; Agota P, Webmistress; Becky R, GR; Varsha S, Quarterly Speaker Meeting coordinator

3) December Minutes Reviewed: The group spend considerable time trying to clarify the discussion regarding teleservice, as reported in Section 5b). The group eventually decided to replace paragraphs 1, 2, 3, and 5 with “There was a lot of discussion about Teleservice options” and to keep the existing paragraph 4, “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.” The December minutes were approved as amended.

4) Monthly Business

4a-1) Voting on Service Positions: Teleservice Coordinator: Judy I volunteered to be interim coordinator until a member takes the 3-year position or Judy gets a full-time job. She was voted in. ☉☉ Literature Coordinator: Melissa C volunteered and was voted in. She will share position with Jo B for several months and then be sole coordinator.

4a-2) Open Service Positions: Linda L passed around job descriptions for GRs to share at meetings. D13’s website has more detailed descriptions. ☉☉ The following Officer position is still open: Secretary (Secretary is a District Officer and is required by D13 bylaws. No Officer may also be a member of AA). ☉☉ The following positions can be shared and they are open to members who are also AA members: Alternate District Representative, Archives, Diversity, Institutions, Public Information Co-Coordinator (for information tables at fairs, etc.), Website. ☉☉ Judy I will act as Secretary at the February business meeting. Agota P will act as Website Coordinator until a replacement steps forward.

4b) Volunteer to unlock D13 meeting room: Chairperson Colleen O cannot get here in time to unlock the room for setup. Marie L. volunteered to keep the key and unlock the room every month.

4c) Coordinator-GR Upcoming Announcements:

4c-1) Jo B, GR, Saturday Night Lighten-Up, Belmont: January 24, 7:30 pm. Old-Fashioned Radio Night featuring Ajit from SoCal on CD. Topic: Ego/Motivation in Recovery. (see flyer on D13 website)

4c-2) Lee B, Alateen coordinator: January 24, 5:30-8 pm. D17 AFG Birthday, Potluck, Speakers, Holy Redeemer Church, Newark. ☉ February 21, 3-8 pm. Growing Together Weekend Speaker Meeting & Spaghetti Feast, Trinity Church, Pleasanton. ☉ May 15, 16, 17; Growing Together Weekend

4c-3) Carmina C, GR, New Point of View, Sunday, 10:15 am, Redwood City: Location is moving from 1445 Hudson to the Sequoia HealthCare Center, 525 Veterans Blvd.

4c-4) Varsha S, Quarterly Speaker Meeting coordinator: Next quarterly speaker is Dan M, on Saturday, January 30, 7:15 pm, Grace Lutheran, 3149 Waverly St, Palo Alto. (see flyer on D13 website)

4d) GRs Who Would Like Time Tonight for Concerns – None

5) Reports

5a) District Representative: Linda L distributed Area and other districts' event flyers. ☉ She will schedule an orientation in February for the four new GRs. She will advertise it on the GoogleGroup. ☉ It is important for GRs to attend the one-day assembly in May, location and date as yet unknown (a flyer will be posted at ncwsa.org). ☉ Linda L asked for a volunteer to coordinate D13's annual Day in Al-Anon, which is in May. We need to reserve the church ASAP. No one volunteered.

5b) Alternate District Rep: position open

5c) Treasurer - Outgoing Treasurer Jim V reviewed highlights of the 2014 Year-End Financial Report he prepared. ☉ Page 1's Net Worth shows 2015's Prudent Reserve is \$5,125. Spend-Down Projects: Excepting the \$1,000 for interior bus ads project, it was previously agreed that any approved but unspent funds (\$447.15) will be split 50/50 between WSO/NCWSA. ☉ Page 2's Income/Expenses shows a net negative of \$186– almost breakeven. ☉ Page 3 contains Donations Detail from 35 groups for the year. Total donations were \$6,201.74. Jim asked GRs to remind their group treasurer that when they send the district treasurer a check, to write what meeting it is and what city it is in. ☉ Page 4 is 2015 Budget. There is a new Income line item; Fund-Raising \$3,354, because of our expectation there will be more fundraising required this year AND it is built into the budget.

5d) Literature – Jo B handed out the **Al-Anon Focus/Declaration Table Card (S-24)** for groups who had not received theirs. She also handed out our free Outreach Bookmarks, the older **Road Sign** and the new **What Can You Do When Someone Close to You Drinks?** (M-76) These can all now be obtained through the Literature Office.

5e) Public Information – Eloise M reported on activities for second half of 2014. ☉☉ We all continued to put up road sign posters (200 were printed in October). ☉ Eleven members hosted info tables at 5 events (spoke with 300 people and gave out 1,030 pieces of literature/meeting

schedules). ☉ Kathy O and Eloise M posted information and announcements on craigslist, Patch, and Nextdoor. ☉ We distributed schedules, pamphlets, and road sign posters to high schools, Cañada and CSM community colleges, McGuire Correctional Facility, and Freedom Center.

5f) Institutions – position open

5g) Alateen - Lee B reported ☉☉ D13 has 18 AMIAS (Al-Anon Members In Alateen Service). ☉☉ The AMIASes and teens desire Alateen in D13 to be self-supporting. Lee discussed their proposal to give all groups a “yellow can” (like a pink H&I can) to collect funds, plus a script and an article in D13’s newsletter to raise group awareness for the needs and use of funds. The funds would be held in a separate district account so AMIAS leaders could access them in a timely manner. Treasurer Kathy O observed it creates a problem for the district when groups have ongoing collection cans for specific purposes in addition to their group’s general funds “basket”. That is, members put a dollar in the basket and a dollar in the can, so the group receives less money and has a smaller amount to share with the district. Collection cans distort the district budget. Kathy affirmed it is very important to support Alateen, and there is a regular, established number of actions we can take to raise funds. Chair Ceilia M called a Point of Order to add this matter to New Business. ☉☉ Lee reported on outreach plans: visit AA meetings, present to high school students using NCWSA’s script and WSO’s DVD, “Al-Anon & Alateen’s Role in Family Recovery”. ☉☉ Lee corrected earlier misinformation: there are no guidelines about groups sponsoring Alateens because of Tradition 4, “Each group should be autonomous,” etc. ☉ ☉ Lee said they still want to establish an Alateen meeting north of Menlo Park. She asked GRs to consider whether their particular group is interesting in having an Alateen meeting next to theirs at the same time. “Give me a call if this is *your* group.”

5h) Archives – position open. Linda B will update the Archives box.

5i) Newsletter – Mary M was not present. Jo B distributed the *Recovery Bulletin*, Winter 2015 issue.

5k) Meeting List – Jo B advised members to send any meeting changes and updates to both the Webmaster (temporarily Agota P) and the GoogleGroup. Besides alerting Jo so she can make the change in the next meeting list printing, posting to the GoogleGroup informs all GG subscribers immediately of the change. ☉ Agota said if a meeting’s location, name or time changes, the GR should download Form A-16 (in the Links/Info section of our website), fill it out and send it [to WSO?].

5l) Webmaster – Agota P reported on three of the things she manages: website, printed service roster, and the GoogleGroup. ☉☉ We do not yet have a member who will administer the GoogleGroup. Agota observed the GG has lots of members who do not ever attend the business meeting. If they don’t become abusive, she can’t take them off (but the group could make a decision about that). ☉☉ Agota distributed a 1/12/2015 D13 service roster of GRs, officers, coordinators, and Alateen co-sponsors. Jo B volunteered to manage the service roster. ☉☉ Agota distributed a 2014 D13 Website Usage Report. Highlights: our website had 20,060 unique visitors, 40,100 total visits. Visitors looked at 74,556 pages. Agota is planning to leave the area in early February. However, she is willing to update the site as best she can until we have a new

webmaster. “A website that is not updated is totally useless.” Agota uses MacroMedia Dreamweaver for the website. She planned to transition it to WordPress before she turned over the webmaster position, but she will be leaving earlier than expected and will not have time. The new webmaster could transition to Word Press if preferred.

5m) Quarterly Speaker Meeting – see Varsha S’s event announcement in 4c-4.

5n) Diversity – position open

5j) Teleservice – Judy I reported the Teleservice subcommittee’s discussions and proposals. The answering service is paid up through January 31. The subcommittee recommends that we discontinue the answering service on February 1 and switch to AT&T voicemail, which will cost \$14.95/month. ☉☉ Judy read aloud the message they wrote. There was discussion and suggestions by Carmina C (48 hours is too long to wait for a call back), Lee B (not everyone is tech savvy enough to go to our website), and Ceilia M. (we should spell out “alanonmidpeninsula”). ☉☉ The subcommittee was undecided about whether the message should be in Spanish and whether the message should give the phone number for the Spanish groups. Carmina said our message should provide the information in Spanish because the Spanish groups’ phone do not return calls for 4-5 days. Carmina volunteered to be on this subcommittee. ☉☉ Judy moved that we begin using AT&T’s voice mailbox service and the to-be-approved greeting effective February 1. Mary S seconded. The motion passed, with no votes against, and two abstentions.

6) GR, Old & New Business – Time did not permit.

7) Next Meeting will be Monday, February 9. It will be a GR Issues meeting. Marie L will unlock the door. Daniela P volunteered to bring refreshments.

8) Closed the meeting with the Al-Anon Declaration at 8:45 p.m.

Prepared by Eloise M

**District 13 Al-Anon
Business Meeting Minutes
February 9, 2015**

1) Opened Meeting with the Serenity Prayer and Concept 2 read by Melissa C.

2) In Attendance (in order of introduction): Colleen O., meeting Chairperson; Melissa C. incoming Literature Coordinator; Chelesa GR; Kathy O. GR and Treasurer; Chris S. GR; Lexi Alternate GR; Becky R. GR; Varsha S. Quarterly Speaker Meeting coordinator; Jo B. GR, outgoing Literature coordinator and Meeting List coordinator; Sue H. GR; John K. GR; Lee B. Alateen coordinator; Eloise M. Public Information coordinator; Judy I. GR and interim Teleservice coordinator; Marie L. GR; Linda L. DR

3) January Minutes Reviewed: The group reviewed the January minutes.

Kathy O. made a motion to approve the minutes; Lee B. seconded the motion. The January minutes were approved by unanimous vote.

4) Monthly Business

4a) Open Service Positions: Alternate DR, Secretary, Teleservice coordinator, Public Information co-coordinator, Institutions coordinator, Diversity coordinator, Archives coordinator, Website coordinator, Newsletter Editor. ☉ Chris S. expressed a possible interest on being the Institutions coordinator (Eloise M. will give Chris S. the previous coordinator's email to get more information about the position). ☉ The importance of GRs to share/announce these open positions at their home meetings was discussed. Descriptions of these service positions are available on our website and all are encouraged to print and share these with their groups.

Melissa volunteered to be secretary for our March meeting. ☉ A Day-in-Al-Anon Chair/Co-chair volunteer(s) still needed. A resource binder with information for planning this event, usually held in May, is available. A Day-in Al-Anon also serves as a fundraiser for the district.

While asking for a volunteer for the March refreshments, there was discussion of whether refreshments are really necessary at our business meetings, as the snacks and tea was observed to not be indulged in much. It was agreed to vote on (to make a motion and voting are conducted at District Business meetings versus group conscious at regular group meetings) the need to continue refreshments or not.

Kathy O. made a motion to discontinue all refreshments. John K. seconded the motion. To discontinue all refreshments was approved by a substantial majority (none opposed, 1 abstained).

4b) District Report: Linda L. reported on upcoming activities and had flyers for Al-Anon's 2015 International Convention and Al-Anon NCWSA 2015 Convention. She also shared about Al-Anon Family Group's e-Newsletter. *A copy of her report is attached as Item A.*

4c) Treasurer Report: Kathy O. reported on January's Assets and Liabilities, Income and Expenses and percent of budget used to date. *A copy of her report is attached as Item B.* Kathy O. has set up a PO Box in Mountain View, closer to her home, so she can pick up the mail weekly. She will continue to check the RWC PO box at least monthly. She plans to send thank you notes to groups who've donated to the district. She also plans to attend a meeting of those groups who either do not have a GR or who do not donate to the district.

4d) Coordinator & GR announcements: Eloise M announced a public outreach opportunity: members are needed to staff our information table at the CSM Health Fair on 3/18. She'll post it to the GGroup. ☺ Jo announced, as outgoing Literature coordinator, the progress of Melissa being trained as incoming Literature coordinator. ☺ Jo is updating the Service Roster and will distribute on the GGroup. ☺ Lee B. shared that the Growing Together Weekend Fundraiser in Pleasanton on 2/21 provides scholarships for Al-Ateen, please spread the word and attend. ☺ Lee B. encourages each group purchase the Forum, "Al-Anon Faces Alcoholism 2015" in bulk so the group can do outreach for Al-Anon by dropping the magazines in dentist and doctor offices, libraries and other public places. ☺ A Day in Al-Anon will be held in Monterey on Saturday, February 28th, all are encouraged to attend. ☺ It was agreed to table the Teleservice coordinator report until after the GR Issues.

5) Group Representative Issues

5a) Home group issue of Crosstalk: Sue H. shared a cross-talk concern as it relates to speakers, that people use the speaker's name and comment on what they spoke about. This feels like cross-talk to some and that this is not okay. Lexi also shared that touching a distressed speaker or bringing them tissue while they are talking is another example of cross-talk and is not okay.

Discussion followed on what constitutes cross-talk and how the matter could be handled. The following considerations were shared:

- Cross-talk is not officially in Al-Anon literature, steps, traditions or concepts; no cross-talk is more of an accepted Al-Anon culture; it's the group's conscience.
- The Service Manual, under Basics For Group Meetings (p. 40-41), does not specifically address cross talk.
- As it relates to speakers, the speaker can suggest a topic as a way to discourage cross-talk.
- The secretary can step in and refocus the meeting if cross-talk should occur.
- Providing comfort to someone after they speak (touching or providing a tissue) is not considered cross-talk but it might be disruptive if this is done while they are still speaking.

The next GR Issues is scheduled for the May meeting. Topics will include 1) Identify and share about membership in another 12-step program and 2) Talk about non-conference approved literature

6) Old business

6a) Teleservice report: Judy I. reported 31 calls were received by the answering service; 21 people were reached, 5 callers not reached after multiple attempts, 5 calls wrong # or an 800 number. The

suggested message was read to the group. It was recommended to add a second mailbox in order to provide Spanish callers the option to receive and leave a message. Otherwise, a Spanish translation to the message would be required, making it a very long message for both English and Spanish callers.

Judy I. made a motion to approve getting a second mailbox for Spanish callers at a cost of \$14.95 a month. Kathy O. seconded the motion. To obtain a second mailbox was unanimously approved.

Judy I. made a motion to approve the language for the voicemail message. Becky R. seconded the motion. The message was unanimously approved.

The answering service will be terminated February 15, 2015 and the bill is prorated. Carmina will provide the Spanish message and is willing to return any Spanish speaking calls. *A copy of the message is attached as Item C.*

7) Next Meeting will be Monday, March 9, 2015. .It will be a Business meeting followed by a share on “Growth Through Service”.

8) Closed the meeting with the Al-Anon Declaration at 8:30 p.m.

Prepared by Judy I. 2/9/15

Mary, Newsletter Editor, is moving to San Diego & has needed to resign

NCWSA (DR's, Area Coordinators & Officers) - Feb 13-14, Visalia

Growing Together Weekend Fundraiser - speaker Meeting & Spaghetti Fest - Feb 21

NCWSA Convention Doubletree Hotel - April 17-19, Modesto, CA

New Group Reps - any requests for a 'GR' meeting to go over GR role & responsibilities?

May Assembly Date and Location to be determined Look for posting of flyer at NCWSA.org

Growing Together Weekend - May 15-17

Southern California AFG Convention, May 27-29 , Ontario, CA

District 13 Day in Al-anon - fundraiser & opportunity for service

Take to your meetings, ask for a volunteer to chair or co-chair - it's a group effort!

Fundraising - Budget has a line item for 'fundraising' that we need to start working on in order to fund all of the activities in our budget

2015 Budget			
Approved by District on Dec. 8, 2014			
Income	Budget	YTD	%
Donations-Group	6200	715	12%
Day In Alanon	600	0	0%
Fund-Raising (Details TBD)	3354	0	0%
Holiday Party	400	0	0%
Literature Sales	11000	1004	9%
Insurance Dividend	360	0	0%
Quarterly Speaker Meetings	30	0	0%
Total Income	21944	1719	8%
Expenses (Coordinators & Officers)			
Alateen	2395	0	0%
Chairperson	75	4	5%
District Rep	1300	13	1%
Hospitals & Institutions	0	0	0%
Literature Purchases	9500	0	0%
Meeting Lists	500	26	5%
Newsletter	520	0	0%
Public Information	825	0	0%
Quarterly Speaker Meetings	10	0	0%
Secretary	240	20	8%
Teleservice	648	44	7%
Treasurer	150	0	0%
Website	180	0	0%
Total	16343	107	1%
Expenses (Operations)			
Bank Charges	20	0	0%
District 13 Rent	150	75	50%
Donations (WSO+NCWSA)	0	0	0%
Filing Fees	50	0	0%
Liability Insurance	1038	1038	100%
Literature Sales Tax	1043	0	0%
Literature Office Rent/Supplies	2300	180	8%
Phone	900	77	9%
Post Office Box Rent	100	0	0%
Total	5601	1370	24%
Grand Total Expenses	21944	1476	7%
Net Income(Deficit)	0	243	

District 13-AIS
P.O. Box 390153
Mountain View, CA 94039
treasurer@alanonmidpeninsula.org

9:17 AM
02/08/15
Cash Basis

District 13 Al-Anon
Income and Expense
January 1 - 30, 2015

District 13-AIS
P.O. Box 390153
Mountain View, CA 94039
treasurer@alanonmidpeninsula.org

	<u>Jan</u>
Ordinary Income/Expense	
Income	
Donations-Group	715.77
Literature Sales	<u>1,003.92</u>
Total Income	<u>1,719.69</u>
Expenses	
Copies	
District Rep	13.08
Chair	4.00
Meeting List	25.67
Secretary	20.05
Total Printing and Copying	<u>62.80</u>
Liability Insurance	<u>1,038.00</u>
Rent	
Literature Office Rent	180.00
District 13 Rent	75.00
Total Rent	<u>255.00</u>
Telephone	
Phone (2 lines)	76.57
Teleservice	44.00
Total Telephone	<u>120.57</u>
Total Expense	<u>1,476.37</u>
Net Income	<u><u>243.32</u></u>

District 13 Net Worth

District 13-AIS
P.O. Box 390153
Mountain View, CA 94039
treasurer@alanonmidpeninsula.org

ASSETS

Cash & Bank Accounts	Jan	Feb	March
B of A Checking	7,046.61		
Literature Inventory	5,392.26		
TOTAL ASSETS	12,438.87		
LIABILITIES			
Spend-Down Balance/Funds			
Held for Bus Signs	1,000.00		
TOTAL LIABILITIES	1,000.00		
OVERALL TOTAL	11,438.87		

Prudent Reserve for 2015 is \$5125 (2014 expenses/4)

Item C

Teleservice Voice Mailbox Message

You have reached the voicemail of the San Mateo County Alanon and Alateen information line. We invite you to visit our website at www.alanonmidpeninsula.org. Para español, oprima el número dos.

The quickest way to find someone to talk to is to attend an Alanon meeting. A current meeting list for our area is available on our website on the left-hand side of our home page. If you need more information or have questions about Alanon or Alateen, please leave your first name, your phone number, a brief message and when is a good time to be contacted. We check voicemail at least once daily and one of our volunteers will call you back as soon as possible. When leaving your phone number, please speak clearly and slowly. Your call is important to us. Our website, again, is www.a-l-a-n-o-n-m-i-d-p-e-n-i-n-s-u-l-a-o-r-g. Thank you for calling Alanon.

District 13 Al-Anon
Business Meeting Minutes
March 9, 2015

1. **Opened the meeting with Serenity Prayer and Concept of the Month.**
2. **Attendees:** Colleen, Chairperson; Linda L., DR; Kathy, Treasurer and GR; Melissa, Lit. Coor. and one-time Secretary; Lee, Alateen Coor.; Varsha, Speaker Coor.; Eloise, Public Info Coor.; Jo, Meeting List Coor.; Leslie, Nominated Incoming Teleservice Coor.; Judy, GR; Chelsea, GR; Marie, GR; Nancy, GR; Sue, GR; Linda, GR; Chris S., GR; Amy, GR; Linda B., GR; Carlos, Member.
3. **February Meeting Minutes approved as is.**
4. **Monthly Business**
 - a) Open Service Positions: Alternate DR, Secretary, Teleservice Coor., Public Information Co-Coor., Institutions Coor., Diversity Coor., Archives Coor., Website Coor., Newsletter Editor.
 - **Teleservice Coordinator: Leslie nominated and unanimously approved.**
 - **Action Item: Secretary Needed ASAP to begin next month.**
 - **Action Item: Eloise, Judy and Linda B Volunteered to Lead this years' Day In Al-Anon**
 - b) District Rep. Report (hand out)
 - **Motion made and passed with majority: We support a "Color My World" basket with a garden theme.**
 - **Action Item: Lee will go to the NCWSA Convention and lead the approved Basket motion.**
 - c) Treasurer Report (hand out)
 - d) Coordinator and Service Position Announcements:
 - Teleservice: Answering service discontinued. VM and phone line up and running.
 - San Carlos Friday Night meeting needs support.
 - HMB Friday Night meeting needs support.
 - Alateen: HMB Alateen hosting a Open Meeting/GTW Fundraiser March 3; need Alateen meetings north of San Carlos.
 - Public Information: Bus signs Update; GR's invited to host info tables
 - **Action Item: Teleservice and Public Information to communicate in order to track number of calls once bus signs are in place.**
 - e) GR or Coor. Issues: NONE
5. **Unfinished and New Business**
 - a) No thought force for Holiday Party or DIA
 - b) Discussion regarding Al-Anon meeting at Elmwood Women's Correctional Facility and the overlap of district lines between district 13 and SCV Intergroup.

6. **Growth Through Service share** by Linda L., DR.
7. **Next Meeting = April 13, 2015; Coordinator Report Meeting.**
8. **Meeting Closed with the AI-Anon Declaration.**

District 13 Al-Anon
Business Meeting Minutes
April 13, 2015

- 1. Opened the meeting with Serenity Prayer and Concept of the Month.**
- 2. Attendees:** Colleen O., Chairperson/ Kathy O., Treasurer and GR/ Melissa C., Lit. Coor, and one-time Secretary/ Lee B., Alateen Coor./ Varsha S., Speaker Coor./ Eloise M., Public Info Coor./ Jo B., Meeting List Coor./ Judy I., GR/ Chelesa F., GR/ Marie L., GR/ Linda B., GR/ Becky R., GR/ Amy G., GR/Leslie M., Teleservice Coordinator/ Chris S., GR/ Martha C., GR
- 3. March 2015 Meeting Minutes approved.**
- 4. Monthly Business**
 - a) Open Service Positions:** Alternate District rep., Secretary, Public Information Co-Coordinator, Institutions Coordinator, Diversity Coordinator, Archives Coordinator, Website Coordinator, Newsletter Editor
 - b) Treasurer Report (hand out)**
 - c) Coordinator and Service Position Announcements:**
 - Literature Coordinator –
May will be the last business meeting for Melissa C.
District 13 needs a Literature Coordinator to start in June 2015.
 - Alateen Coordinator –
Looking to start an Alateen group in Redwood City area or San Carlos area. Need drivers to take Alateen kids to speaking events. Anyone who is interested in becoming an AMIAS (Alanon member in Alateen service) is welcomed.
 - Meeting List Coordinator (hand out) -
Working on changing the appearance of the meeting list schedule.
 - Public Information Coordinator (hand out) -
Eloise is removing herself from the staffing of Alanon/Alateen Information tables. She will accept no more requests for D13 to host info tables until a member steps up.
 - Teleservice Coordinator-
Leslie M. called AT&T and learned about the different options to do the greeting for the phone. Checked online and found one message. When checking the phone messages, there were 7 in March 2015 and 2 in April 2015.
- 5. Day in Alanon (handout)**
- 6. Next meeting=May 11, 2015**
- 7. Meeting closed with the Alanon Declaration.**

Prepared by Varsha S.

District 13 Al-Anon
Business Meeting Minutes
May 11, 2015

- 1. Opened the meeting with Serenity Prayer and Concept of the Month.**
- 2. Attendees:** Colleen O., Chairperson/ Linda L., District Rep/ Kathy O., Treasurer and GR/ Melissa C., Lit. Coor, and one-time Secretary/ Lee B., Alateen Coor./ Varsha S., Speaker Coor./ Eloise M., Public Info Coor./ Jo B., Meeting List Coor./ Linda D., GR/ Judy I., GR/ Chelesa F., GR/ Marie L., GR/ Linda B., GR/ Becky R., GR/ Amy G., GR/ Leslie M., Teleservice Coordinator/ Chris S., GR/ Martha C., GR/ Mary M., GR/ John K., GR/ Kristin G., GR
- 3. April 2015 Meeting Minutes approved.**
- 4. Monthly Business**
 - a) *Open Service Positions:* Alternate District Rep., Secretary, Literature Coordinator, Public Information Co-Coordinator, Institutions Coordinator, Diversity Coordinator, Archives Coordinator, Website Coordinator, Newsletter Editor
 - b) Literature Coordinator –
Need Literature Coordinator to record transactions. GRs need to help spread the word.
 - c) District Rep (handout) -
Encouraged all group reps to attend the one day assembly, Saturday, May 16, 2015. There is voting and an opportunity to learn about what goes on in the area. Also, there is Alanon fellowship to enjoy too. See handout for other events.
 - d) Treasurer Report (handout) -
 - e) Diversity Day for the whole area. Saturday, August 15, 2015 in San Jose.
 - f) Laminated slogans are complete for all groups.
 - g) Day in Alanon reminder: Please pass flyer to meetings. Need help in food department and all other areas.
- 5. Group Representative Issues**

Service manual states that it is okay to share about non-conference approved literature in passing. Do not read non-conference approved literature as the script.
Newcomers in Alanon can be triggered by hearing that someone is from AA. Talk to them after the meeting.
- 6. Next meeting=June 8, 2015**
- 7. Meeting closed with the Alanon Declaration.**

District 13 Al-Anon
Business Meeting Minutes
June 8, 2015

- 1. Opened the meeting with Serenity Prayer and Concept of the Month.**
- 2. Attendees:** Colleen O., Chairperson/ Linda L., District Rep/ Kathy O., Treasurer and GR/ Lee B., Alateen Coor./ Varsha S., Speaker Coor./ Eloise M., Public Info Coor./ Linda D., GR/ Judy I., GR/ Chelsea SF., GR/ Marie L., GR/ John K., GR/ Mark P., GR/ Judy P., GR/ Martha C., GR/ John K., GR/Chrissy C., visitor
- 3. May 2015 Meeting Minutes approved.**
- 4. Monthly Business**
 - a) *Open Service Positions:* Alternate District Rep., Secretary, Literature Coordinator, Public Information Co-Coordinator, Hospital & Institutions Coordinator, Diversity Coordinator, Archives Coordinator, Website Coordinator, Newsletter Editor
 - b) District Rep (handout) –
Send information to Linda L. if you have any personal safety issues. Have a business meeting, to obtain a group conscience, regarding personal safety. Eloise said appeal for the money at your groups. Linda L. will email the groups with details of why the area needs money.
 - c) Treasurer Report (handout) -
9 groups contributed in the month of May 2015. There may be a way to save money due to an insurance issue. Do we want to be insured for liability?
 - d). Public Information Coordinator –
Need someone to coordinate the tables for various events.
- 5. Unfinished and New Business**
 - a) Would like to meet with people to get various ideas of how to do things better for the next Day-in-Al-Anon e.g. raffle tickets.
 - b) Linda B.got an outreach call. Needs someone to speak Spanish. Lee B. has a sponsee who speaks Spanish.
- 6. Share “Growth Through Service.”** Lee B. talked about what she gets out of doing service in Al-Anon.
- 7. Next meeting=July13, 2015 Coordinator Reports Meeting.**
- 8. Meeting closed with the Al-Anon Declaration.**

**District 13 Al-Anon
Business Meeting Minutes
July 13, 2015**

- 1. Opened the meeting with Serenity Prayer and Concept of the Month.**
- 2. Attendees:** Colleen O., Chairperson/Kathy O., Treasurer and GR/ Lee B., Alateen Coor./ Varsha S., Speaker Coor./ Eloise M., Public Info Coor./ Linda B., GR/ Judy I., GR/ Marie L., GR/ Mark P., GR/ Martha C., GR/ Becky R., GR
- 3. June 2015 Meeting Minutes approved.**
- 4. Monthly Business**
 - a) *Open Service Positions:* Alternate District Rep., Secretary, Literature Coordinator, Public Information Co-Coordinator, Hospital & Institutions Coordinator, Diversity Coordinator, Archives Coordinator, Website Coordinator, Newsletter Editor
- 5.**
 - c) *Treasurer, Kathy O.-*
The Day in Alanon brought in \$927(\$669 from Alanon and \$258 from Alateen). It does help when the groups practice the seventh tradition. There was no phone bill in May 2015.
 - d) *Alateen Coordinator, Lee B.-*
Ecumenical Hunger Project will have an Alateen Meeting in East Palo Alto starting at the end of July, on Wednesdays from 3-4pm. Looking for one more AMIAS sponsor to staff the meeting.
August 2 in Palo Alto there will be an AMIAS training and information meeting.
 - h) **NEED LITERATURE COORDINATOR-** Please help spread the word (handout)
 - i) *Meeting List Coordinator, JoB.-* (handout)
 - k) *Public Outreach Coordinator, Eloise M. –*
As of May, no longer staffing the information tables. Martha C. is updating information on the Craigslist.
 - l) *Quarterly Speaker Meeting, Varsha S.-*
Suggestions were given such as trying a different location and night.
- 6. Unfinished and New Business**
 - a) Assembly coming up in October 2015.
 - b) Day in Alanon, final report (handout).
 - e) Possibly closing the meditation meeting on Sundays at 6:00 pm in Palo Alto.
 - f) Discussion about posting the District's Treasurer's report was stopped.
- 7. Next meeting=August 10, 2015 Coordinator Reports Meeting.**
- 8. Meeting closed with the Al-Anon Declaration.**

**District 13 Al-Anona
Business Meeting Minutes
October 12, 2015**

- 1. Opened the meeting with Serenity Prayer and Concept of the Month.**
- 2. Attendees:** Colleen O., Chairperson/Kathy O., Treasurer and GR/ Lee B., Alateen Coor./Jo, Meetings lists and interim LiteratureCoord./ Varsha S., Speaker Coord./ Eloise M., Public Info Coor./ Linda B., GR/Linda D..GR/ Kyle,GR/ Marie L., GR/ Kristin, GR/Edita, Newsletter Coord./Leslie MA, Holiday Party Coordinator /Amy, GR
- 3. Corrections need to be made for September Business Meeting Minutes:**AlaNon-Al-Anon, AlaTeen-Alateen, and Eloise is not a GR .
- 4. Monthly Business**

Open Service Positions: Alternate District Rep., Secretary, Literature Coordinator, Public Outreach Co-Coordinator, Hospital & Institutions Coordinator, Diversity Coordinator, Archives Coordinator, Website Coordinator
- 5. Coordinator, Treasurer and DR Reports**
 - c) *Treasurer, Kathy O.*-(See handout)

All the spend down money is spent. The majority was used for the bus signs. An additional, \$97.19 (from Public Outreach) was added.
 - d) *Alateen Coordinator, Lee B.*-(See Handout)

NEED MORE SPONSORS FOR ALATEEN MEETINGS.
 - i) *Meeting List Coordinator, JoB.*-(See handout) Jo is also training with Agota to become the Website Coordinator
 - j) *Newsletter Editor, Edita* -(See handout) Call for submissions about Crosstalk. Submissions are due on Dec. 26, 2015.
 - k) *Public Outreach Coordinator, Eloise M.* -(See handout)

Eloise has extra bus signs. Bus signs will be up until January 16, 2016..
 - l) *Quarterly Speaker Meeting, Varsha S.*-

The next one is Friday, October 30, 2015. Please see flyer for more details.
- 6. Unfinished and New Business**
 - b) At the Three Day Assembly, participants talked a lot about the website.

Speaker was great.
There was a workshop about how to use the service manual.
 - c) If December 19 is available then Leslie will contact people about the Holiday party.

Both Kathy and Marie will help in the Holiday party.
- 7. Next meeting=November 9, 2015;GR issue meeting.**
- 8. Meeting closed with the Al-Anon Declaration.**

**District 13 Al-Anon
Business Meeting Minutes
December 14, 2015**

- 1. Opened the meeting with Serenity Prayer and Concept of the Month.**
- 2. Attendees:** Colleen O., Chairperson/Kathy O., Treasurer and GR/ Lee B., Alateen Coor../ Varsha S., Speaker Coord./ Eloise M., Public Info Coor./ Linda B., GR/Linda L DR and GR/ Marie L., GR./Leslie Ma, Holiday Party Coordinator and GR /Martha C., GR/Debra GR/Wanda, Visitor
- 3. Corrections need to be made for November Business Meeting Minutes:** Linda B. needs to be added to the Literature Thought Force. Edith needs to be changed to Edita. Additional NOTE needs to be changed to Informed that Edita will not be able to continue the Newsletter Editor Coordinator position for the month of December 2015.
- 4. Monthly Business**
 - a. *Open Service Positions:* Alternate District Rep., Secretary, Literature Coordinator, Public Outreach Co-Coordinator, Hospital & Institutions Coordinator, Diversity Coordinator, Archives Coordinator, Website Coordinator
 - i. Martha volunteered to be secretary for February 8. No one volunteered to be secretary for January 11, 2016.
 - b) Eloise needed an information station staff person for four college events. Leslie Ma. stepped up to be co-coordinator starting in January 2016.
 - c) Leslie Ma needs help with registration, kitchen, clean-up and an announcer for the raffle. Linda B. volunteered to help with kitchen.
 - d) Varsha S. mentioned the quarterly speaker meeting on January 29, 2016.
 - e) Linda L. mentioned the Holiday Party coming up on Saturday, December 19, 2015.
 - f) Kathy O. read a thank you note from Liz R. See handout.
 - g) Kathy O. presented a preliminary plan for the 2016 budget. Leslie Ma. suggested to increase the amount of money for the District Rep. and make a category for GR expenses. Kathy O. will add Assembly Scholarships category.
 - h) Leslie Ma. brought up the issue about whether or not the Google Group emailing is effective. She sent an email and wanted more response.
- 5. Unfinished and New Business**
 - a) Leslie Ma. recommended to have a band play live Celtic music for the Holiday party. A group conscience was taken to have the live Celtic music.
- 6. Share on Growth Through Service** Eloise shared on why do service?
“One among many and important as any”
- 7. Next meeting = January 11, 2016—Coordinator Reports Meeting.**
- 8. Meeting closed with the Al-Anon Declaration.**