

New York North Area Assembly Panel 61
Spring Assembly Meeting Minutes
May 20, 2023

Opening

Call to Order/Moment of Silence/Traditions/Concepts and Warranties

Carol C., Chair, called the meeting to order at 9:18AM with a moment of silence followed by the Serenity Prayers. Carol offered a special welcome to the new Group Representatives (GRs). The Traditions were read by Laura D., GR10, and the Concepts and Warranties were read by Cathy W., GR02.

Welcome and Informational Items/Zoom Protocol

Carol welcomed all participants to the Assembly and reviewed the Zoom protocols for the meeting. She noted that only GRs will vote on the voting items later in the agenda.

Roll Call/Vote on Substantial Unanimity

See attached record for the roll call. There were 31 voting members. The vote for substantial unanimity was as follows: 2/3 – 28; 3/4 – 3. Substantial unanimity was set at 21 votes.

Agenda

Secretary's Report

Cathy W., Secretary, read the minutes from the September 17, 2022 Fall Assembly meeting. There were three corrections requested: motions did not include GR before the number, NYN was misspelled on page 6, and the word "that" was inserted on page 5.

Jen P., GR03, made a motion to approve the minutes as corrected; the motion was seconded by Maggie E., GR25. The motion was approved unanimously with 31 votes.

Note: one new GR in D02 joined the meeting at 10:32AM, resulting in 32 voting members.

Treasurer's Report

Betty G.M., Treasurer, provided financial statements through May 2023 that were posted on the NYN website. She reviewed the statements and noted the following:

- ❖ Income was \$4,135.80.
- ❖ Expenses were \$2,439.00.
- ❖ Total funds available from all three accounts is \$31,953.89. She noted that a past member willed money to NYN and it sits in the Sage Mutual Fund with a balance of \$2,604,27.
- ❖ 2022 year-end revenue was \$9,467.17.
- ❖ 2022 year-end expenses were \$11,713.92.

Mary D., GR10, made a motion to approve the Treasurer's report as presented; the motion was seconded by Stephanie B., GR23. The motion was approved, with 30 votes in favor and 2 abstentions.

Delegate's Report

Kathi D., Delegate, gave a presentation (slides are posted on the NYN website). Her full report will also be posted online. She noted the following:

- ❖ The World Service Conference (WSC) was held on April 20-23, 2023 and was the 63rd anniversary. The WSC is AI-Anon's largest group conscience.

- ❖ Reviewed the mission, vision statement, and five goal statements of the Board of Trustees,
- ❖ The World Service Office is not at full employment, with openings for the Archivist and International Associate Director.
- ❖ Reviewed the work of each department including Finance & Operations, Programs, Communication and Community Awareness, Community Relations, Group Services, Conference, Literature, and International.
- ❖ The audit earned a clean opinion. Revenue is comprised of contributions (58%), literature (34%), and magazine sales and online subscriptions (4%).
- ❖ The 2022 budget had revenues of \$4,211,517, expenses of \$5,589,860, with a change in total net assets of (\$1,378,343). There was a loss on investment income of \$1.6 million.
- ❖ The 2023 budget is a balanced budget, with \$5,860,480 in expected revenue and \$5,860,480 in budgeted expenses. Labor alone is budgeted for \$4, 060,530. The WSO continues to look for ways to reduce costs.
- ❖ A new daily reader, “A Little Time for Myself,” a booklet on sponsorship, and an Alateen bookmark, “Just for Tonight” will be released soon.
- ❖ There are 31 Areas that have elected to accept electronic groups, with over 9,000 electronic groups registered. For now, Areas with e-groups are only listed on Area and AIS websites, not on the WSO website; WSO is working on changing this, but it will be a heavy lift.
- ❖ WSO is considering the legal considerations for Alateen electronic group feasibility, including global electronic safety and behavioral requirements.
- ❖ The International Coordination Committee has visited at least 10 countries.
- ❖ In terms of trademark and copyright issues, the logo and other Al-Anon symbols need to be protected. One such “permission to use” guideline is that copies of CAL may be used in meetings, but may not go home with members.
- ❖ Practicing the 7th Tradition: the cost to WSO for each group is \$321.23 per year. For NYN, 61% of groups contribute to WSO and the average contribution is \$208.33. An example was shared of practicing the 7th Tradition with WSO (54%), NYN (14%), AIS (18%), and District (14%) as part of the group budgeting process. The formula is the total group budget divided by the number of active members which equals the individual annual cost per member. This number is divided by 52 to determine the cost per week. A donation of \$1 at the beginning of Al-Anon is like \$11 now.
- ❖ Information regarding diversity, equity, and inclusion is in the online report.

Service Skit

Kathi D., Delegate, Carol C., Chair, and Maria S., Archives Coordinator, presented a service skit highlighting the three “batteries” of recovery (working the Steps), unity (meetings and welcoming newcomers), and service (giving back).

The Assembly broke for lunch at 11:51AM for one hour.

The Assembly was called back to order by Carol C., Chair, at 1:00PM.

Questions for the Delegate

Kathi D., Delegate, responded to the following questions:

Q: Did the World Service Conference change Tradition 11 to include the internet? A: No – please refer to the Service Manual.

Q: If 100% of the Area groups had GRs, how many would there be? A: 231.

Q: Are the mission and goals new? A: They were instituted several years ago. Please see the Annual Report.

Q: Does the example of the group contributions take into account NYN’s contribution to WSO? A: NYN is separate; the contribution is not a budgeted item and is typically 10% of the proceeds from the Spring Assembly and is based upon the recommendation of the Treasurer.

Q: Dual members can't hold group trusted servant positions except Secretary according to the Service Manual page 87, Digest of Policies. A: GRs, DRs, Area Delegate, WSC Members, and WSO Committee members cannot be dual members. It was noted that some groups may have GRs that are dual members which is a matter of the group that elected them. However, they cannot vote in the Assembly. Groups have autonomy. Kathi spoke with Vali at WSO who stated that ultimately, if an Area elected a Delegate with a dual membership, they would not have a voice or vote at the WSC. There are other ways for them to serve (Secretary, Treasurer, AIS), positions without a vote in the AWSC service structure.

Two Minute Hot Topic Reports from Officers and Coordinators

- ❖ Immediate Past Delegate, Molly C. – The report has been posted on the NYN website. Molly hosted the new GR meeting and 10 new GRs and 5 Officers/Coordinators attended. Please email Molly if interested in the new GR packet of information that was reviewed.
- ❖ Alateen Coordinator, Mary S. – The report has been posted on the NYN website. There is a monthly Alateen networking group that anyone can attend. Dual members may serve as Alateen sponsors once they are certified.
- ❖ Area Alateen Process Person (AAPP), Mary D. – The report has been posted on the NYN website. There are three new AI-Anon Members Involved in Alateen Service (AMIAS). Mary has processed 42 recertifications, with 2 still pending.
- ❖ Archives Coordinator, Maria S. – The report has been posted on the NYN website. A task force is scanning items onto the NYN website. They are finding information missing from reports (title, who prepared and submitted the report, etc.). A template has been prepared to help standardize the reports.
- ❖ Conventions Coordinator, Jim M. – The report has been posted on the NYN website. The 2023 Fall Elections Assembly theme is “Together Again” and the committee is hard at work planning for the event. Ruth S. noted that the event will be held at the Embassy Suites at Carrier Circle in Syracuse and registration will be available within the next month or so. All rooms are suites and include one king or two double beds and a sofa sleeper. There will also be a raffle to raise money; DRs will be sent flyers and tickets. Dave N., GR19, inquired if the event will be hybrid. Ruth responded that it will only be in person. Jim noted that hosts are still needed for the 2024 Spring and Fall assemblies.
- ❖ E-Meeting Host Coordinator, Mike R. – The report has been posted on the NYN website. Mike reported that Zoom is being used to keep communication lines open. He also encouraged members to stand for this position as it has been very fulfilling for him.
- ❖ Group Records Coordinator, Joan L. – The report has been posted on the NYN website. Joan reported that numbers are similar to last year. She is working with DRs from large districts to help connect to the groups. She noted that some groups use multiple names and should only be using their registered name. She also reported that there are three new groups as of May 4, 2023.
- ❖ Literature Coordinator, Diane C. – The report has been posted on the NYN website. Diane reported that the new Service Manual is available for \$11 and suggested that each GR should have a copy. The new daily reader, “A Little Time For Myself,” will be available after the International Convention for \$17.00. Kathi D., Delegate, noted that LDC contacts will receive an email in early June with information about when they can place their orders, for delivery after the first day of the International Convention. Diane announced that she will be moving to Michigan and shared that she has enjoyed being a part of NYN. Carol C., Chair, thanked Diane for her many years of service, noting that she has held a number of service positions.
- ❖ Newsletter Coordinator, David N. – The report has been posted on the NYN website. David shared that there has been discussion regarding using CAL G-12 regarding content for the newsletter. Any suggestions or feedback can be forwarded to David.
- ❖ NYNAC Coordinator, Leslie C. – The report has been posted on the NYN website. Leslie reported that there have been changes recently at Camp Casawasco and there is now no minimum number of participants required. The cost is \$165 and includes a T-shirt. Leslie reported that six adults and

eight Alateens attended last year. Mary S., GR12, inquired if there is a host group and Leslie responded that there is none yet. She will be reaching out to groups regarding hosting.

- ❖ Website Coordinator, Ellen V. – The report has been posted on the NYN website. Ellen responds to “contact us” emails. She gave a virtual tour of the NYN website, noting that there is a goal to convert to a new format. She also noted that the website is secured now, so NYN is able to accept online payments.
- ❖ AIS Rochester, Maggie G. – The report has been posted on the NYN website. Maggie reported that there are several open positions, with elections occurring in the fall. The Outreach Committee is very active (with libraries, treatment centers and halfway houses, etc.). AIS has updated their by-laws including descriptions of the roles of the officers. The Alateen group is one year old and is thriving, with five or six teens attending regularly. There are two Zoom accounts that are used for groups and districts.

Love Gifts Task Force

Kathi D., Delegate, reported that contributions are still being accepted.

Service Position Descriptions Task Force

Carol C., Chair, reported that the service position descriptions will be discussed later in the meeting.

Roll Call

See attached record of Roll call taken at 1:50PM. There are 31 voting members and substantial unanimity was set at 21 votes.

Discussion and Voting Items

1. Regional Trustee Application

Ruth S., from District 21, has submitted an application to be the Northeast Regional Trustee. There is one more year on the original three-year term. The position has been vacant. The minimum qualifications for Regional Trustees include being an active member of Al-Anon Family Groups for at least 10 years, AMIAS, background check, not a past or present member of AA, in service beyond the group level, and write and speak in English. Ruth’s application was shared and she reviewed her qualifications which include being a member for 30 years, serving at the Area level since 2009 (Chair, Delegate, NERD Secretary, Syracuse AIS Coordinator twice, and NYN Secretary). She also shared that she has various aptitudes and skills she has learned from employment and NYN activities that she would bring to the position. She is looking forward to this opportunity for growth. Kathi D., Delegate, stated that the process for her election is to put forth her application to the Assembly for the GR’s vote. Mary, GR10, made a motion that NYN approves the submission of Ruth S.’s application for the position of Northeast Regional Trustee; the motion was seconded by Jen P., GR03. The motion passed unanimously. Congratulations and thanks were offered to Ruth.

2. NYN Policies Update regarding Area Treasury “Two Signature Authorization of Checks – May 30, 1987”

Betty G.M., Treasurer, recommends the elimination of the requirement for a second signature on transactions. The policy had been instituted for transparency and double checks. However, the bank does not check to ensure that there are two signatures and it would be costly to have them do this. NYN does not pre-sign checks which would be against policy. Betty noted that the Officers receive monthly bank statements which provides transparency. She stated that because there are procedures in place, one signature by the Treasurer is adequate. She also noted that the Treasurer does not make spending decisions. Items are reimbursed based on the budget. She feels that two signatures is only an illusion of safety. The following questions were asked and responded to:

Q: Leslie C., NYNAC Coordinator – NYNAC has a separate account. Will this new proposed change also apply to this account? A: Yes. It is similar to a conference account. Leslie inquired if she is able to write and send checks directly to the camp and Betty confirmed that she can.

Q: Mary D., GR10 – Please clarify reconciliation. A: What comes in and out of accounts is documented.

Q: Mary D., GR10 – Is the increase in the equipment line related to the conference (assembly)? A: It is a budget item and is approved when the budget is approved. The Officers and Coordinators decide about purchases.

Q: Jim M., GR18 – Does this also apply to Assembly committees? A: Yes. It is applied across the board. Electronic statements are needed from the Assembly/Convention bank accounts.

Q: Diane C., Literature Coordinator – Does this supersede the bank's requirement for two signers? A: No. The signers will be on file with the bank and anyone with authorization can write the checks, and only one signature on the check will be required. It was noted that all Officers are signatories on the checking account. Betty noted that she will also ensure that for electronic payments, that more than one person can make a payment. Jen P., GR03, made a motion to eliminate the two signature requirement for the checks which would amend the previous procedure established on May 30, 1987. The motion was seconded by Dianne L., GR12. The motion passed with 29 votes in favor, 1 opposed, and 1 abstention.

3. NYN Area Assembly Expense Guidelines regarding Transportation Costs

Betty G.M., Treasurer, suggested, based on the Finance Committee's recommendation, to use the WSO guideline regarding the Area Assembly Expense Guidelines for transportation costs. The government mileage reimbursement rate is \$0.65 per mile and the Charity rate is \$0.14 per mile. Mileage reimbursement can be calculated using GPS times \$0.14 per mile or by direct expense which would be gas receipts. Kathi D., Delegate, clarified that NYN Officers and Coordinators are eligible for reimbursement to and from AWSC and Assembly meetings and this expense comes out of the NYN budget. Diane C., Literature Coordinator, noted that NYN currently only reimburses for gas receipts. She asked for clarification if the recommendation is to use either the gas receipts or the Charity rate of \$0.14 per mile. Betty responded that as per the WSO policy, that is correct. Jim M., GR18, inquired if two individuals are traveling together, only one gets reimbursed. Betty responded that is correct. Jen P., GR03, noted that electric cars need to be taken into consideration. Betty responded that at some point, there might not be mileage to reimburse. Kathi D. noted that having a restrictive (either/or) policy may make someone not want to serve if they have an older, inefficient car. The Area wants to remove these barriers and remember that Al-Anon asks us to give time and talent, but not money. The Area does not want this to be off-putting to anyone. Laura L., DR29, noted that \$0.14 per mile seems low considering the wear and tear on a vehicle. Betty responded that the rates do change, particularly when gas prices shift significantly. Dianne L., GR12, made a motion to align reimbursement for travel with the WSO guidelines to include both mileage at the Charity rate or gas receipts. The motion was seconded by Amy S., GR08. The motion passed with 26 votes in favor, 2 opposed, and 1 abstention. (Note: there were only 29 voting members present at the time of this vote).

4. Service Position Descriptions Updates

Carol C., Chair, stated that the report for this task force is posted on the NYN website. A task force was formed at the last Assembly to provide updates to the service position descriptions to reflect what is currently being done and current technology. The descriptions were reviewed with each Officer and Coordinator. There were some general updates that were applied to each position. Carol reviewed the document and reviewed the changes for each position. The following items were noted:

- ❖ Secretary: Need to address motions during electronic meetings (i.e. use chat?).

- ❖ Newsletter: process has changed for managing subscriptions; only one version now.

Web: Web Technician does the back-end work and this person is not necessarily the Web Coordinator.

Added a Web Technician section (this person is appointed by the NYN Web Committee). It is NYN's responsibility to do the back-end work; the web host provider does not do this. If there is no one to do the back-end work, which requires a specific skill set, NYN would have to hire someone. Jen P., GR03,

made a motion to accept the revisions of the Service Position Descriptions as discussed. The motion was seconded by Connie C., GR19. The motion passed with 22 voting in favor and 2 abstentions. (Note: there were only 24 voting members present at the time of this vote).

5. Spring 2024 Assembly/Convention In-Person/Hybrid/Online

Carol C., Chair, stated that for this Assembly, which had been intended to be a hybrid event, affordable rooms were unavailable and rooms were limited due to college graduations. It will be more expensive for GRs to attend the in-person Assembly in the fall, so the decision was made to make this Spring Assembly an all virtual event to relieve the financial burden. Carol thinks NYN will run into the same problem next year. She suggested that perhaps NYN could do one in-person event next year, either in the spring or the fall. If no one today commits to host for Spring 2024, it will likely be virtual because of the time it takes to put on an in-person event (it generally takes about two years). She noted that there is an electronics meeting task force that can discuss this further. She also noted that there was no program or speakers for this Assembly and she would not like to see the Area fall into this going forward. Jim M., GR18, noted that the hotel rate of \$199 per night seems to be the going rate in Syracuse for this time of the year, but is still in favor of an in-person event in spite of the cost. Ruth S., GR21, shared that it is a very rewarding experience to serve on a committee planning the Assembly and encouraged others to step forward to host. She added that multiple districts can work together. Diane C., Literature Coordinator, noted that some Areas have only one Assembly each year with the primary purpose of receiving the Delegate's report. This option could be considered. Kathi D., Delegate, shared that she has talked with other Areas and some do more frequent AWSC meetings and one Assembly and also encouraged thinking outside of the box. She also suggested using a college campus for the Assembly which could be significantly cheaper. Dianne L., GR12, stated that if a hybrid event is offered, more will choose attending virtually, adding that hybrid events are more complicated. It was also noted that Areas charge fees for the virtual component because there are costs associated with it. Betty G.M., Treasurer, suggested finding two smaller cities to host the Assembly and offer virtual and in-person options. She feels that the Area is missing fellowship by having only virtual events.

Carol reviewed the report from the Assembly thought force. She noted that some key tasks could be performed outside of the Area Assembly. She suggested that a task force could follow up on some of the considerations and asked who might be interested in participating. The following individuals volunteered to be on the task force: Claudette G., GR22, Betty G.M., Kathi D., Brenda L., DR25, Maggie E., GR25, and Cathy W., GR02.

It was decided that the matter of the 2024 Spring Assembly will be tabled until the Fall Assembly. Connie C., GR19, noted that she is struck that there are only 32 GRs present for this meeting with 231 active groups in NYN. She feels an effort should be made to recruit new GRs and make participation in Assemblies a priority.

6. Format for Future Assemblies and/or Conventions Including Fall 2024 and Spring 2025

Carol C., Chair, stated that a task force will be utilized to address this issue.

Additional Items: District Updates and Announcements

Molly C., Immediate Past Delegate, noted that she is bothered that less than 50% of districts are represented at this meeting. She stated that there is a procedure in the Service Manual for situations where there is not a DR whereby a caucus can elect a DR from the GRs that are present. She suggested that this could be tried in order to fill this missing link of service.

Connie C., GR19, inquired if there is a list of groups in each District on the website. Ellen V. noted that Rochester AIS has this information for their area, but this information is not available on the NYN website.

Diane C., Literature Coordinator, commented that she has noticed that hybrid events have not brought in more people as anticipated, so this should be taken into consideration.

Molly C., Immediate Past Delegate, reported that District 12 did a Day of Sharing on service. She added that the reading from November 2nd in Hope for Today focuses on service and suggested reading it in group meetings.

District 2 is having a Day of Sharing on August 19.

District 12 had a Day of Sharing in April and was very successful.

Adjournment

Carol C., Chair, expressed her gratitude to everyone who attended the Assembly today. Laura D., GR10, motioned to adjourn the meeting at 4:46PM; the motion was seconded by Mary D., GR10. The motion carried unanimously.

Respectfully submitted,
Cathy W.
NYN Secretary

NYN ROLL CALL

DRs _____ **GRs** X

Date: 5-20-2023

	Time: 9:39AM	Time: 1:50PM	Time:
01	1	1	
02	1	2	
03	1	1	
04	0	0	
05	0	0	
06	0	0	
07	0	0	
08	2	2	
09	1	1	
10	4	4	
11	0	0	
12	4	4	
13	0	0	
14	2	2	
15	3	2	
17	1	1	
18	2	2	
19	2	2	
20	0	0	
21	1	1	
22	2	3	
23	2	1	
24	0	0	
25	2	2	
26	0	0	
27	0	0	
28	0	0	
29	0	0	
TOTAL	31	31	

NYN ROLL CALL

Date: 5/20/2023

	Time: 9:46AM	Time:	Time:
Position	Number: 19	Number:	Number:
Coordinators:			
Alateen	Mary S.		
AAPP	Mary D.		
Archives	Maria S.		
Convention	Jim M.		
Business E-Meeting	Mike R.		
Group Records	Joan L.		
Literature	Diane C.		
Newsletter	David N.		
NYNAC	Leslie C.		
Presentation	-		
Public Outreach	-		
Web	Ellen V.		
Officers:			
Delegate	Kathi D.		
Alternate Delegate	-		
Immed. Past Delegate	Molly C.		
Secretary	Cathy W.		
Treasurer	Betty G.M.		
Chairperson	Carol C.		
Past Delegates	Ruth S., Molly C., Diane C.		
Past Trustees			
AIS Coordinators:			
Western New York			
Rochester	Maggie G.		
Syracuse			

Also attended:
 Theresa – non-voting CMA
 Sandi D. – trusted servant
 Connie D. – trusted servant