

POLICY COMMITTEE MEETING NOTES

Tuesday, August 6, 2019

Meeting called to order at 6:32pm (although there was discussion preceding my arrival.) Present were Monty, Sutton, Bill, Greg, Paul, Ernest, Chuck, Joshua, Renee, Kari, Jane, and Cecil.

Discussion about Flyer for the Upcoming Area 8 Assembly//contact used personal email//determined not ok by Policy rules//Ernest made a motion to change the email to the Area Chair's email-motion passed.

Volunteers on the Policy Committee do have a vote, it was determined.

It was suggested to create a standard flyer for all Assemblies//but opposed by Monty, as his experience is that uniform flyers do not get the attention of those they are targeted for//Also, it is up to the Districts putting on events to make up their own flyers//there are many flyers that have already been created that can be re-used, as they have already been passed by Policy.

Survey for event Flyers has been created by Jane.

Bill stated that there needs to be a standard policy for the creation of flyers and putting events on the Area Calendar//that there doesn't seem to be one.

Joshua-Surveys should be sent out to the DCMs//it consists of 10 questions//Survey is about coordinating Workshops and events and posting to the Website//All of this information should be made available to everyone

Chuck-the survey should help to develop procedures for the posting of Workshops and Events//Ernest-Gap is evident//there should be a cheat sheet on how to put on an event//Paul-Flyer should go to Policy, then policy should send flyer to Translation Committee and then onto the IT Committee

Greg-Is the survey necessary//Bill-there isn't any procedure available currently //Joshua-a survey is necessary//Jane-Translation and Policy and IT are not on the same page about this process//Policy should clean up the flyer before sending on to Translation
Jane-sendoff survey as written either by email or embedded on the Area Website
Motion to utilize the survey passed.

Paul (Alternate Treasurer) If we confirm having to 2 Officer Treasurers, then there would be no need for an Alternate Treasurer//Quickbooks is available on line for \$30-\$35//Second Treasurer position doesn't need use of Quickbooks and a second laptop would also not be needed/The treasurers could share laptop at Assemblies and the ACM//Second Treasurer's duties do not need to be changed in the S & G

Are these two positions too difficult for the layman or average AA member? Or does the Area need to hire professionals for these positions?

The creation of two Officer Treasurers will not cause an additional Financial burden to the Area and each Officer should be able to cover for the other in lieu of an alternate Paul (current alternate Treasurer) will be training both Treasurers that get elected, as did a previous Treasurer trained him

Ernest-depending on the amount of money that comes into the Area, would determine the caliber of skills required by potential Treasurers//Paul-it doesn't really matter the amount of money the Area receives, the process is the same//The Treasurer, alternate, the Finance chair and alternate need to meet together.

Joshua-summation: how can we do things better and easier for the Area, and for the Area to operate in a more balanced way.

The monthly Finance report goes from the Treasurer to the Finance committee before it is presented at the ACM//There needs to be more checks and balances on the Area's finances//There are questions about Committee expenditures that should be tracked better//tracking of check request forms needs to be more transparent//there are normal issues with checks being deposited or cashed at the bank on time.

Joshua & Monty-this additional work could extend the already lengthy finance committee meeting//there are financial expenditures that are not being documented//Are we complicating these offices too much//currently the Treasurer does most of the workload compared to the alternate//splitting the duties might be of great help.

Could cost \$1000 to \$1500 for an additional Treasurer Officer position

These decisions should go to the body of the Assembly

Our Area has no checks or balances on our funds//theft of Area monies has happened in other Areas//we need a better check and balance system in Area 8.

Paul (current Treasurer) is good with Jane's ideas

Policy needs Volunteers

The new General Service Manual is being redesigned by GSO for comprehension for the GSR//Area 8 S & G should also be geared towards the GSR

There needs to be more meetings during the month for the Policy committee, perhaps electronically//there is a lot to do on this committee//On the Structure and Guidelines for ARea 8

the Officers duties need to be updated and brought current//some of which was done on the Ad Hoc committee for the Structure and Guidelines.

The Policy Committee meeting ended somewhere between 7:30pm and 8 pm at Denny's on Mission Gorge Road, although some discussion carried on to 8:30pm

Cecil requested to give up the Chair position and Ernest has been unofficially made Chair.