

**POLICY COMMITTEE APRIL 7, 2020 MINUTES**  
**Meeting Via Zoom during Shelter in Place rules**

Meeting called to order by Ernest: 7:30pm

**Responsibility Pledge:** I am responsible, when anyone, anywhere reaches out for help, I want the hand of AA always to be there, and for that I am responsible.

**Committee Introductions:** Ernest D., Renee R., John C., Chuck P., Flint N., Blaine H., Bill H., Susan H., Jane G., Bill S., Sutton, Greg W.

Area 08 Policy Chair Opening Comments // Review of the Agenda

**Approval of March Minutes:** Taken by Jean, approved unanimously

**Items for Discussion:**

- A. **Structure and Guidelines:** Sent out via email from Ernest D.//Area Officers and Standing Committees and Index are all updated//The “Whats” what does an Area Officer does and What does a Committee do?//4 & 5 what does the officer do and liaison responsibilities// Committees-purpose, Responsibilities, Membership, Meetings, Communications, Liaison Activities, Records Retention-which documents and how long are they retained//Finance they need to be 7 years//Where have our records been stored- Archives-no//3 years for all other documents is too short-4 years would be better as minimum//IT should assign standing email addresses that would pass on to next person in that position//some of us inherited emails from previous person in that position, but there isn't any standard formula for this yet//Archiving documents is separate from the Archives Committee//These documents should be stored digitally until a purge is needed for further space//which could be a long time//Ernest D. will contact IT about Storage of Area Documents//they need to be stored centrally, separate from the individual who holds the position//every committee should have same file structure//Ernest D. will add more to S & G by weeks end is requesting one person to review Officers portions and another to review Committees portion//to consolidate redundant items and any better way of written//this is the WHAT not the HOW// What is the HOW? Does it go in the structure and guidelines?//this should be up to the individual committees and chairs to do their work in alignment of the Area//this could be too much micromanaging//maybe this would be an addendum//this can be passed down from Officer to Officer//Archives could be a secondary backup of document retention// For example the HOW of setting up an Assembly for the Chair-some materials already exist//Maybe we should just focus on the WHAT to begin with//Ernest would still like 2 persons to volunteer to go over the proposed Structure and Guidelines//Blaine H. will do Officer portion and Greg W. will assist Chuck P. with the Committee portion//updated S&G will be provided this Friday

and will be gone over on May 5th//the changes can be done on the word document with “track changes”//Jane G. will assist over Zoom//

- B. **Area 08 Pamphlet** (Chuck P.) Chuck has contacted the YPAA Committee who would like to add a graphic to it possibly// can the document that is online be edited//Chuck P. has the soft copy and access to the version on the website//Ernest took what is written in the pamphlet for the purpose section of committees in the S&G//can Chuck P. make any direct changes to the pamphlet or does he need to contact Ernest D. first//Document that was sent to Chuck P was sent to him unlocked//Jane G. will resend//
- C. **Guidelines on Creating Motions** (Kari and Logan): not present
- D. **Policy Committee Website** (Bill H.) when minutes have been approved, they should be uploaded//Karen will put on website-in PDF
- E. **Guidelines on Planning an Assembly** (Ernest D.) the document was from a while ago//was sent out to last persons who hosted an Assembly but it didn't get returned and Sutton edited the document as outgoing alternate Chair//Ernest D. will send Sutton what he has//and Sutton may have her version and she is requested to go over it as a final and complete document//add an addendum with Assembly venues and future plans
- F. **Finance** (Jane G.) there is a subcommittee for the finance committee//2 persons one a CPA almost and another Certified in Excel//they are looking at the reports from 2019//expenses would be done electronically with the ability to turn in receipts electronically//and receipts can be sent out electronically to contributors//in an excel spreadsheet all checks written could be reviewed more timely//this pertains to the Finance Committee//this will provide more details on Area expenditures and monetary issues//this may not fly if the Treasurer and Finance committee aren't on board//this should occur prior to presentation at the Assembly//Ernest requested to also participate with this committee
- G. **Area 08 Chair Comments** (Area Chair) discussion of printing costs going away with the times and Covid situation
- H. **Upcoming ACM** (Blaine H.) sent the Agenda of ACM to Ernest//doing the Area Roster including GSRs//the request went out to 23 DCMs but only 8 responded//perhaps some didn't receive theirs//Bill S.(Registrar) will be on the agenda and will be requesting more info on the District GSR's//Archives will be requesting funding for a storage space//
- I. **Upcoming Area Assembly** (Blaine H.) not covered
- J. **Upcoming Motion(s)** not covered

**Round Robin** John C.-no remarks//Flint N.-will the next Assembly be on Zoom? May 16th probably won't be the date of the Assembly and it is not known at this time if we can be in person or not//Bill S:-we shouldn't make members to do an in person Assembly for quite awhile//Chuck P.-the biggest issue for me is anonymity with these zoom meetings, should zoom meetings be posted on the public website//Greg W.-confusion between confidentiality and anonymity//Bill S. should the Area or Policy Committee come together to work on the anonymity

and zoom meetings, should the Policy committee make a policy on zoom addresses//Sutton-forwarding documents about Zoom bombers.

**Next Meeting:**

- A. April 21, 2020 7:30pm
- B. May 5, 2020 at 7:30 pm

**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.

Meeting adjourned at 9:08 pm

Minutes gratefully submitted by Renee R., Policy Committee Secretary