

POLICY COMMITTEE MINUTES

December 3, 2019

Meeting started at 6:30pm by Ernest, Chair

Next meeting will be at Denny's

Introductions:

Present were: Ernest D., Blaine H., Greg W., Chuck P., Sutton K., Jane G., Bill S., John C., Chuck via remote, Monty C., Bill H., Susan, Flint N., Renee R., Kari W.

Opening Remarks-Ernest: any month that starts on a Wednesday or Thursday we will meet at Denny's on Mission Gorge Road.

We will meet for 1 hour today

Jane did a lot of work on the preparation for the Structure and Guidelines:

- Homework assignments
- Flyer Guidelines
- Guidelines on Assemblies
- Guidelines on Motions
- Flint

November Minutes by Jane in Renee's absence-motion for approval and seconded and passed.

Flyer Guidelines: Paul and Chuck from IT Committee-(suggested addition to minutes by Jane G.) *After hearing the discussion with IT and the presentation of the soon-to-rotate Area Alternate Chair about changing the duties of the Area Alternate Chair to become the point person for the processes of Area Calendar of Events and Flyer Submission and Review Checklist, it was proposed that the Flyer Submission Review Checklist be revised to include a process for review the Area Alternate Chair and the concerned committees. The following are the notes of the discussion:*

What work the IT Committee is doing regarding the Flyer Guidelines?//Chuck corrected Ernest that they are not doing work on Flyer Guidelines//other than comments that were requested//its up to Policy Committee for decisions on guidelines//if Flyers are approved by Policy and translated, IT will post the Flyers//Sutton-Calendar of Events and Flyers, how IT Committee should post Calendar and how flyers may be connected//Flyer Guidelines are separate from how Flyers are posted//December ACM-Ernest would like to present the Flyer Guidelines//issue with phone numbers and emails on flyers-on web not ok/printed on paper flyer ok//Does IT Committee support what Policy wants for Flyer Guidelines-email must be

anonymous i.e. ".org" but print version doesn't matter//IT can create a temporary anonymous email for anyone which would forward to one's regular email//phone numbers-that is a Policy decision//emailed Calendar of Events does have phone numbers and emails//only what is posted on the web site will be without phone number and email address//Also, AA Event Flyers vs. non AA Events-Flyer for non AA Events will not be posted on website-only flyers coming from Policy Committee//Bill and Sutton help to develop the Guidelines-Sutton had confusion over how Calendar is posted and the creation of Flyers//Flyer Document: Flyer Info Checklist//changes were discussed//what happens when the flyer is completed: it should go to the Alternate Chair to supply to Policy and then Translation and then finally to IT to be posted//i.e. Alternate Chair handles all aspects of Flyer after event persons have finished their flyer//If the flyer isn't approved by Policy it will go back to Alt Chair to return to originator//Concern is timeliness-flyer needs to be provided by a certain time frame before event is held//IT likes this idea-to have a clear point of custody of flyer//Suggested time frame 2 weeks prior to distribution of flyers//suggested time frame 90 days in advance, but perhaps not realistic//Chuck P.-concern on document flow to and through the Alt Chair, causing a bottleneck? Too many flyers and if approved would go smoothly, if not approved could cause a slow down in the process//a simple correction as recommended by Policy could be done by Alt. Chair//Usually there would be at most 5-6 flyers per month//this hopefully will make a clear communication between the various entities all through one point, the Alt. Secretary.

Structure and Guidelines:

Ernest has not received all assignments on various positions.

Next is to organize this information. There are 7 points that should be maintained and included by each committee//Committees need to look at their (i)Purpose (ii) Responsibilities (iii) Membership (iv) Meetings (v) Communications-ACM Reports (vi) Liaison activities (vii) Records Retention.

The above can apply to both Officers and Committees

This is to change from a verbal transition between Officers to a written one, that doesn't get lost along the way//Revamp and restructure the Area's Structure and Guidelines.

**Greg mentioned that we need to elect an Alternate Chair at this meeting//Committee members were queried// and no one responded but Greg will stay until one is found.*

Renee turned over all the Motion hard copies she could find to Ernest.

Guidelines on Planning an Assembly-what does this already existing document need? This should be reader and planner friendly//needs to be sent out to all members of Policy

Guidelines on Creating Motions-this Form is already in place, but isn't used standardly//Motions that would change the S & G should be checked against all parts of

Guidelines and that they don't conflict with other existing Guidelines//shouldn't break any Traditions//verbiage should be included to state that the Traditions and Concepts suggested by author are opinion only.

Financial Guidelines-Flint-Budget should not be more than anticipated income is written in S & G//But this isn't reality//Actually budget is inflated to maximum that might be needed, which is never the case//Finance Committee suggests that the amount should be closer to actuals in contributions//Flint is attending to see if this is a Policy issue//When monies carry over as cash on hand, why isn't that included in anticipated income? Because this belongs to the previous year's budget//Guidelines for the Finance Committee that Officers and Committees will be budgeted for their needs//Duties are being looked at currently so that we have an accurate idea of what the Officers and Committees really need//Very few groups contribute to the Area and GSO//Jane suggests that it is the job of the Finance Committee to get more groups to participate//the gap between the budget and position requests is getting larger each year//There is a problem that the Finance Committee isn't aware of what these Area entities are doing to provide their services//Flint questions how the Policy committee is going thru S & G//that Officers and Standing Committees are only being addressed//Duties are first being examined//Process of how the Finance Committee calculates anticipated income//

Ernest wants to update the **Policy page on the Web**-to include minutes of the meeting and that if anyone wishes to attend, they notify the Committee in advance if they wish to speak at the next meeting so they are anticipated and put on the Agenda.

Ernest will speak on the Flyer Guideline at the next ACM//Orientation Assembly in January-Policy can speak to what it does and is working on.

Area 8 Pamphlet-Chuck P. was requested to take the lead on adding in the Young People's Committee, which has already been written.

Committee Members asked if they have any issues or remarks are remaining//GSO is revamping the Service Manual to make it more understandable to any AA member and we should do the same with our S & G.

Ernest addressed the holidays-to take care of each other and our loved ones and anyone out there//we are very lucky to be the survivors//we need to share this with others.

Motion to close meeting at 7:50pm

Responsibility Pledge was recited.

Next Policy Committee meeting will be at Denny's on Mission Gorge Road
January 7, 2020

Minutes are respectfully submitted by Renee R.