

In 2020, SDIAA attempted to reallocate stagnant money from unused line items from the annual budget to keep our funds working to carry the message to the still suffering alcoholic. The process was a great success in spite of the fact that it was late in the year, and therefore, a bit rushed.

We believe we should plan for a possible reallocation in 2021. In order to make the reallocation process smoother and less rushed, the Treasurer and Finance Committee are soliciting project submissions during the 2022 budgeting process. The goal is to have a pool of submissions ready that can be acted on quickly should the situation present itself. This process does not have a deadline, and but a deadline may be imposed should a reallocation become eminent.

This document and its samples should be used as a guide to submitting your proposals. The information that should be included is:

- The source of the proposal (district, meeting, committee, etc.)
- The need and benefit to the Area
- Time constraints if applicable
- The breakdown and the requested amount
- The point of contact and their contact information

GUIDANCE ON SUBMITTING PROJECTS FOR REALLOCATION 2021

Sample 1

Request for Funding

REQUEST FROM: Grapevine/La Viña Committee

DATE: October 11, 2020

PURPOSE: Committee Rebuilding Funds

AMOUNT: \$1,905.51

Background: In June of 2020, the Area members began work to revitalize the Grapevine/La Viña Committee. This request addresses key issues critical to rebuilding this committee.

- 1) **Replenish the Inventory \$1005.51.** No books have been purchased since 2017 and the GVLV literature inventory is severely depleted. Revenues from sales were not used to replace the literature resulting in \$554 unspent funds reverting to the Area. The committee did not submit its annual budget request of \$100 for literature for 2018 & 19 for an additional a loss of \$200. \$954 will allow us to replenish the inventory and include more single issue magazines to introduce members to the Grapevine and La Viña with a goal of expanding subscriptions.

| Grapevine Literature | 2018 | 2019 | 2020 |
|--------------------------------|----------|----------|--------|
| Area Budget (Revenue) | \$100.00 | \$0.00 | \$0.00 |
| Sales (Revenue) | \$347.00 | \$107.00 | \$0.00 |
| Literature Purchases (Expense) | \$0.00 | \$0.00 | |
| Balance Unspent /-Overspent | \$447.00 | \$107.00 | |

- 2) **Rebuild relations with the Spanish-speaking Districts' La Viña committees \$900.** There has been no joint meeting with La Viña Committee in over 2 ½ years. The request is for \$900 for oral interpretation services at our monthly GVLV committee meetings and for the Chair or Alternate Chair to attend La Viña meetings on a quarterly basis. (18 hours at \$50/hour).

GUIDANCE ON SUBMITTING PROJECTS FOR REALLOCATION 2021

Sample 2

AREA 8 Request for Funds
October 10, 2020

"New service needs and problems will arise that may make structural changes necessary. Such alterations should certainly be effected, and these contingencies met squarely".

AA Service Manual, Introduction to the Concepts, p. 1.

Submitted By Women in Harmony (WIH), District 14
Project Title 21st Century AA: Digital Group, Hybrid and H&I Meetings

The Problem

Due to the pandemic WIH has been meeting by Zoom for seven months but regular attendance has dropped 30%. Some members find computer access confusing, while others find it too impersonal. In addition, our commitment to two H&I meetings at Sharp Mesa Vista rehabilitation center were suspended. Recently we learned digital upgrades are being implemented at the facility that will allow us to provide zoom meetings, however our group H&I coordinator does not have a personal Zoom account. Our group does not have the funds to purchase the equipment needed to meet these challenges.

The Solution

We propose to redesign our meeting structure using available technology and training that allows the group to meet via both a digital and in person format. The specifications and equipment needs to manage this transition were developed with input from the Area I.T. Standing Committee Chairman, and several computer experts in the district. We have also received written permission to use WiFi from our church meeting location enabling hybrid meeting once in person meetings resume.

Benefit to Area

1. Hands-on assistance and training on home Zoom technology for new, lapsed, and current group members.
2. Resumption of H&I meetings using Zoom technology upon notification of upgrades by rehabilitation facility
3. Ability to conduct group hybrid meetings once the church lifts restrictions on in person gatherings.
4. Training and use of equipment for other groups and District 14 to conduct hybrid group meetings and/or workshops.

Use of Funds

Funds will be used to acquire a laptop, microphone, camera, speakers, auxiliary display, and accessories including cables, tripod, and portable storage.

Cost

Detailed product description and costs are attached. Total estimate: \$1330.

Contact Info:

Acknowledgements: Chuck, I.T. Chair Area 8; Shannon, computer consultant, WIH; Christine, Zoom training.

GUIDANCE ON SUBMITTING PROJECTS FOR REALLOCATION 2021

AREA B Request for Funds October 10, 2020

Thank you for consideration of this request from Women in Harmony enabling us to focus on AA's primary purpose: to carry its message of recovery to the alcoholic who still suffers.

WOMEN IN HARMONY PROPOSAL BUDGET ESTIMATES

| | |
|--|---------|
| Laptop Computer: HP 15.6"10 Gen Intel i5 1035G; 12GB | \$600 |
| Speakers: NXT Technologies IC 5100 speakerphone; cable; Wired, Bluetooth, wireless connectivity; Microphone frequency range 150Hz-6.5kHz Rechargeable battery, up to 15hrs work time | \$130 |
| Camera: Logitech 1080P Full HD webcam Built-in independent channels of digital microphone, sound clarity w/in 10 meters 1080P <u>high def</u> camera; 1M pixels, true color Fixes regular 60CM focal length; free rotate lens Supports variety of video conferencing software | \$ 60 |
| Microphone: Samson Meteor Mic (high def) USM microphone 25mm diaphragm , portable w/ folding legs Headphone volume control and mic mute switch | \$ 70 |
| USB Video Adapter docking station HDMI, VGA, Ethernet connection option, 3 USB ports, 1 Type C USB port, audio jack | \$ 40 |
| 1080P Pandur Sound mini projector w/ speaker, 5500 lumens , LED lighting, watching size 40-210", Projection distance 5-15', Multiple interfaces HDMI, USB, AV, <u>VGA</u> , size 9"x7"x4"; under 3lb Lifetime customer service | \$100 |
| <u>Auxiliary Equipment</u> Camera tripod, power strip, extension cord, Portable storage wheelie, wireless mouse, | \$150 |
| Zoom account for Women in Harmony One year license after which WIH will assume cost | \$180 |
| TOTAL | \$1,330 |

Sample 3

2021 Budget Proposal Addendum

Newsletter Committee Needs:

Item: Microsoft 365 Cloud Based Subscription (Family) - One subscription can be used by up to 6 users, yourself and 5 others, using their own email address to log on. All documents or work will be saved on the cloud and can be accessed by any computer. Microsoft 365 includes Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher, OneDrive, Skype, Microsoft Editor, Microsoft Family Safety.

The Publisher App for this software will not run without windows so Macs cannot use Publisher.

Cost of Subscription: \$9.99/month or \$99/year.

Use: Newsletter Committee must have access to Microsoft Publisher in order to create a professional looking newsletter and grow their committee. Each newsletter produced would follow the same design format. Whoever is currently doing the layout of the newsletter will use the email associated with the commitment such as: area8newsletter@area8aa.org. All work is stored in the Cloud and can be accessed from any computer, except Publisher which would not be accessible on a computer without Windows.

The purchase of Microsoft 365 for the Area would enable 6 people to use the comprehensive software package. Excel for Registrar and Finance, Word for any committee chair or officer, Publisher for newsletter and any committee needing a flyer or promotional templates, Skype for meetings and the newest item in the Microsoft apps is Microsoft Editor.

Item: Laptop

Many committee volunteers will have their own computer (PC) or laptop. If the Newsletter Committee had their own laptop, they could use it to set up ZOOM meetings, work on the newsletter layout, and correspond with committee members and Area Officers regarding the status of the Newsletter. There is not an immediate need for a laptop at this time, but the current appointed chair is temporary, and we want to have a laptop in place before the 2-year position is filled with a new chair.

A moderately priced laptop by HP can be purchased at Costco with membership. The laptop would be portable, it would operate Windows 10, necessary for Microsoft 365 software and be covered under warranty. There are usually "member only" specials at Costco which can beat the price of most laptops at Amazon, eBay, and Best Buy. There are some exceptional deals. Plus, the Costco warranty adds one year to all warranties. Warranty: Costco's return and warranty options often give it a leg up over other, non-membership-based options. All warranties are extended to 2 years automatically.

Cost of Item: \$700-800

Total of Budget Request for Newsletter Committee:

Microsoft 365 \$100

HP Laptop \$800

Approximately \$900.00

Submitted by [REDACTED] Newsletter Chair 10/11/2020 on behalf of Area 08 Assembly.