

5/20/11 AWSC

Chair: Connie D.

APPROVED

1. Call to Order: 8:05 PM by Connie D.
2. Moment of Silence followed by the Serenity Prayer
3. Traditions: read by Caroline AIS Rochester
4. Concepts: read by Pam A. Syracuse AIS
5. Welcome and Information: Connie D.
 - Ask It Basket: Put any questions in box, they will be answered tomorrow.
 - Check mail box for DRs, Officers & Coordinators.
 - Please turn off phones or turn to vibrate.
 - 2 minute rule will apply.
 - Conference rules are posted in back- will go over in more detail tomorrow.
 - When you come to the mic please state name, district &/or position.
 - Motions need to be written and given to secretary.
 - New DRs: Sue D26 Visitor: Ingrid D6
6. Roll Call:
 - 1) Districts present: 1, 2, 3, 5, 6, 7, 8, 10, 12, 14, 15, 18, 21, 22, 24, 26 & 29
 - 2) AIS Representatives: Rochester & Syracuse
 - 3) Coordinators: Alateen, Convention, Group Records, Website, Public Outreach, Literature, Newsletter & NYNAC
 - 4) Officers: Delegate, Alt. Delegate, Immed. Past Delegate, Secretary, Treasurer & Chairperson
 - 5) Note also in attendance past Delegate, LaVaughn R. and past Trustee, Marion W.
7. Secretary's Report: minutes from the 3/26/11 AWSC meeting were read by Ruth S. M: to accept with changes Linda D5 2nd Sherry D6 passed voice vote
8. Treasurer's Report: read by Louise F. copy online. Financial statement given to Officers.
9. Delegate's Report: Elaine will present her report tomorrow. Just a few notes tonight.
 - Email etiquette - reminder, if a list is done in a district or for other related work do not share for other purposes unless those on list have been asked.
 - The Area Highlights from WSO with the summer edition will only be on member's website. No longer will DRs be mailed a hard copy.
 - Elaine's article in the June edition of the Northern Hi Lights will encourage group/individuals to hold a 60th Anniversary event. Any monies raised can be sent to WSO.
 - The soft cover edition of How Al-Anon Works is available for \$5@. Buy copies to give to newcomers. Ashley Judd on Oprah highlighted this book.
10. Agenda items:
 - 1) Officer & Coordinator Reports:
 - Alt. Delegate; Gina will report tomorrow.

- Alateen: Shirley will report tomorrow.
 - Convention: summer will report tomorrow. Note I have an email address, summers808@gmail.
 - Group Records: George will report tomorrow.
 - Website: Kathi will report tomorrow.
 - Public Outreach: Sherry will report tomorrow.
 - Literature: Jean will report tomorrow.
 - Newsletter: Nancy will report tomorrow.
 - NYNAC: Diane will report tomorrow.
 - AIS Syracuse: Pam will report tomorrow.
 - AIS Rochester: Caroline will report tomorrow.
- 2) Ad Hoc Committee Reports:
- Ad Hoc Alateen: Lynda S. D22. Age limits for NYNAC – youngest & oldest age limits, more conversation. Meeting tonight in the VIP room.
 - Ad Hoc Policy: Pam will be meeting tonight right after this meeting.
- 3) Update on Website redesign: Kathi reported work is going at a snail's pace will be a few more weeks.
- 4) Website Guidelines: LaVuagh. Proposed NYN Web guidelines to help Web coordinator. Copies of proposed Guidelines are available.
 Q: Maureen – Possibility of a message board on NYN Website? Noticed a need while working on convention committee. Will have to work it through the Website committee. Concerns about anonymity. (reminder to come to mic)
 M: To add the proposed New York North Website Guidelines to the NYN 2011 AFG Spring Assembly/Convention Agenda. Bob C. D7 2nd Gina D14 Passed voice vote.
- 5) Electronic News letter Q & A KBDM: Nancy P.
 C; George Group Records If notifying Nancy by email also need to notify Group Records to take off mailing list. There are almost 300 email addresses recorded with Group Records, 365 newsletters are mailed. Would only be 90+ mailed if all were emailed.. 249 are noncurrent subscriptions, not being paid.
- 6) Archives Update: Connie 60th Anniversary Archives Project document online. Will talk more tomorrow about project.
- 7) Review of Job descriptions: Each officer and coordinator will present description of current job.
- Delegate: Elaine presented, copy attached.
 - Alt. Delegate: Gina presented, copy attached.
 - Immed. Past Delegate: Bob C. Leads New GR meeting on Saturday mornings of Assemblies.
 - Chairperson: Connie presented, copy attached. Written guidelines are on website. Officers and coordinators should review, make any changes and give to Kathi and Ruth and Connie will talk about at AWSC in August
 - Secretary: Ruth presented, copy attached.

- Treasurer: Louise presented, copy online.
C; Pam A. Should be able to use a spread sheet, should be a qualification.
Q: Summer With the checking account are all officers' signers or should it just be chair & treasurer? If someone is not available to sign by having all officers can go to someone else for second signature.
- 8) Discussion on Action Committees: Committees will meet for short 15 minute meeting to finish up any projects tomorrow. Won't meet at Fall Election Assembly. We have completed 9 year trial period. Many Areas have dropped action committees. Will discuss tomorrow, beginning of thought process.
C: Diane C. If we go with this plan several job descriptions would be changed.
C: George Just reviewing guidelines.
Q: Susan D15 New, how do I know which group I belong to? Will read all Action Committees tomorrow.
Q: Who is chairing discussion? Marion, LaVaughn, Anne & Bob.
- 9) Scheduling note: Gwen D22 8AM for DRs and luncheon. Connie will meet with new DRs at 8AM
- 10) District Announcements & Sharings.
- 11) Closing:
- M: Close meeting George group Records
 - 2nd Shirley Alateen
 - Passed voice vote
 - Closed 9:20 PM

Respectfully submitted Ruth S., Secretary

WORLD SERVICE DELEGATE

The delegate shares Area experience at three annual Conferences that serve Al-Anon worldwide. He/she brings the views and spirit of worldwide Al-Anon to his/her Area and represents the Area worldwide. He/she must be thoroughly familiar with the service manual.

RESPONSIBILITIES.

1. Presents a concise World service conference report at the Spring Assemblies and a verbal report at all AWSC & Fall Assemblies. (Provide a written copy to Area Secretary & Web Coord.)
2. Be familiar with the guidelines in the Al-Anon-Alateen Service Manual pages 152-53.
3. Attend all AWSC and assembly meetings.
4. Attend NERD (North East Regional Delegates) meeting.
5. Keep Alternate Delegate informed where relevant.
6. Keep WSO informed of Area Officers, Coordinators & DRs using the form from WSO.
7. Keep Coordinators informed of communication from WSO via e-communities.
8. Respond to speaking requests, panels, district meetings, etc. whenever possible.
9. Asked to be placed on mailing or e-mail list for District and AIS meeting minutes so as to keep abreast of various activities.
10. Write monthly article for Northern Hi Lights
11. Fulfill WSO assigned committee requirements to the best of his/her ability.
12. Make Area members aware of the information available on the WSO member web site.

13. Attend NYNAC each year.

14. The Delegate will float among the Action Committees to provide information, participate in discussions, and in general, use his/her knowledge to assist the work of the committee.

ALTERNATE DELEGATE

Elected to work closely with the World Service Delegate, to participate in Area activities, to replace the Delegate if he/she cannot fulfill his/her three-year term. He/She must be prepared to assume duties of the Delegate if necessary. He/She should not take on any other Area office.

Responsibilities:

1. Be familiar with guidelines listed in the Al-Anon/Alateen Service Manual, page 143-4.
2. Attend all AWSC and Assembly meetings
3. Keep well informed on all issues.
4. Cooperate fully with current Delegate, sharing and learning at every level.
5. Be the Forum contact person for the WSO in the NYN Area.
6. Write a monthly article for the Northern Hi Lites.
7. Participate in New Group Rep. orientation at all Assemblies/Conventions.
8. Participate in the Fellowship Communication Action Committee.
9. Write a letter of welcome to new groups in the Area

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Suggestions:

1. Send a past issue of the Forum and a subscription form with the welcome letter.
2. Become familiar with the concepts.
3. Attend NYNAC at least once during term.
4. Be the time keeper in the Area's efforts to follow the "2minute/One time at the mic" rule.

CHAIRPERSON

Should have knowledge of Traditions and Concepts. Be familiar with the Al-Anon/Alateen Service Manual and

New York North procedures. Should have leadership and organizational abilities. Knowledge of parliamentary

procedures necessary to preserve order at meetings.

RESPONSIBILITIES:

1. Call all meetings of AWSC and Assemblies (with Delegate's input).
2. Set up date and location for March and August AWSC meetings.
3. Give this information to the Newsletter Coordinator and the Website Coordinator.
4. Send out reminder postcards for March and August AWSC meetings with preliminary agenda to all AWSC members. (Officers, Coordinators, DRs, MS Reps, Ad Hoc Committee Chairs, Past Delegates and Past Trustees)
5. Attend all AWSC and Assembly meetings.
6. Be familiar with "Duties of Assembly Members" pg. 147-155 of the Al-Anon /Alateen Service Manual
7. Preside at all AWSC and Assembly meetings:

- Prepare agenda (with input from Delegate) and provide copies of the agenda and other pertinent hand-outs necessary to run the assembly meeting and Action Committees including the needed hand-outs for those committees.
 - With the AWSC, prepare the voting items.
 - Call roll and maintain order.
 - Prepare the mailbox for AWSC members and fill with needed paperwork. * * Reminder to all submitting reports (submit to Area Secretary and Website Coordinator by email, if possible. Hard copies of agenda are sent to those who do not have email. Each report should have 5 hard copies available at AWSC and Assembly meetings. Others are asked to print their own copies from webs ite.)
 - Bring and post Banners at all AWSC and Assembly/Convention meetings.
 - Provide a timer for two minute time limit at the microphones. (Alt. Delgate will be the timer)
 - Establish committees and chairpeople for such, as needed.
 - Act as a second-party signer on all checks issued by the New York North treasurer.
 - Member of the Website Committee.
 - For Website continuity, passwords and access to the back-end of the website are shared with Area Chairperson and Website Coordinator. Written approval from both parties are required before changing the web hosting provider. (After obtaining consent of the Website Committee.)
 - Write monthly articles for the Area newsletter- Northern Hi Lights.
 - Keep an up-to-date notebook with policies and procedures voted upon by the Assembly and distribute copies to AWSC members regularly in cooperation with the Secretary.
 - Have regular interaction/communication with Action Committee Chairpeople and as Area Chairperson will be a member of the Membership Outreach Action Committee.
 - Organize the reconfiguration of Action Committees every three years, at the time the Election Assembly.
- Participate in the new Group Representatives meeting.

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SUGGESTIONS:

1. Include a sharing / inventory time at end of meetings.
2. Maintain regular contact with Districts.
3. Try a “traveling” service panel.
4. Attend at least one NYNAC during term of office
5. Plan hospitality for AWSC meetings.

5/20/2011

SECRETARY

Skills in taking minutes and typing are helpful. Follow guidelines for secretary as set forth in the Al-Anon/Alateen Service Manual.

RESPONSIBILITIES

1. Attend all AWSC and Assembly meetings.
2. Take minutes of these meetings.

3. Type and give copies of minutes to Web Coordinator to post on website. Also have 5 copies of minutes made to bring to AWSC and assemblies for those not able to download minutes from web.
4. The secretary should receive all Action Committee Reports within 2 weeks of the meeting and then make them available on website.
5. Secretary will report highlights of the Assembly Meeting in the next Northern Highlights after the meeting and would supply a full set of minutes at the next AWSC or Assembly meeting.(Posted on website)
6. Maintain a notebook containing all minutes of AWSC and Assembly meetings to pass on to succeeding secretaries. All Officer and Coordinator's reports and copies of minutes are kept on thumb drive.
7. Read minutes at all meetings: keep corrected copies of these minutes.
8. Keep an up-to-date notebook with policies & procedures voted upon by Assembly and distribute copies to AWSC members regularly. (posted on website)
9. Present a workshop once during term that explains job duties.
10. Attend NYNAC at least once during term.
11. Participate as a member of the Membership Outreach Action Committee.
12. Keep receipts, records of expenses for reimbursements from NY North Treasurer. If cash advance is needed for photocopies make arrangements with treasurer.

COMMENTS:

It is helpful to have Officers and Coordinators send their reports to you electronically. Otherwise need to scan or retype reports. Can be done via email.