

**San Diego/Imperial Area 08
First United Methodist Church, San Diego
Orientation Assembly Minutes
January 11, 2020**

Meeting Called to Order

- Meeting called to order at 9:05am by Blaine.,Area Chair, opened with a moment of silence followed by the Serenity Prayer, then led the group in the recitation of A.A.'s *Declaration of Unity*:

This we owe to AA's future: to place our common welfare first; to keep our Fellowship united. For on AA unity depend our lives and the lives of those to come.

The Twelve Traditions were read in English by Diana and in Spanish by Esther

- Introductions of new GSRs, DCMs, Past Delegates and guests
- Various birthdays were celebrated since the last Assembly. (Line up at the Mic and state your sobriety date) Happy Birthday song.

Blaine, chair, introduced the #12s, not only represents 12 Steps, etc, but saving 12 minutes at each assembly totalling 1 hour in the year of 5 Assemblies. Reminding everyone to please stay for the entire length of Assemblies throughout the year. This being important for Quorums remaining in place all day.

Also, #62, to "not take ourselves too seriously". Especially, noting all of the motions we have today for consideration.

Roll Call/ Quorum/ Duties: David .(Registrar)

David, Area Registrar, and Bill S., alternate Registrar, Conducted a roll call of the Area Committee, and declared that the requirements for a quorum had been met. 9 Officers were in attendance, 20 DCMs, 114 GSRs, 11 Committee Chairs, and 4 liaisons were present. As rotations begin, remember to send in records of the leadership changes to the Area Registrar. Please submit emails to the registrar also. (See *Quorum Report below.*)

Please check with your district registrar and verify your information so that your meeting is updated with Area 8 Registrar. Updating lists will indicate whether meetings are active or actually without representation by GSRs.

Roll call report: We have 114 GSRs present with a total of 158 total members so quorum was met.

THE DUTIES OF THE AREA REGISTRAR: The duties of the Registrar will be to:

1. Keeps track of all members, who you are and what your position Getting an accurate count during roll call. Maintain a current list of all Area Assembly Members, and their Alternates, including Past Delegates in the San Diego-Imperial Area
2. Notify members of all Area Assembly and Area Committee meetings
3. Tracks groups in Area 8.

Approval of November Budget Assembly Minutes/ Duties – Renee R., Secretary. Minutes are emailed out in both English and Spanish to all DCMs, Chairs, and Officers and their alternates. DCMs and Chairs please send the minutes out to your committees and GSRs. If you are not receiving the minutes and would like a copy emailed to you, please email the area secretary at secretary.area8sd@gmail.com Please keep your information updated with the Area Registrar. **Motion to approve Budget Assembly minutes as was made and seconded**, unanimously approved by the body of Assembly.

The duties of the Secretary will be to: (taken from Area 8 Structure & Guidelines)

1. Take minutes of the Area Assembly and Area Committee meeting
2. Distributes the minutes and the agenda of the Area Committee to all Area Officers, DCMs, Committee Chairpersons, and their respective Alternates to be received prior to the next Area Committee meeting.
3. Present the Area Assembly minutes to the Newsletter Committee of the Area Assembly within 30 days after the Area Assembly.
4. Have custody of all current Area Assembly and Area Committee documents of the last two years, including minutes, committee reports, Delegate, Alternate Delegate, and reports from other Area Officers, and any other relevant documents, including flyers and announcements, and insure their timely transfer to the Archives Committee.

Treasurer's Report – Cheryl F., Treasurer (*Written report submitted as her official report.*)

December	December 2019	YTD	2019 Budget	Variance with Annual Budget
Group contributions:	4,010.41	48,539.89	59,884.00	-11,344.11
Individual contributions:	517.27	2,953.38	0.00	2,953.38
District contributions:	210.00	503.64	0.00	503.64
Total contributions:	4,737.68	52,016.91	59,884.00	-7,867.09
Total budgeted expenses:	4,916.57	48,657.82	1,160.00	-80.15
Contributions less budgeted expenses:	-178.89	3,359.09		
Total unbudgeted expenses:	1,428.37	2,524.39		
Total expenses:	6,344.94	51,182.21		
Contributions less total expenses:	-1,607.26	834.70		

Total Cash Balance: December 2019	16,760.64		25% of budget 14,971.00	Prudent reserve 5,000.00:
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2019 quarterly report- English

2019 quarterly report-Spanish

General description of what the Treasurer does: Pick up mail from the Area P.O. box. Make deposits into the Area 8 bank account. Pay Aea expenses. Report tax info to the person who prepares Area 8's taxes. Insures we are properly covered with insurance. With the aid of the Finance Committee, creates a budget for the following year (2018). Also smooths out and finance issues that come up throughout the year.

Welcome message to new GSR's: Jerry S. Woke up early in the morning out of nervousness and excitement! Refer to Jerry's report as Delegate.

Area 08 Standing Committees and why do they need GSR Participation?

- **Accessibilities:** Robert: We meet on the 4th Tuesday of every month at 7pm, all are welcome to come!
- **Agenda:** John-(NP) Gonzalo- we meet every first Thursday of the month 7-8 at AA Central//we work with the Area Chair to put together agendas//we need members.
- **Archives:** John: Incoming chair and I am new here//we put on ROOTS every year//we do lots of cool stuff//First Wednesday of each month at AA Central//archives.area8@gmail.com
- **Audio Visual Ad Hoc** Committee-see Joshua if interested, not yet an official Standing Committee-but the need is there.
- **CPC:** Vito: Cooperation with the Professional Committee//outreach to non-alcoholics to reach out to alcoholics//we reach out to conferences//we meet the last Monday at 6:30pm at AA Central.
- **Finance** Joshua H.-why do we need GSR participation? Doesn't everyone have budget issues and need help in selecting what to spend money on//our committee needs participation with you all to help make such decisions to form the best decision//a more diversity of opinion and ideas helps//2 Monday of each month at AA Central
- **Grapevine/LaVina:** ; Joel-NP
- **Information Technology:** Chuck M.: we maintain the website//Karen, webmaster, is a member of our committee//we meet 2nd Thursday at 6 of the month online//we help with tech at Assemblies and Area events
- **Literature:** Sasha: we meet the 3rd Monday at AA Central//we need GSRs//we put on a movie night//you will learn a lot from all of the pamphlets-we read one a month and do a report on it//we also are willing to visit districts.
- **Newsletter:** Jean: We would like to get the posted on the Area Website//we need members//Newsletterarea8@aa.org

- **Policy:** Ernest: we have a lot of items that need addressing; the S&G updating is a huge effort and we are looking for participating in this endeavor//Reviewing of flyers is changing//please volunteer to help!
- **Translation:** Richard: we have 5-7 volunteers translate all of the work-area business- for you, we need your support, esp. If you are bilingual//we also help offer oral translation//we do not meet on a specific date, we communicate via email. translation.area8@gmail.com //if you know any member who could help-even if you are fluent in Spanish-you can assist in edits.
- **San Diego H & I:** Gerry G.I am your incoming chair//we bring meetings into facilities where people can't get out like correctional facilities//also treatment facilities//we need volunteers with this 12 step work//please attend our orientation on the 3rd Sunday at the Machinist's Hall or 3rd Thursday at AA Central//we have subcommittees as well.
- **North County H & I:** Michael: we serve the area of the coast up thru Camp Pendleton//we have numerous meetings per week//please attend our orientation on the 3rd Saturday per month if you are interested in serving on a panel//we could really use your help//our business meeting follows the orientation meeting in Carlsbad.
- **Young People's:** Katheryne-we just changed our committee meeting to the 2nd Friday of the month in Carlsbad//we are about to launch a membership survey//we could use a lot of help with this survey.

Review "How Area 8 Does Business" Handout: (Blaine H.)

[How we conduct business-English](#)

[How we conduct business- Spanish](#)

Highlights on conducting business: Area Assembly Quorum A quorum necessary to open the Area Assembly business meeting will consist of twice as many GSRs as the total number of DCMs and Area Officers present.

Introduction of the motion The author of the motion or the Area Chair will introduce the motion. Supplying the background information, current text and proposed text for Structure and Guidelines changes, as well as the financial impact and the spiritual principles the requested change is based upon. It is recommended that the motion be projected and copies made available in both Spanish and English to enable the Area Assembly members to review the motion being presented.

Questions for clarification Once the motion has been introduced, questions for clarification should be entertained to enable all Area Assembly members to ask questions and develop a full understanding of the motions prior to discussion and amendments. The questions for clarification are to be answered by the motion's author or the Area Chair.

General Rules of Debate

People who wish to speak line up at the microphone and are called upon in order.

- Each person may speak for a maximum of two (2) minutes. Time is doubled if non-simultaneous translation is required.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.

nts may be proposed once all members wishing to speak have spoken for the first time Voting is by show of hands (except for elections, which require a written ballot).

Calling the Question Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote on the matter at hand or go on with the debate. A motion to call the question:

Must be made in order at the microphone. Requires a second. Is not debatable. Requires a two-thirds vote.

10 minute Break announced by Blaine.

Business:

1. S&G Motion- **GSO Send Off** Presented by Bill S.

Motion: Discontinue quarterly send-offs and implement a one-time (at year end) annual send-off of excess treasury funds to GSO that exceed 25% of the annual budget.

Current Text: Financial Guidelines of the Area Assembly Rev 8/15/2017 (page 7)

VI(b) At the end of any calendar quarter, all Operating Account funds in excess of three months (25%) of the current year's approved Budget will be sent transferred to the Reserve Account, until the Reserve Account reaches its maximum established level. Any additional excess will be sent to the General Service Office in New York.

Proposed Text: At the end of any ~~each~~ calendar ~~quarter-year~~, all Operating Account funds in excess of ~~three~~ **twelve** months (25%) of the current year's approved Budget will be sent transferred to the Reserve Account, until the Reserve Account reaches its maximum established level. Any additional excess will be sent to the General Service Office in New York.

Discussion:

This is 2nd time to Assembly-final vote//this was already passed as a motion to go back to the groups for group conscience and be voted on today//this was put in place back when groups were sending in excess funding to the area, than the financial needs of the Area had no stated purpose for these funds//funding doesn't come in equally throughout the year-but in actuality in 2019 this wasn't the case-funding came in consistently throughout the year//But spending isn't consistent throughout the year//First half of the year, most everything is paid-so expenses are higher than revenue coming in//Finance Committee stated that it makes no difference whether the send off is quarterly or annually//This has been an ongoing issue over many years//Receipts may come in after money has been sent out//this doesn't interfere with the principle of poverty//12 months followed by (25%) is confusing//shouldn't make any difference if sent off after quarters or end of year//

2/3 vote required// motion passes// minority opinion: none

2. S&G Motion-**Capitol Equipment/Operating Account** presented by Paul K.

Motion: There is no current text// This motion is being brought forth to add the following text as Section VI.I, 1c. Page 7

New Text: The Area Committee is authorized (authorized) to purchase "capital equipment" that has been lost, stolen, or is non-functional. Funding will come from the line item in the current year's budget for the specific capital equipment. Any additional amounts required for the purchase will be pull(ed) from the Reserve Account. The expenditure (expenditure) shall be submitted to the next Area Assembly by the Area Treasurer or the Area Chair.

Capital equipment are:

1. Computers and Software
2. Copiers and Printers
3. Audio Visual Equipment and Accessories
4. Translation Equipment

Discussion:

2nd time to Assembly-final vote//ques-why can't capitol equipment be funded in the year and unused funds roll over to the following year?//last year the line item was increased to purchase of new equipment when

the old equipment needed replacing//sometimes we don't have large amounts of funding for equipment that is expensive for capital equipment needed at the next assembly-where the funding would otherwise needed to be voted on//Spanish translation equipment isn't working!

Vote-minority opinion-this should be a one time emergency and then revert back//current equipment needs was already budgeted for//Translation equipment is not included under funded equipment//could be used for an "improvement" not a need//
motion passes-final vote.

Lunch Break: Start: 11:33 pm End:12:45 pm

(It costs the host districts about \$7 per person to provide lunch)

Concepts: English Julie and in Spanish Jose

Standing Committee Assignments/ Duties: (JoAnn Z.) Assignment of new members to committees.
Also, consider volunteering for a committee.

Speaker: Joel C.- "My Journey Down the Triangle"

This area and general service has meant alot to my sobriety//inverted triangle of our service structure with the groups on top//we emphasize our hierarchy is upside down as to how organizations usually work//we are here to serve the groups//1992/1993 I was first a GSR and Paul C. was the delegate//so I will share on my journey down the triangle// I started as the town drunk//alcohol did what I wanted to do for me-I was a teenage alcoholic//by the time I was 18 the judge had sent me to AA//I was drunk at every meeting//eventually it stopped working for me//it turned on me//the last 2 years I was drinking alone// stumbled into AA and put myself into your hands//it took a couple of weeks and I started to go to lots of meetings//at 90 days my sponsor told me I needed to do service//I poured coffee at the Alano Club//became a secretary at a meeting at the Alano Club//I got thru that commitment and became a greeter at a large meeting//this frightened me but was good for me//then I was part of the clean up crew and this was humbling for me//there were 3 meetings that night originally and I would stay for all 3//then I became Literature Rep for the meeting//I learned to be responsible with money and fellowship//at 2 years sober and helped with an election assembly//this was my first Area Assembly and I was interested in the Grapevine Committee Chair//I was impressed that people were giving up their time on a Saturday//I became a GSR and I cycled in and out of Area service for awhile//I really enjoyed putting on events incl. The New Year's Alkathon//and I would take on responsibilities at the NY Alkathon and was impressed with being there in the middle of the night//I was impressed with Jerry's report this morning//Paul would ask what shape is your triangle-maybe more service would help balance out their personal triangles//mid 2000 I became the DCM of District 19, 2006-7 Area Chair-I got to be in control and set schedules (character defects) and had the opportunity to grow out of my need to be in control//next alternate Delegate under Gail N.//she well prepared me to take her place if need be//we were people who would never mix, yet we put our personal opinions aside and could work together closely//that was a beautiful experience//then I served as your Delegate//I served on parallel tracks with another person who was a Delegate at the same time as I//So when I had a meltdown at the Conference, my friend helped me get through//I learned we must ask for help

when we need help//there is always someone else who has shared experiences//I then became the Pacific Region Trustee//I knew when the election for this position was happening and got the phone call from Delegate Dean//I served 4 years at this position as Grapevine board member and then Chair//I got to travel and experience AA in many Areas//the best part was meeting AA members all over, serving at different levels//As a gay man it can be isolating in Alcoholics Anonymous and I share my personal story and have had numerous people who thanked me for sharing that//I still look at the shape of my triangle//am I doing my own personal recovery//Oct 1989 Grapevine article-What shape is your triangle//I served on a variety of Committees-Trustees Literature Committee for 3 of my 4 years//I got to work on the new LGBT pamphlet, which was very meaningful for me//Seeing that pamphlet in the literature rack made me feel welcome//I also worked on the Alcoholics with Mental Health Issues, and this was very enlightening for me//AA is people//we have a service structure but the most important things that happened to me was interacting with individual members-people//AA is a movement that has a Service Structure

Chair person's Report: Blaine H.

First, I would like to thank the Assembly for putting its faith in me by electing me your Chair. I am truly humbled and hope that I can live up to the standards set by those who have come before me. I would like to give special thanks to Monty, my predecessor and mentor as I assume this new job. He has given me a wealth of information and always been there when I had a question on anything. My days of asking him for advice have not ended, I can assure you.

Beginning late last year I have begun attending various meetings of the area's standing committees. I am excited by the work that is being done but also recognize that there is more to do as far as carrying our message to the alcoholic who still suffers. I am particularly impressed by the monumental task taken on by the Policy Committee to revamp and update our Area Structure and Guidelines. This effort has been going on in an organized fashion with the goal of having a document which truly reflects the workings of our Area in a format that will have information available in an easily accessible manner with the use of newer technologies.

The task of conducting an Area survey has been taken on by the Young People's Committee and I am sure with their energy and exuberance we will have as a result, a document which truly reflects who we are as sober alcoholics in the San Diego/Imperial Area. This information will be invaluable in charting a path to how we can better serve those still suffering.

Over the next year I hope to be able to visit all of our districts and learn from you what is important in what you do and are planning to do and how we, as an Area can assist you in carrying out your goals. Likewise I will be asking all of you to contribute support to our Area and the work that it does. The task of hosting our various assemblies, workshops, etc. is a vital part of our Area function. I would hope that each of you will be willing to step up when asked to contribute labor and dollars in these efforts. We cannot carry on without you!

Lastly, I would like to again thank you for your support. This is a labor of love. I have always said that the great benefit of doing service work in Alcoholics Anonymous is the

relationships that one develops with those we meet along the path. I hope to be able to develop those relationships with all of you.

As Chairperson, my duties include:

1. Chair all Area Assembly and Area Committee meetings.
2. Prepare the agenda for all Area Assembly and Area Committee meetings
3. Act as the Administrative Officer of the Area Assembly and the Area Committee
4. Prepare and present a full report of Area Committee activities at every Area Assembly

Delegate's Report: Jerry S.

Welcome. I'm so glad that we're here together... again for many of us and for the first time for most!

Welcome if you're in your first 30 days of service to Alcoholics Anonymous and certainly welcome if you're in your last 30 days. By the looks of things, a few of us have already found the door. A lot of what we're here to discuss today has a lot to do with that door. Who and how many of us come in and what we discover as we cross that threshold? Who and how many of us happen to stay? And who and how and why do many of us walk through that door and never come back?

I have come and furthermore come to believe, that we are here to help each other sustain a transformational experience. We are here to help each other change through a practice of our Steps, our Traditions and our Concepts. We are here to be recreated through our shared and sacred legacies of Recovery, Unity & Service. We are here to stay together and save life, to save lives.

So while you're here... I have a small bit of advice: Do the best you can. And most especially, be yourself. Be you! Who are you? Why are you here?

There's a saying in AA and most of us have heard it many times and I find that it's very appropriate for nearly any setting or experience in AA... at a meeting, at your homegroup, a District meeting, a committee meeting and especially here at our Orientation Assembly: "I hope you come all the way in, sit all the way down and stay."

I just want to share with you why I've stayed here in service to Alcoholics Anonymous and it has something to do with you... your-self; me... my-self... the whole concept of self. And its why I believe we conduct the business that we do in AA. That we are doing here today.

Anytime a sacrifice is made and dedicated to a divine purpose, a sacramental encounter is created.

Anytime we come together for the sake of each other within the shared hope of saving lives, a sacramental encounter is created.

Each of us in some way or another have sacrificed something of our-selves to be here. Many of us, multiple times today already have sacrificed old ideas and prejudices for a new shared experience in love. All of us have sacrificed something, some part of our-selves for a deep and intimate shared experience today... together... in love.

The topic is an invitation for the tactic, an invitation to practice love, a deep and intimate shared experience.

We've already encountered quite a bit of business thus far today. Some of you had GSR School to kick off the day earlier, we've argued about a couple of motions and we have a bit more business to look after following these reports. Each of these moments have simply been or will be topics inviting us to practice love together. And anytime we practice love, we practice being vulnerable to intuition, to one another, to an experience in healing from our disease. And together we help each other sustain a transformational experience. Together we change the world.... Arguing about what kind of coffee we should have at the meeting, whether we should change the cookies or approve integration with a digital Meeting Guide App. The argument is the topic, the topic is the invitation and the invitation draws us toward the "sacred

discernment of seemingly trivial decisions” so that together we can change and be transformed through sacramental encounter.

We cannot do this by ourselves. We need each other.

So thank you for being here, thank you for all of your sacrifices that you’ve made to be here and thank you for your mindful vulnerability and allowing safe space for me to be vulnerable with you. I love Alcoholics Anonymous. I love you. I love us. I’m grateful for you. And thank you for electing me to serve as our Delegate. And with that I’ve been asked to share with you a little bit about the responsibilities of a Delegate.

First and foremost, I am an alcoholic in Alcoholics Anonymous. As I have walked behind those that have walked before me, I have simply taken a few suggestions and picked up a heartfelt and a handful of spiritual tools that have been lovingly laid down within reach and have helped recreate my life.

As our delegate, I am a servant leader under an Ultimate Authority. I am a servant leader under the divine loving expression spoken to in our 2nd Tradition. I do not govern. I am a channel... I am a link... I am a relationship between all of your groups and the World Services that are looked after by our Board of Trustees via our General Service Office in NY. It is my responsibility to thread our collective conscience amongst the threading voices of 92 other areas into a single voice of advice to our Board of Trustees throughout the yearlong process of the Conference.

So we have a Board. We have a Board because back in 1938 Bill & Bob decided to establish a nonprofit organization to house our service efforts and in the state of NY to file as a non-profit you must be organized as an overall trusteeship. Establishing a nonprofit was the topic for our earliest founding members, which helped welcome their invitation to practice love for the sake of sustaining a deep and intimate transformational experience. Here we are today just doing our part with that same spiritual aim in heart and mind.

I quote and I paraphrase:

“Our founders had faith that future generations of AA members could effectively take responsibility for maintaining our vital world services.” Every delegate, every area officer, every GSR, DCM, committee chair and service member here today, we are direct personal beneficiaries of that faith.

Furthermore, I quote:

“So, since 1951 we have been holding these yearly Conferences, to see whether this movement was interested enough, was responsible enough, felt those services were worthwhile enough, to maintain so long as God will need this society. And I think it’s the conclusion of every delegate who has been there that yes, we should take these things over. So, in 1955 we propose to hold an International Convention, at which time, on behalf of the oldtimers, and of Smithy and me, we shall say to you, here is the remainder of your Third Legacy. This Conference shall become our successor. To you we hand the last torch. Carry on. Face your destiny with surety and courage, and God love you.”

- Bill W., speaking at the 1954 Texas State Convention

It’s a yearlong process that culminates in a weeklong conference in the latter half of April of this year. Our conference is coordinated through effective communication amongst committees. There are 13 conference committees which essentially mirroring 13 Trustee committees for the sake of extending advise and suggested action. The conference committees are made up of delegates. There are 93 Areas in North America & Canada and therefore there are 93 delegates. We are in Area 08 and I am our delegate. I have been assigned to serve on our Conference Committee to the Grapevine. I have also been assigned to serve our Archives Committee. I pulled what’s known in the biz as double duty! And so my fear, anxiety and sense of inadequacy is essentially... double.

I often times find myself worried and afraid that I don’t belong here. That eventually you’ll find me out and realize what a horrible person I am and how incapable of managing this responsibility I am. And then I take some time to put pen on paper, to meditate, to pray, to show up and I come all the way in, I sit all the way down and I listen to your fears and anxieties, your hurts and I heal and I’m reminded why I’ve stayed.

So that's a little complicated... a little murky you might say.

And that's where we, us and our responsibility comes to play!

So let's help each other. Let's see what we can do to not muck this thing up. Let's help each other to keep it simple. Let's seek deeply into the mystery of this Great Reality, let's serve one another in love and with resonant breaths of freedom over alcohol, let's share in a deep transformational, joyful shared experience! Thank you!

General Description of what a delegate does: *The man or woman elected every other year to represent the area at the annual Conference meeting in New York and to bring to the area the results of that meeting (Service Manual S20). The delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the delegate's responsibility to serve the US/Canada Conference as a whole. As voting members of the Conference, delegates bring to its deliberations the experience and viewpoints of their own areas. Yet they are not representatives of their areas in the usual political sense; after hearing all points of view and becoming fully informed during Conference discussion, they vote in the best interests of A.A. as a whole (S49). The delegate's job goes on year-round and involves all aspects of the Conference structure (S49).*

I am an alcoholic and you are an alcoholic//a leader under an ultimate authority//I do not govern//I am a channel//I thread our collective conscience with 91 other consciousnesses come together into one conscience//a year long process that culminates in a week long conference//I am going to serve on the Grapevine Committee and Archives Committee-I got double duty//I am overwhelmed with all the communications I have received over the past week//Thank you to all of our Area Officers//PRAASA-in Tucson Arizona in March//hands raised by those planning on attending//5 ½ hour drive.

Alternate Delegate's Report: Monty C.

Thank you everyone for serving Alcoholics Anonymous!

What are the responsibilities of the Alt. Delegate:

- Read PP from Service manual S51
- Liaison Commitments:
 - SoCal H&I Comm
 - Intergroup
 - SoCal AA Convention – Gen. Svc. Chair
 - Pac. Reg. AA Forum
- Support & Stand-in for the Delegate
- Available to visit groups & Districts
 - GSR School at the beginning of each assembly
 - Whatever the Delegate wants me to do!

Individual Workshops before the conference to go over selected agenda items. 3 will be held: North County on March 14th, in the South County on March 15th and in Mid-East County March 21

Proposed GSC Agenda Items:

1. Make GSC Advisory Actions Available on Database

“Make the publication (M-39) Advisory Actions of the General Service Conference of Alcoholics Anonymous available to the Fellowship by providing an anonymity-protected, searchable (digital) database to be updated annually at the close of the Conference.”

This would be helpful in searching out specific information within the document.

Vote held for vote-unanimously voted for Area Endorsement

2. Publish GSC Final Report Electronically within 45 days
“Publish the hard copy (M-23) and the anonymity-protected electronic versions of the Final Conference Report within 45-days of the annual General Service Conference.”

There are many talks created by Delegates that are part of the Conference that often don't get seen by the general AA membership//Advisory Actions are taken and would be helpful to be known // You as members deserve a more timely feedback from the Conference// My proposed Agenda Items will be helpful for communication//A vote for gives the Agenda Item your support//a vote against means Jerry (Delegate) will not write a letter of Area Endorsement.//Voted in favor for Area endorsement

Business:

S&G Motion: Finance Committee Duties: Jane G.

The Finance Committee doesn't currently intersect with the Treasurer//they can provide checks and balances for the Area as recommended in the Twelve Concepts, thus preventing a single authority being in charge.

Current text to be stricken from the S&G:

- a. Advises the Area Committee and Area Assembly regarding budgeted and unbudgeted financial items.
- b. Makes recommendations on Area financial guidelines.
- c. Assists the Area Treasurer, who is a voting member of the Finance Committee, in preparing the annual budget.

Proposed text to replace all current text in the S&G.

- a. Schedules and conducts budget-setting workshops as required to assist area officers and its committees to fund the anticipated 12 step work needs in order to make them visible to the groups.
- b. Reviews the monthly reconciliation of each bank account to: Inventory check-numbering sequence; inspect Check request for each check to insure the check was written to and cashed by the intended party; review the uncashed checks aging and take action as necessary; verification of two signatures on all checks over \$150.
- c. Prior to delivery to the Area Committee, the Finance Committee reviews the monthly Finance Reports that include the activities of deposits and disbursements of all bank accounts.

- d. Prepare a final written report of budget activities at the end of the calendar year. Present findings and recommendations to the assembly. Findings will include, but not be limited to: anticipated income calculation, adjustments to the budget as a result of unbudgeted expenses, and any use of reserve funds. The purpose of the report is to detail the 12- Step work that was performed during the calendar year.
- e. Provides a monthly disbursement report to the Area Chair and Alternate Area Chair. (The current guidelines state the Area Treasurer and Area Chair are responsible for all disbursements. The formal delivery of the monthly report respects the Area Chair's co-responsibility and equal authority for the disbursements.)
- f. Provide reporting to show the dollars in the budget devoted to operating expenses (all expenses associated with the Area Committee Meetings and the standing committee that provide administrative support to the area) versus the disbursements for assemblies, events, workshops and standing committees that perform direct 12-Step work.)
- g. With the assistance of the ~~Accounts Treasurer and Contributions Treasurer~~, Treasurer, develops/presents the upcoming year's Proposed Budget for final approval no later than the November Area Assembly.
- h. Reviews monthly reports on the cash balances held by area standing committees (The Literature and Grapevine Committees each have cash funds that are not included in regular reporting.)
- i. Confirms with those to whom the funds are assigned, that identified unused funds will or will not be used during the calendar year. The purpose of this is to better understand the actual amount of funds needed from the groups for the year's work. If the funds are no longer needed, the groups can be updated on the funding required.
- j. Verify the year-end reports and tax filings occurred on time. (1099 disbursements and E-file of total contributions).
- k. Develops and designs processes that increase efficiency of the work of the Treasurers and Finance Committee for the purpose of better reporting to the groups.

Discussion:Vote for final approval today//

Cheryl F (Treasurer) are you taking away some duties from the Treasurer//resp. This will add another set of eyes on some processes and procedures//some GSRs didn't get copies of proposed motion and don't understand what is being discussed//some of these duties are already being done by the finance committee and this would put it in writing//Treasurer is like a board member of the SDIAA nonprofit corp.//this work is all the Treasurer's responsibilities ultimately//Joshua-Finance committee likes what document has for the most part and they have already implemented many ideas, this needs to be documented//many persons at the Assembly don't feel informed enough about this document-it should be tabled//this needs to go back to the groups//this has already gone back to the groups//

Blaine- motion will be tabled because copies did not get distributed.

S&G Motion: Accounts Receivable/Accounts Payable Treasurers: Jerry M.

This is to better provide checks and balances in our Area as Jane alluded to//this motion renames the Treasurer positions and gives them new duties//it approves a new Area Officer position//Contributions Treasurer and Accounts Treasurer//this motion does not alter any other of the Area's Finance guidelines//also does not contain an implementation plan//will add documentation of who contributes what

to the Area//would avoid errors in reporting funding as what occurred in 2019//specific duties of each Treasurer is delineated//difference in financial impact is about \$700.

Proposed Divisions of Duties:

Accounts Treasurer Duties and Responsibilities:

1. The Accounts Treasurer has an independent QuickBooks login and password that is unknown to the Contributions Treasurer.
2. The Accounts Treasurer or Area Chairperson will be responsible for all disbursements. In the business world, this position would be called "accounts payable".
3. The Accounts Treasurer makes all disbursements by check, keeps the records of all checks written for the area, and reports disbursements monthly to the Area Committee Meeting and each assembly. Encourages contribution support for area and G.S.O. services. (Reference: the Service Manual 2018-2020, page S47)
4. As a participating and voting member of the Finance Committee, the Accounts Treasurer performs all duties in visibility to and with the assistance of the Finance Committee.
5. Processes Check Requests: receive, review, record and issue checks for reimbursement of expenses to area officers and committees. Makes all disbursements by check and maintains Check Request records thereof.
6. Reports monthly to Finance Committee on the disbursements from all bank accounts.
7. Obtain two signatures on checks over \$150. Check signers are: Accounts Treasurer, Contributions Treasurer, Area Chair, and Alternate Area Chair.
8. Timely pays all area annual administration expenses; insurance, rents, etc.
9. Makes quarterly review of the budget and report on its performance by including analysis of GSO Send-off Calculation, unused funds (funds that are no longer needed during the calendar year), and any submitted unbudgeted expense requests that are available for funding.
10. Requests insurance Certificates as needed for the Area and District events and meeting places and delivers to contracting facility.
11. No later than January 31 of each year provide to area's Tax Accountant the previous year's finance information in order to file the area's tax reporting. 1099s will be postmarked by the U.S. Mail Service no later than February 28 following the close of the tax year. Maintain hard copies of tax filings for 7 yrs.
12. With the assistance of the Finance Committee, develops/presents the upcoming hyear's Proposed Budget for final approval no later than the November Area Assembly.
13. Visits committees and districts and is Liaison to assigned committees.

Contributions Treasurer Duties and Responsibilities:

1. The Contributions Treasurer has an independent QuickBooks login and password that is unknown to the Accounts Treasurer.
2. The Contributions Treasurer is responsible for recording contributions, sending receipts, and making bank deposits. Reports each deposit to the Accounts Treasurer and monthly reports on receipts to the Area Committee Meeting and each assembly. The Contributions Treasurer is responsible for encouraging contribution support for area and G.S.O. services. (Reference: The Service Manual 2018-2020, page S47) In the business world this position would be called "accounts receivable".

3. As a participating and voting member of the Finance Committee, the Contributions Treasurer performs all duties in visibility to and with the assistance of the Finance Committee.
4. Maintain a bank account(s) with four signatories, the Accounts Treasurer, Contributions Treasurer, Area Chairperson, and Alternate Chairperson.
5. Visit the P.O. Box weekly to pick up mail. Within two weeks of their receipt, record the contributions, make bank deposits, and mail contribution receipts (using email when possible).
6. The Contributions Treasurer will provide the Accounts Treasurer with a weekly report (no later than bi-weekly) of bank deposits. The reports will detail the name of each contributor/group accounted for in each deposit. The Contributions Treasurer will deliver a monthly report to Finance Committee detailing all contributions and deposits to all bank accounts.
7. Work as needed with the Area and District Registrars to identify contributing groups.
8. Assist the Treasurer and the Finance Committee with the development of the next year's proposed budget.
9. Visit Districts and Committees and is Liaison to assigned Area Committees.

Discussion: first time of motion to be sent back to the groups//any safeguards against the Treasures not being related//this is a good way of having checks and balances.

Vote for taking back to the groups//motion will be taken back to the groups.

S&G Motion: Treasurer's Responsibilities: Paul K.

Vote for taking this motion back to the groups

This motion was not written to confuse members with the previous motion//this states what is being done currently with the Treasurer and their Alternate//what is stated in the Structure and Guidelines falls short of being an accurate, detailed description of what our area Treasurer does in reality//the following provides a more accurate listing of what the Treasurer does and also for the Alternate Treasurer.

I. Treasurer's Duties:

- A. Receives, processes and deposit contributions weekly.
- B. Make monthly and quarterly Finance Reports and reconciles bank account.
- C. Pay annual Administration Expenses, Insurance, Rents, etc.
- D. Provide to Tax Accountant year-end finance information and files Area's Taxes.
- E. Applies for and requests insurance Certificates for the Area and District events and meeting places.
- F. With the assistance of the Finance Committee, develops/presents the upcoming year's Proposed Budget.
- G. Visits committees and districts and is Liaison to assigned Committees.
- H. Records check requests received from the Alternate Treasurer.
- I. The Treasurer is a voting member of the Finance Committee.

J. Provide the Finance committee with copies of the Bank Statement and Reconciliation Report.

2. Alternate Treasurer:

- A. Receives check requests for reimbursement of expenses from Officers and Committees. Checks for them for any errors and budget line for available funds.
- B. Writes checks for the check requests received and signs the check and when necessary has the Area Chair or Alternate Chair sign the check. (Two signature required on checks over \$150.)
- C. Mails contribution receipts provided by the Area Treasurer.
- D. Assist the Treasurer and the Finance Committee with the development of the next year's proposed budget.
- E. Visits Districts and Committees and is Liaison to assigned Area Committees.
- F. Is a voting member to the Finance Committee when the Treasurer is absent.
- G. Is willing to assume the duties of the Area Treasurer during his/her absence.

Discussion: This process has been developed over many years and has been working//there are checks and balances in the current system.//what is being done to get an accurate accounting of funds, after the error discovered last year//K was read and missing from the copies sent out-this was an error and a corrected copy will be emailed out to all area members//this motion was recommended by the Area Committee to be brought to the Assembly//this motion clarifies what needs to be fixed with what is currently in place of the Area//This motion is simpler in stating what our Treasurer and gives a good baseline of what we have been doing in the area in regards to the Treasurer//GSR commented that she feels ill-equipped to bring these two last motions to her group-suggests a chart showing likenesses and differences of each motion; this should be brought up at the beginning of the Assembly when everyone is fresh//the Treasurer and Finance committee members can visit districts to explain these kind of confusing motions//the S&G is really difficult to change and a lot of this info could just be passed down from one position holder to the next//ques regarding moving monies and unbudgeted expenses-moving monies from one line item to another is not usually done in our Area//please come to the Policy Committee to learn about the S&G and how it is being re-done and to make this process easier//this motion has caused more confusion-keep it simple and stay with Treasurer and Alternate//I don't understand why we need to change what the Treasurer is doing//why not combine the 2 motions

Vote as to whether this motion should go to the groups//vote taken-motion will go to the groups

Pre- conference Workshop and logistics: Jerry S.

North County-March 14,

South County-March 15

East/mid county-March 21

DCM/Committee Chair Training Session: Blaine H. will be on Feb 15th where the ACM is held//everyone is invited to attend.

Hosting of:

PreConference Assembly will likely be at the Reagan Center in El Cajon
Post Conference Assembly hosted by Districts 3, 18, 20 on May 23

September (Big Day) Assembly: Sept. 19th

November (Budget) Assembly: Nov. 7th

Ask-it-Basket

Servant Pool motion was already passed at the last Assembly

Thanks to District 5, 19 & 21 for supporting us today

Closing: At 3:26pm the Chair closed the meeting with the *Responsibility Pledge*

“I am responsible when anyone, anywhere reaches out for help. I want the hand of AA to always be there. And for that, I am responsible.”

Respectfully submitted, Renee R. Area 8 Secretary and Cecil L. Alt. Secretary, Panel 70

Next Assembly: Pre-Conference Assembly- Sponsored by Districts 7,

March 28, 2020

Location TBD (Reagan Center, El Cajon)