

## 2017 FALL ASSEMBLY MEETING MINUTES

The Fall Assembly meeting was held on Saturday, October 28 and Sunday, October 29, 2017, at the Embassy Suites by Hilton Columbus Dublin, 5100 Upper Metro Place, Dublin 46017. Chairman Buff N opened the meeting at 12:30 PM with the Serenity Prayer. Julie C, GR for Saturday AM Women's Meeting AFG, read the Twelve Traditions; Cindy T, GR for Barberton AFG, read the Twelve Concepts of Service and Judy C, GR for Hudson Saturday Serenity AFG, read the General Warranties of the Conference. Buff welcomed everyone and explained the voting procedures and meeting etiquette. During the election, election of Officers will require substantial unanimity, 2/3 vote, and Coordinators will require a majority vote. All elections will be done by paper ballot.

Introductions by district were made and the following districts were represented: 4, 5, 6, 7, 9, 10, 15, 16, 24, 25, 25, 28, 30, 31, 32, 33, 38, 45, 48, 51 and 56. Lindsay B was introduced as the new DR for District 10.

Delegate Ginny C and Alternate Delegate Theresa M recognized and welcomed 4 new Group Representatives.

**MINUTES:** The minutes of the Spring 2017 Assembly meeting were distributed via the AFG of Ohio website. Mary Ellen R, GR for Hubbard Friday Night AFG, moved and Lorrie N, GR for Darrtown Wednesday Night AFG, seconded to approve the minutes as distributed. The motion passed.

**TREASURER'S REPORT:** Judy A, Treasurer, presented the report –

Beginning balance as of 1 January 2017 –	\$38,047.75
Income 1 January – 28 October 2017 –	+ 16,153.50
Expenses 1 January – 28 October 2017 –	- 14,507.61
Ending Balance as of 28 October 2017 –	\$ 39,693.64

Kathleen S, DR # 6, moved and Crystal P, GR for Fifth Tradition AFG, seconded to accept the report. The motion passed.

**ALTERNATE DELEGATE & AL-A-NOTES EDITOR REPORT:** Theresa M, Alternate Delegate, presented the report –

### **Alternate Delegate**

Spending time trying to go through “stuff” so that can be organized for the next Alternate Delegate.

### **Newsletter Editor**

Once again trying to get coordinate with other newsletter editors to have a complete list of how often and what medium (snail mail, email, website – protected, unprotected) they use.

I would like submissions (district doings, officer and coordinator reports to me by **November 15**) so that we can get the last edition mailed out before Dec 1.

In response to a question, Theresa stated that we are not currently doing email subscriptions for Al-A-Notes, as they are being posted on the Area web site. Creating an “email subscription” option would require a vote of the Assembly.

**DELEGATE'S REPORT:** Ginny C, Delegate, presented the report –

The World Service Office has just hired a new Executive Director. Her name is Vali and I am very excited she was chosen. She has over 15 years as an active Al-Anon member. She was the Panel 53 Delegate from Arizona. She was my mentor when I first came to the WSC in 2014. Previous positions she held in service: Area Chair, Secretary, Treasurer, AIS Chair and Alateen Coordinator. Furthermore, she has over 20 years business experience including management of teams of staff worldwide.

The theme of the World Service Conference in 2018 is “Al-Anon –There is no standing still” which is a quote from Lois, our cofounder. The World Service Conference will be in West Harrison, New York to make it possible for all attendees to visit Stepping Stones.

The Board of Trustees has been discussing strategic planning. They concluded: The Board of Trustees is the “what”—being responsible for the strategic direction. The Staff of WSO are the “how”—being responsible for implementing the “what”.

Despite our abundant resources, members often look to others in the fellowship or to the World Service Office for answers. Despite our abundant resources, members often look to others in the fellowship or to the World Service Office for answers. Members who ask:

- May just be learning about the principles in the Twelve Traditions and Twelve Concepts
- Want to find a solution quickly in order to preserve Area, District or group harmony
- Hope to resolve or mediate a potential conflict by seeking impartial, non-participant input
- Can't find the topic listed in the *Service Manual Index*
- And, of course, ask because a new situation has arisen that is not specifically addressed in the *Service Manual*—times change.

Actually, most questions have remained the same over the years: issues about anonymity, outside literature, dominance at meetings, groups not following the Traditions, financial confusion and sometimes personality conflicts. The solutions to issues have many answers that are available. Some solutions require more in-depth research. Other situations are new and need to be reasoned out.

Another resource is our World Service Office. *The Clearing House, as it was called in 1951, was “designed to initiate and maintain those special services for AI-Anon as a whole that could not be performed by single groups or Areas.”* Although AI-Anon Family Groups Headquarters Inc. remains the corporate name, today we know our headquarters as the World Service Office, or simply “WSO.” WSO is only one arm of the World Service Conference and is not a decision-making body. The WSO was designed to be the source for special services to groups, but not the authority. According to Concept One, “The ultimate responsibility and authority for AI-Anon world services belongs to the AI-Anon groups.” Members are encouraged to trust themselves, to use AI-Anon’s Legacies and policies and to “talk to each other and reason things out.” After all, members really are the ones most familiar with a particular issue for which they are seeking a solution and they have the available tools to address most situations that arise in their group, District or Area.

Members can use AI-Anon’s resources when seeking solutions and are doing a wonderful job.

Members are being encouraged to explore AI-Anon’s principles and policies, available to anyone who attends meetings: Our three Legacies: The Twelve Steps, Twelve Traditions and Twelve Concepts, with their guiding spiritual principles. The *AI-Anon and Alateen Groups at Work (P-24)* booklet, with its Meeting Format Outline, history of AI-Anon/Alateen, and information about group service positions. The “World Service Handbook,” defining terms commonly used in AI-Anon and explaining our service structure. Information on our Members website such as our Service Guidelines and the *Alateen Service e-Manual* and our Policy Digest, addressing such issues as anonymity, finances and AI-Anon as it relates to others.

Finances. At the World Service Conference, we decided to set the budget based on last year’s contributions. In order to make our dreams for WSO come true, we need to give as abundantly as last year. Last year sources of Revenue were Contributions 38%; Literature 50%, Forum 5% and Investment income 7%. Expenses are running right on budget. For the first nine months of 2017, we are trailing contribution receipts given in 2016. Contributions are only at 68% of budget with 75% of the year passed. We need to collect about \$220,000 for each of the months of October, November and December to meet our budgeted projection of \$2,100,000. This will take a concerted effort by all of us to make that happen. Gross Profit from literature sales is about 80% of budget, which is good, but literature sales tend to drop off toward the end of the year, so there is some concern. We would need to sell about \$650,000 worth of literature to meet our budgeted projection. Give the gift of literature.

The future is ours. We are still optimistic. We are hopeful that the abundance manifesting in our lives will show up in the bottom line of AFG Inc. Think Abundantly. DREAM BIG. What do you want AI-Anon to be able to do? How can we ensure AI-Anon is there for future generations?

Individual members may contribute up to one percent of the total revenue of the WSO General Fund or through a birthday plan, memorial contributions, quarterly appeals to members or workplace giving campaigns. A member can also make bequests to WSO.

As Al-Anon/Alateen Groups, contributions can be made after meeting the group's expenses and contributions to local and Area service entities. Other groups include Al-Anon/Alateen Service Arms such as Districts, Al-Anon Information Services (Intergroups), Literature Distribution Centers, Areas, General Service Offices. Al-Anon and Alateen Conventions can contribute a portion of the funds derived from Al-Anon and Alateen conventions. A.A. Conferences/Conventions can contribute as an acknowledgment of Al-Anon's participation.

During the World Service Convention (WSC) in 2017, we completed a variety of changes to the Service Manual to help clarify some issues. Some changes I covered in my Spring report. The new changes are available on the member's site. Sections regarding financial matters that were changed were *Contributions of Money, Goods and Services, Fund-Raising and Discounts of Goods and Services*. Outside Contributions of Money of Goods and Services can only be accepted subject to the Memorial Contributions Policy for family members. Other sections reworded were *Avoiding Commercialism, Program-Related Jewelry and Other Items, Public Meetings, Use of Group Funds, Fees for Speaking and Donations to Outside Agencies*. The word child care was substituted for babysitting. In early August, Al-Anon.org rolled out its new website. The website is designed to be more easily read both on a computer and a mobile device, more eye catching and more user friendly. Later this year plans are in the works for updating the members website. I like the frequently asked questions section. There is a Teen Corner which is easily found as well as a user-friendly scroll down menu.

At the WSC, we discussed attracting younger members to meetings. Some ideas were: 1) Encouraging young people to get into service; 2) Having a Young people's meeting/ or Alateen Transition meeting; Electronic and telephone meetings; Public outreach to Family and Marriage therapists; Bringing meetings near college campuses; and 6) Share a babysitter with AA. What ideas do you have?

How do we attract, welcome, and support those who are affected by someone who is multiply addicted? This was the topic of a discussion I attended at the WSC. What do you think Al-Anon groups and members do? What do you think the position should be for Al-Anon as a whole?

Where will you be in 10 months, 22 days, and 4 hours? Baltimore, Maryland, is the site of Al-Anon's 6th International Convention. The Convention will be held **July 5, 2018 8:00 am - July 8, 2018 5:00 pm**. Registrations are open online and a mail in registration is available on the back table. Driving times to the convention are as follows: Akron 5 hrs. 45min.; Cleveland 5 hrs. 42 min.; Columbus 6 hrs.; Cincinnati 7-8 hrs.; Toledo 7-8 hrs.; Youngstown 4 hrs. 41 min. Bring a carload. Rent a large SUV. Bring your whole group!

The day before the International Convention is called the Day of Connecting. It will be Thursday, July 5, 2018. There is a separate fee for the "Day of Connecting." Some of the topics include: Presentations: Know Your WSO—Service IS its Middle Name! What Happens at the Office and Telephone Book or the Internet—What's Your Digital Age? Al-Anon on Social Media. Discussion Meetings: Dusty Bookshelves: Falling in Love with All Our CAL; Going Beyond the Daily Readers and The 3 T's of Public Outreach – Tips, Tools and Techniques. Panels include Young Members Wanted! Alateen Opportunities: Online meetings, Resources, Sponsorship, Outreach and Big "P" or Little "p"-Big "T" or little "t": What's the difference when making decisions in Al-Anon?

Any member can sign up to receive "In The Loop" through your email. Each month there will be news. This replaces the Group E-News as it will be open to all members. Encourage your group members to sign up.

Ginny brought back "love gifts" from the World Service Conference for any members who wanted them.

## **TASK FORCE REPORTS:**

**TASK FORCE – Mailing and Printing Concerns:** Melanie B, Task Force chairman presented the report –

**TOPIC:** Re-evaluating the methods used to print and distribute communications to groups and individuals.

## **BACKGROUND INFORMATION – WHAT WE KNOW**

Historical perspective

AI-Anon Family Groups of Ohio, Inc. currently publishes 3 items for distribution to the groups and members in our Area: AI-A-Notes, published 3 times a year; a Plea Letter, mailed twice a year; and the Assembly minutes, published and sent out twice a year.

According to the Handbook, of General and Committee Working Procedures for the Ohio Area Assembly Meeting, the following Officers / Coordinators have these responsibilities:

Alternate Delegate – Serve as Coordinator of Area Newsletter Committee and may serve as Editor of Newsletter. Maintain personal, individual subscription records and newsletter exchange records. Be responsible for all phases of preparation and distribution of minimum of three (3) copies per year of Ohio Area Newsletter, in keeping with Guidelines for Area Newsletters (G-21).

Secretary – Attends to all regular secretarial work and takes minutes of meetings. These should be sent to the area Committee members and Group Representatives soon after the meeting and be recorded in a permanent minute book to be passed along to their successor.

Treasurer – Twice a year prepares a special appeal letter to be sent to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including the contributions to the Delegate’s fund.

Group Records Coordinator – Supply Secretary and Newsletter Editor with mailing labels whenever needed sorted by zip code.

Additionally, budget categories have been created for these expenses. They are explained in the Handbook, as follows: AI-A-Notes:

1. Addition to Budget Procedures: AI-A-Notes expenses cover any insertions from Officers, Coordinators and Committee Chairs. All others are the expense of the individual functions. (10/00 – motion #12)
2. That the cost of inserting a flyer in our AI-A-Notes be collected at the time of receiving the flyer at the current rate charged by the printer chosen by the Editor
3. To add Ohio AI-A-Notes to the Ohio Area website with all personal contact information removed. (10/14 - motion #2014-002)

Bulk Mail and Returned Mail – No specific guidelines in either the Handbook or the Bylaws.

Secretary – No specific guidelines in either the Handbook or the Bylaws.

Treasurer – No specific guidelines in either the Handbook or the Bylaws.

The following is the condensed version of actual printing/mailing costs for 2015 thru Spring of 2017:

2015 Average costs of mailings:

- Bulk mailing permit (used for mailing of 1 issue of AI-A-Notes & Plea letter. \$220.00 once/yr. Balance of AI-A-Notes, Plea letter and Assembly minutes bulk mailing were covered by printers doing the work.)
- AI-A-Notes- 3 per year -average 545 copies- 8 pages -\$1.04 ea. \$566.80/mailing
- Plea Letter -2 per year – average 450 copies - .97 ea. \$436.50/mailing
- Assembly minutes – 2 per year -average 506 copies -.845 ea. \$427.57/mailing

2016 Average costs of mailings:

- Bulk mailing permit (used to mail two Plea letters Balance of AI-A-Notes and Assembly minutes bulk mailing were covered by printers doing the work.) \$225.00 once/yr.
  - AI-A-Notes- 3 per year -average 494 copies- 8 pages- .885ea. \$436.80/ mailing
  - Plea Letter -2 per year – average 457 copies \$140.83/postage\*
  - Assembly minutes – 2 per year -average 460 copies -.845 ea. \$402.00/ mailing\*\*
- \*Costs shown are for postage only; printing and folding costs Were handles by Secretary and no figures were available.

\*\* a special mailing was sent in the summer of 2016.

2017 through Spring - Average costs of mailings:

- AI-A-Notes- 3 per year -average 500 copies- 8 pages -\$.996 ea. \$494.50/ mailing
- Plea Letter -2 per year – average 459 copies - \$1.04 ea. \$478.05/ mailing
- Assembly minutes – 2 per year -average 460 copies - \$.847 ea. \$390.44/ mailing

EXISTING MOTIONS THAT PERTAIN TO THIS TOPIC: None.

WHAT DO WE KNOW ABOUT OUR MEMBERSHIP’S NEEDS, WANTS AND PREFERENCES?

AI-Anon Family Groups of Ohio rely heavily on donations from the Plea Letters as a part of the overall budget process. In 2015, plea letter donations comprised 33% of the total donations received. In 2016, they comprised 31% of the total donations received. Abolishing plea letters would severely hamper our budget process.

Just as the World Service Organization publishes the World Service Conference Summary (the report of the World Service Conference), AI-Anon Family Groups of Ohio publishes the minutes of its two Assembly meetings. Maintaining an open line of communication to groups is a vital part of the AI-Anon program.

A survey was done either late 2015 or early 2016, which received 84 responses (out of approximately 500) from the mailings, showed that members preferred to receive AI-A-Notes via the Postal Service. However, having the AI-A-Notes posted on the Area website was a viable alternative. As it was noted in the survey, the Postal Service is the most expensive option.

Email is the preferred form of communication for most of us. Using WSO as an example, they use Facebook, Twitter, Instagram, email and traditional mail as forms of communication. We believe most individuals have an email address or access to one. For those who don't there are places like local libraries, office supply stores and mailing depots that offer computer use for information retrieval.

WHAT DO WE KNOW ABOUT OUR CAPACITY (RESOURCES)?

We currently have the resources to continue mailing/printing as usual. However, some board members have been doing the work of either doing the printing/folding/collating etc. saving AFG of Ohio, Inc. money but this is not something we can or should rely on. There would be significant savings by utilizing the Area website and emails for mass communications.

However, in our zeal to “do it cheaper”, we must follow AI-Anon Policies, as stated in the current AI-Anon /Alateen Service Manual 2014-2017, P24/27:

Page 97 –

“Discounts and Services

WSO and other AI-Anon service entities may accept discounts or services that are routinely available to other non-profit organizations (e.g. non-profit postal rates, free placement for public service announcements, etc.). Discounts may not be accepted if the discount is given only to AI-Anon and not to other non-profit organizations.”

Also, on page 97 –

“Outside Contributions

AI-Anon and Alateen groups do not accept contributions of money, goods, or services from outside the AI-Anon members in order to adhere to the Seventh Tradition of full self-support.”

We must ensure that we abide by these AI-Anon policies.

#### WHAT ARE THE IMPLICATIONS OF OUR CHOICES? (PROS AND CONS)

##### (1) Plea letters:

Pros –

As was noted before, the plea letters are responsible for approximately 30% of our annual available funds. Delivery of the plea letters, to the Group’s CMA, remains the most effective way of allowing our members to participate in Twelfth Step work beyond the group level.

Cons –

At the present time, a plea letter mailing has not been done utilizing the printing service. A bid was received, however, estimating the cost of printing & folding the plea letter, printing both envelopes and preparation for mailing, would be \$384.00 for 460 plea letters, a per piece cost of \$ 0.834 each. Mailing costs would be separate, however the printer estimated that cost at \$125.73 for bulk rate and \$74.28 for non –profit rate. That would make the final, per piece cost, \$1.11 at bulk rate and \$1.00 at non-profit rate.

##### (2) Assembly Minutes:

Pros –

Minutes are the official record of the Assembly business. Although we do not follow “Robert’s Rules of Order”, per se (as a KBDM is actually the reverse of that), we do have an order of business, plus reports and presentations that are done at Assembly meetings.

Over the years, the Assembly Minutes have become more of an Assembly Report, or Assembly Proceedings, as described in the last paragraph above. The World Service Conference publishes such a report annually and distributes it to the Areas. Keeping the Area Minutes as a Report, or Proceeding, produces a comprehensive document containing all the proceedings of the Area Assembly.

Again, utilizing our Area web site would enable us to post the complete report of the Area Assembly meeting for a very minimal cost.

Cons –

Condensing the Area Assembly proceedings down, to true “Minutes” shortens the overall length of the document, but much of the “meat and potatoes” is left out. However, even in shortened form, the cost of preparation and mailing is a significant budget item.

##### (1) AI-A-Notes:

Pros –

As stated in the AI-A-Notes, it is the “Voice of The Ohio Area Assembly”. It is our only means of communication with our AI-Anon Family Groups, and other Areas. Recent refinements have produced a nicer finished product and it is easier to read. Additionally, we are able to include time-sensitive information, i.e. the Area Convention Flyer and the Fall Assembly Flyer, in the AI-A-Notes to be sent to the CMA for all registered groups. It would not be difficult to redact personal information, i.e. street addresses, telephone numbers and e-mail addresses of Officers, Coordinators, and Committee Chairs from a “Web Version”. As a side note, our webmaster is also creating a mailing address for the Two-Day Fall / OAC Liaison and the Registration Committee Chair for the web site Contact page.

Cons –

Again, printing and mailing costs are a significant factor if we decide to continue distributing AI-A-Notes via the Postal Service.

#### WHAT WE WISH WE KNEW, BUT DON’T:

If we distribute the Assembly Reports and / or AI-A-Notes via the Area web site, how many groups will download and print these items and take them to their respective meeting?

How do we distribute the Assembly Reports and / or AI-A-Notes to groups where the CMA does not have an email address listed, and the group has no group email address listed?

What other items in our budget would have to be reduced / eliminated to accommodate the printing and mailing costs associated with the Assembly Reports and / or AI-A-Notes?

Motion to be considered:

- Printing - Have an outside service contracted to do all bulk mailings. To included but not limited to printing/folding/correlating and mailing.
- Plea letters – continue to bulk mail a hard copy of Plea Letters to all groups.
- AI-A-Notes and Assembly minutes – email these to all groups having a valid email address and mail a hard copy to those groups who do not.

**REGISTRATION COMMITTEE REPORT:** Sandy F, Handbook Committee Chair, reported for the Committee that there was a total of 72 people registered – 56 GR's were registered for Saturday and 49 GR's were registered for Sunday. However, it was reported that one more group was still enroute to the meeting.

**COORDINATOR REPORTS:**

**ALATEEN:** Tina L, Alateen Coordinator, presented the report –

KOMIAC was held at Indiana State University on July 28 – 30, 2017. A total of 146 Alateens and 80 sponsors attended. Ohio had the highest attendance with 53 Alateens and 19 sponsors. Elections were held: Sara A, Happiness is Alateen was elected State Representative and Tess K, Chagrin Falls Thurs Night Alateen, was elected Alternate State Representative.

The 2017 Spring Alateen Talk had some sharings from a few of our Ohio Alateens.

The Alateen Fall Rally was held on October 14 in Westlake. There were approximately 30 Alateens and 18 sponsors present. Sylvania Sunday Night Alateen chaired the Rally and the Spring Rally will be chaired by the Youngstown Alateen groups. Dates for 2018 events were discussed and will be announced once they are confirmed.

**ARCHIVES:** Judy C, Archives Coordinator, was absent and Phil presented the report –

It has been a privilege to have served this Assembly as your Archives Coordinator. A lot of work has been done but there is much more to do. I'm hopeful your next Archives Coordinator will continue the ground work that has been started.

This past year has been a challenge for me – a death in the family and my personal battle with cancer (right now, I'm cancer free!). Thanks to all of you for your thoughts and prayers.

**FORUM:** Christine T, Forum Coordinator, was absent and Colleen F, GR for Hope and Happiness AFG, presented the report –

November 2017 issue: 815 subscriptions totaling 874 copies. Of these, groups accounted for 107 subscriptions totaling 140 copies. Compared to last year:

November 2016 issue: 847 subscriptions totaling 909 copies. Of these, groups accounted for 112 subscriptions totaling 145 copies.

From the figures above, you can see that we're down a little from last year. I would like to encourage GR's to promote the Forum as gifts for the holidays, for speakers, for parents, adult children, birthdays....I'm ordering it for my adult son who moved out this year as a Christmas present.

Please use the Forum in your meetings because they are good that way and that helps everyone get familiar with this wonderful magazine for our members!

On a personal note, thank you for allowing me to serve as Ohio's Forum Coordinator for the last three years. I am sorry I am unable to attend the Fall Assembly due to Chemotherapy treatments. I have sent along a Forum Board that can be used at anniversaries and conventions etc., and a binder with information for the next Forum Coordinator via my friend, Colleen F from District 48. God bless you all for the OH-IO work you do for Al-Anon!

**GROUP RECORDS:** Robin R, Group Records Coordinator, presented the report –

434 Active Groups holding 497 meetings  
1 Group in No Mail status  
1 Group reported not meeting  
139 Inactive Groups 146 Inactive meetings  
10 Groups with "bounced e-mail" addresses, but that is now down to 8 groups.

23 Active Alateen Groups  
29 Inactive Alateen Groups

Robin reminded the DR's present that they do have "read only" access to the Group records for their respective districts.

**LITERATURE:** Karen M, Literature Coordinator, presented the report –

Each quarter WSO posts a Sample Chapter of Conference Approved Literature on both the Public Outreach site, [www.al-anon.org](http://www.al-anon.org) and the Members' site, [www.al-anon.org/members](http://www.al-anon.org/members). Through the end of March, the chapter was from Al-Anon's Twelve Steps & Twelve Traditions (B-8). From April through June, it's Discovering Choices (B-30).

Sharings Needed: Writing guidelines for the NEW DAILY READER (working title), INTIMACY IN ALCOHOLIC RELATIONSHIPS (working title), and PARENTS & GRANDPARENTS OF YOUNG PROBLEM DRINKERS (working title) can be found on-line at the Members' site, [www.al-anon.org/members](http://www.al-anon.org/members). Sharings can also be submitted on-line at the Members' site, in the "Featured Publications" portion of the "Individuals" section, under "Submit a Personal Sharing." We have 680 Sharings for Daily reader and need many more. WSO is hoping to include a rich diversity of experience and how we have things in common.

CAL Corner": Each month, the "CAL Corner" feature in The Forum includes members' sharings on how a particular piece of our literature has enhanced their recovery. The March articles were about Reaching for Personal Freedom (P-92). In April, we focused on the When I Got Busy, I Got Better (P-78) booklet.

Sharings Needed for "CAL Corner": We always need more sharings about how CAL has helped members with their recovery. We could especially use articles about ...In All Our Affairs (B-15), Many Voices, One Journey (B-31), What Do You Do about the Alcoholic's Drinking? (P-19), and Alcoholism, the Family Disease (P-4).

**Electronic Al-anon/Alateen Conference Approved Literature**

Alateen—Hope for Children of Alcoholics e-book (eB-3, e-FB-3, e-SB-3). Our first Alateen e-book is now available as an e-book through your electronic book provider at \$9.99 (U.S.). 190 pages. The e-book is available in English, French, and Spanish. 120 pages.

Courage to Change e-book (eB-16, eFB-16, eSB-16). This e-book version of Al-Anon's most popular daily reader is now available in English, Spanish, and French from your electronic media provider: On Apple iBooks, it is priced at \$13.99 (U.S.). On Amazon, Barnes and Noble, and Kobo, it is available in two parts, each for \$6.99 (U.S.).



How AI-Anon Works e-book (eB-22, eFB-22, eSB-22). This e-book version of AI-Anon's basic book is available through your electronic book providers at \$9.99 (U.S.). 416 pages. It is available in English, French, and Spanish.

Having Had a Spiritual Awakening e-book (eB-25). This beautiful book, reflecting the diversity of AI-Anon members' spiritual experiences, is now available exclusively as an e-book through your electronic book provider at \$9.99 (U.S.). 190 pages.

The Forum electronic version: Individual copies of The Forum are now available on Amazon and Kobo for \$1.49 (U.S.) and Apple iTunes for \$1.99 (U.S.). An annual electronic subscription is available from Barnes & Noble for \$11 (U.S.), with individual copies for \$1.49 (U.S.).

#### AI-Anon/Alateen audiobooks

One Day at a Time in AI-Anon audiobook (eA-6). This audio version of AI-Anon's first daily reader is available through your electronic media provider as a downloadable MP3 file at \$19.99 (U.S.). It is 7 hours and 48 minutes long, narrated by anonymous AI-Anon members whose willingness to participate in this service project made the audio book possible.

Courage to Change audiobook (eA-16). The audiobook of AI-Anon's second daily reader is nine hours and 15 minutes long. It retails for \$17.95 and is available through your electronic media provider.

How AI-Anon Works audiobook (eA-22). This audio version of AI-Anon's basic book is available through your electronic media provider as a downloadable MP3 file at \$24.99 (U.S.). It is 16 hours and 19 minutes long, narrated by anonymous AI-Anon members whose willingness to participate in this service project made the audio book possible.

#### **PUBLIC OUTREACH:** Jane E, Public Outreach Coordinator, presented the report –

Cindy T, GR for Barberton AFG, and I went to Columbus to participate in the Addiction Studies the first week of August. We met a lot of people that worked in the prison system at the conference. They were asking for literature to use in prison. It was at the Columbus Conference Center. We also met several counselors from Ohio and counselors from different states. There were 1,011 people. It was a very positive atmosphere and experience. I went around to all the booths introducing myself as the Public Outreach person for AI-Anon in Ohio. I also handed out literature and meeting schedules for their area. We were right next to AA again this year. In the application I wrote please put us next to AA. We came with a lot of literature and meeting schedules from all over the state. We had the AI-Anon sign out on the side of our booth. A man in a suit walked by seeing the sign he stopped to talk to Cindy. He wanted to know what AI-Anon was. After a brief discussion he started that he and his wife needed to go to AI-Anon because of his son's addiction. Cindy gave him all the information in his area. He was very grateful. We met a lot of people who told us how grateful they were because of AI-Anon program.

On Wednesday when I was making the rounds to the different booths, I met a young lady and we shared a variety of ideas. The next day on Thursday I saw her and visited with her. She told me about an addict outside the Conference Center asking for help. People would just walk right by him and no one would help. He approached her and asked for help. She did not turn him away. She took him to a friend who had a Treatment Center. Then the man looked after him. Then on Friday took him to his Treatment Center in Dayton where his Center would be able to help him.

Thank you for letting me serve these past 3 years as your Public Outreach person. It has been a pleasure and an honor.

#### **2018 INTERNATIONAL CONVENTION REPORT:** Ginny C, Delegate, presented the report –

Imagine yourself in Baltimore in July 2018 at the AI-Anon International Convention. First you are getting in the car or Boarding an airplane. Then you arrive at your hotel. Then you go to the convention center. You attend workshops, talks and the pioneer luncheon where you meet people from all over the world. You participate in the Language of Love Parade and represent Ohio with a costume or signs. You attend meetings, that is, lots of them. You meet people from all over the world. You attend workshops. You make new friends from all over the U.S., Canada, and the world. During breaks, you dine with friends. You return home feeling refreshed. The convention runs from July 6 through Sunday July 8, 2018 at the Baltimore Convention Center, 1 W. Pratt Street, Baltimore, MD. Registration Fees received by December

31 are \$130. Between January 1 and May 31 fees are \$165. After June 1 fees are \$195. Visit [Al-Anon.org](http://Al-Anon.org) to register. Click on top banner.

On Thursday, July 5, 2018, an extraordinary “Day of Connecting” is planned prior to the weekend events. Come a day early—July 5, 2018 and energize your program. The Day of Connecting is an opportunity to connect with staff members and volunteers (your Board of Trustees and Executive Committee) from the World Service Office in a variety of Al-Anon workshops, meetings and discussions. Seize the opportunity to share experiences and exchange ideas about Al-Anon service and leadership as we connect with others from around the world. What’s on the agenda? Presentations, panels, speakers and roundtable discussions are planned. The purpose of the day is to learn more about our Structure, our service and ourselves while sharing ideas about leadership and participation in Al-Anon. Some of the topics at the Day of Connecting include:

Know Your WSO – Service IS Its Middle Name!  
Telephone Book or the Internet – What’s Your Digital Age?  
Tag – You’re It! Now What? Becoming the Leader Others Know You Can Be  
Al-Anon’s International Reach – Our Worldwide Fellowship  
Attitudes – Are Mine Worth Catching? The Twelve Traditions  
Are They Still Al-Anon’s Best Kept Secret? The Twelve Concepts of Service  
“Face Time”—Not What It Used to Be! The Changing “Face” of Meetings  
There are many more topics on the agenda—these are just a few!

Begun in September, registration information is available to the fellowship on our Convention website [www.al-anon.org/international](http://www.al-anon.org/international) and will include information about the Day of Connecting. Information will also be available in *The Forum*, *In the Loop* (formerly *Group e-News*), other Group mailings, AFG Connects: the Announcements Community for members and the WSO Members’ website. Look for reminders about registration in print and in electronic group mailings. Remember, the 2018 International will have its own website for ease of registration: [www.al-anon.org/international](http://www.al-anon.org/international). Plan to register for the Day of Connecting on July 5, 2018—a day dedicated to connecting with staff members and volunteers from the World Service Office featuring exciting topics about service and leadership. Registration for this one-day event is limited to 1,500 people so register early! Registration is \$45 before June 1, 2018. You won’t want to miss this special day preceding the Sixth International Convention in Baltimore. Let’s connect. (What a concept!!) Looking forward to seeing you there on Thursday, July 5, 2018!

#### **STANDING COMMITTEE REPORTS:**

**BUDGET COMMITTEE:** Donna K, Budget Committee Chair, was absent and Buff read the report –

Due to a family commitment, I am not able to be with you this weekend. You will be in my prayers as you vote in new officers and set up your new Board.

I would like to thank all of you for the opportunity to serve as your Budget Chairman for the past 3 years.

It has been a privilege and a learning process. There have not been any surprises nor changes to the budget that I am aware of for the past 5 months.

**HANDBOOK COMMITTEE:** Sandy F, Handbook Committee Chair, presented the report –

Current copies of the By-Laws and Handbook were provided to the New Group Representatives as stated in the By-Laws. Any remaining copies are available for anyone.

Revisions to the Handbook or By-Laws approved at the Spring 2017 Assembly have been added to the Handbook and By-Laws. These revisions have also been added to the on-line versions of these documents. To find the online version of these documents go to [www.ohioal-anon.org](http://www.ohioal-anon.org). Scroll down to Documents these documents are listed under the minutes.

Changes approved this weekend will be added within two months and posted on the AFG of Ohio’s website.

Reorganization of the handbook is still in progress. This is taking longer than anticipated, but will continue through to Panel 58.

A specific Knowledge Based Decisions Making project (KBDM) for the Handbook Chairman for Panel 58 is the splitting of the duties of the Compliance/AAPP as stated in the Handbook. Eliminating the duties of Compliance Liaison since these are now the responsibilities of the Treasurer. Then have the Area Alateen Process Person the AAPP a separate position.

**COMPLIANCE LIAISON / AAPP:** Karen P, Compliance Liaison / AAPP, presented the report –

Judy A, the Treasurer for AFG of Ohio Inc., has continued to keep the corporation in good standing.

The AMIAS (AI-Anon Members in Alateen Service) recertification was completed by the June 1, 2017 deadline. My hope is that the future AAPP will continue to help support the Ohio AMIAS throughout the year. It has been a pleasure to work with so many AI-Anon Members in Alateen Service.

Currently Ohio has 23 Alateen Groups active and 68 Certified AMIAS.

There are 6 others working on completing their requirements to become New Alateen Sponsors. Some of these hope to start a group near Norwalk, Ohio.

The Alateens enjoyed participating at the Ohio Area Conventions. Their Skit, panel, workshop and the Anniversary Cake provided for a nice 60th Anniversary celebration for all teens who attended.

**REVIEW 2016 – FIRST HALF:** Laura B, previous Review Committee Chair submitted the report and it was presented by Kathleen S, Review Committee Chair –

I have reviewed the accompanying Treasurer's Report of the Ohio Area Assembly for the period January 1, 2016 through June 30, 2016, and the related bank statements and supporting documents for the same period. A review includes primarily applying analytical procedures to financial data and supporting documents. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the Treasurer's Report as a whole. Accordingly, I do not express such an opinion.

The Treasurer is responsible for the preparation and fair presentation of the Treasurer's Report and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the Treasurer's Report and supporting documentation.

My responsibility is to conduct the review to the best of my ability. This includes performing procedures to obtain limited assurance that there are no material modifications that should be made to the Treasurer's Report. I believe that the results of these procedures provide a reasonable basis for this report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying Treasurer's Report.

**REVIEW 2016 – SECOND HALF & 2017:** Kathleen S, Review Committee Chair, presented the report –

The Review Committee has gone over the information from July 1, 2016 through December 31, 2016. As I had just received the report from Laura, the Committee will finish the report and turn it in. We have not done 2017 yet and will be working on that to get the report to the Assembly.

**TWO DAY FALL / OAC LIAISON:** Position vacant.

**WEBSITE:** Mike K, Chair, was absent and Phil presented the report –

# OAA FALL WEB REPORT – Oct 28-29, 2017

Our new web site was reviewed and approved by the Al-Anon Word Service Committee held in Columbus on August 12. The new site went “live” on October 1. It is designed to be mobile- friendly, automatically adjusting itself to the size of the user’s computer screen, tablet, or handheld device. The site address is still [www.ohioalanon.org](http://www.ohioalanon.org).

No additional costs to Ohio AFG were incurred during the upgrade. A free Google Analytics account was created. This service enhances the web traffic reports we get from our web hosting provider. You’ll see examples of Google Analytics in this report.

Over 52% of our visitors are using a mobile handheld device to view the web site (see figure 1). Up 6% from the previous month.

The most visited page on our site, with exception to the welcome page, is the “Search for a Meeting” page.

These are the top search phrases our visitors are using to find our site (see right).

al anon meetings near me
alanon
al-anon
al-anon 12 traditions
alanon meetings
ohio alanon
cleveland ohio private alanon meetings
wheelersburg ohio alanon
www.ohioal-anon.org
naranon

Since the upgrade, there has been an abundance of error 404 (page not found) from users looking for WordPress and Joomla login pages. We think these visitors are hackers who have mistaken our site for a database-driven site.

Figure 1.

Sessions by device

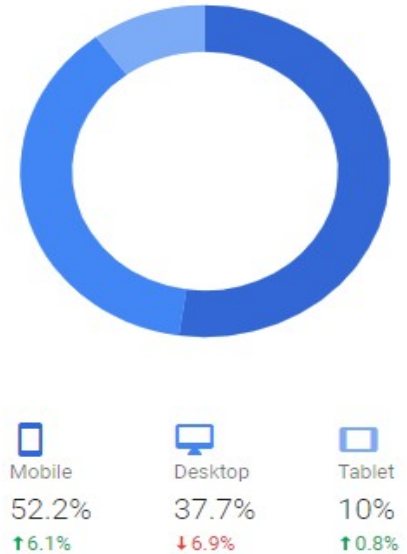
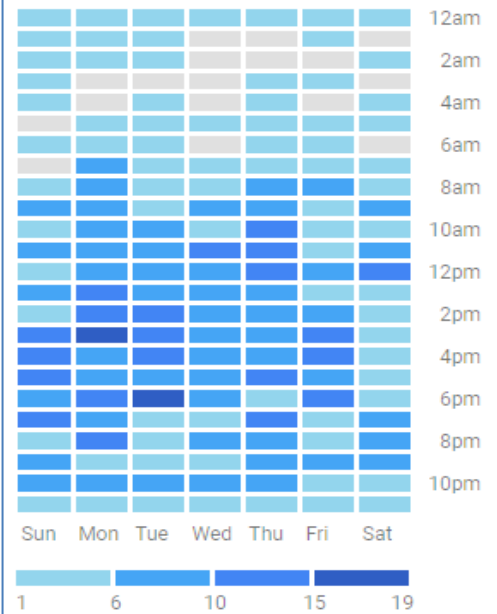
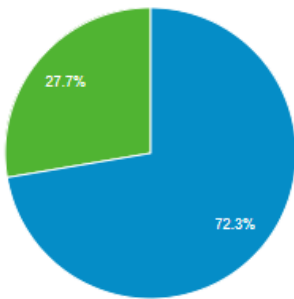


Figure 2.

Users by time of day



■ New Visitor ■ Returning Visitor



Top Browsers:

	Google Chrome
	MS Internet Explorer
	Firefox
	Safari
	Mozilla
	Unknown
	Opera

OAA Web Committee Report by:

- Mike K. [webmaster@ohioal-anon.org](mailto:webmaster@ohioal-anon.org)
- Phil H. [secretary@ohioal-anon.org](mailto:secretary@ohioal-anon.org)

Stats by AWSTATS  
and Google Analytics

Mike is also working on a series of counters that will track different parts of the web site. One in particular will track which “meeting search” selection is used – either clicking on an AIS site or the WSO search feature.

**REGISTRATION COMMITTEE:** Sandy F, Handbook Committee Chair, reporting for the Registration Committee, reported revised figures of 78 persons registered – 62 GR's registered for Saturday and 55 GR's registered for Sunday.

**ELECTION:** Buff called for the election of Officers for the term 2018 – 2020 (Panel 58): Delegate, Alternate Delegate, Area Chairman, Area Secretary and Area Treasurer. In addition, Buff asked everyone to review the Service Manual and Area Bylaws, for clarification on the Officer's duties, as well as the qualifications for each office.

For Area Delegate – Theresa M submitted an application.

**REGISTRATION COMMITTEE:** A discrepancy was noted in the number of GR's present and voting. 62 GR's were reported but 63 GR's were present at the count off. The Committee rechecked their sign-in documents and determined the following numbers to be accurate: 79 persons registered – 63 GR's registered for Saturday and 56 GR's registered for Sunday.

**ELECTION:** With the count revised, the election for Area Delegate proceeded.

While the votes were being counted, a Skit entitled "Communication and Strengthening the Links of Service" was presented.

For Area Delegate – Theresa M was elected and she accepted.

For Alternate Delegate – There were no candidates.

For Area Chairman – Four people submitted applications, however two were found not to meet the qualifications. Ginny C and Karen P submitted applications. Each candidate read her application and the vote was taken.

On the first vote, there was no substantial unanimity and a second vote was called.

## **CONVENTION AND ASSEMBLY REPORTS –**

**2017 AA CONVENTION WITH AL-ANON PARTICIPATION:** Louise W, Liaison, presented the report –

The 2017 Ohio AA Convention with Al-Anon participation was, in my opinion, a great success. With no effort, I was able to staff four workshops, the hospitality room and a main speaker. Even the Sunday 9 AM workshop was well attended.

In all, 58 people attended workshops and about 110 attended the Saturday afternoon Al-Anon lead. 15 people registered as Al-Anon members at the door.

We sold \$75.20 in literature and received \$7.41 in donations, mostly from people telling us to "keep the change".

We even got a thank you note from an AA member in appreciation for so much Al-Anon activities for her husband!

The only let-down for me was that only one Al-Anon member helped in the hospitality room (34 hours!), and our sole contribution was the \$200 budgeted by the Area for this convention. One person even asked our hospitality person about his "sobriety date" and asked if he would sponsor them in AA ! He did explain that he was only an Al-Anon member.

**2018 TWO DAY FALL ASSEMBLY – DISTRICTS OF CLEVELAND:** Jan S submitted the report –

The Districts of Cleveland look forward to welcoming you next year for 2 Day Fall Assembly. The dates are **October 12-13-14, 2018** at the **Doubletree Independence** located off I-77, near I-480.

### **Key features:**

- Guestroom rate is **\$109 per night** + tax for 1 king or 2 doubles, **including breakfast buffet** for 2 people/room.
- Although the hotel is non-smoking, smokers can request a "patio view room" which has step outside access through a sliding door.
- All guestrooms have microwave, mini-fridge, and coffeemaker.
- If we fill 80% of our guestroom block (i.e. 48 rooms), our meeting space is complimentary (Available info is that we filled 53 rooms in Akron 2016, 55 rooms in Columbus 2014)

- A complimentary hospitality suite has space for 3 large tables seating about 24 people, plus room for additional chairs. We have permission to bring in our own food. There is a microwave, small refrigerator, sink, bathroom, and storage space.
- The hotel has committed to providing a banquet for \$35 including service charge. The hotel will provide separate gluten free and vegetarian entrees in addition to 2 other choices.

The management company which operates this hotel, Twin Tier Hospitality, is very friendly to 12 Step programs. They hosted the 2016 AA Ohio General Service Convention (Cleveland – Doubletree Westlake) and 2017 (Columbus – Doubletree Worthington). Their Director of Sales for 5 states, Char Wampler, is very interested in giving us a good price to host future Al-Anon events in Columbus at the Worthington location if we work directly with her (330) 421-9489.

**ELECTION:** On the second vote for Area Chairman, there was no substantial unanimity – the vote count remained the same. Buff cited the Al-Anon / Alateen Service Manual, which allows for a majority vote instead of substantial unanimity, if that was the Group Conscience of the Assembly members. The Area Assembly voted unanimously to accept a majority vote instead of a substantial unanimity vote for the position of Area Chairman.

That procedure having been established, it was announced that Karen P had been elected Area Chairman and she accepted.

The next ballot was for Forum Coordinator. Kelly M submitted an application. The ballots were cast, Kelly was elected and she accepted.

**PROPOSED NEW GR FLYER – WSO APPROVAL:** Buff tabled this item until the Spring Assembly.

Sandy F, Handbook Committee Chair, speaking for the Public Outreach Action Committee reminded all the members that special Public Outreach packets had been prepared for everyone to take back to their home groups. The packets have information and materials that were voted to be distributed at the 2017 Spring Assembly.

**The Area Assembly meeting was recessed at 5:30 PM on Saturday.**

-----  
**The Area Assembly meeting was called back to order at 9:00 AM on Sunday.**

**REGISTRATION COUNT:** The Registration Committee had previously reported 56 GR’s registered for the Sunday Assembly meeting. A count showed 42 GR’s present.

**ELECTION:** Buff called for the election of the remaining Officers and Coordinators.

For the office of Area Secretary, Ginny C submitted her name.

**ACTION COMMITTEE REPORTS:**

**MEMBERSHIP OUTREACH:** Theresa M, Alternate Delegate, presented the report –

We decided to finalize our “Get on the bus” handout that we will have ready by next spring assembly or possibly even for 2018 spring AWSC. We hope that members will utilize the sheet – which has space for members to sign-up to share rides or rooms for any AFG “special event”

This can be anything from going to another group’s anniversary, to workshops, to business meetings, to the International Convention and Day of Connecting.

The committee also wants to share the importance of continuity by suggesting that they stay with the same Action Committee during their panel of service and try connecting via conference calls rather than emails.

**PUBLIC OUTREACH:** Julie C, GR for Saturday AM Women’s Meeting AFG, presented the report –

The current Public Outreach action committee has been meeting at each Assembly since May, 2015. We have done five Outreach Projects during this time period. The most current project is the envelope of suggestion for Public Outreach

handed out this weekend. These envelopes are for you to take to your group as suggestion as possible things your home group can do for Outreach.

The business cards in the envelope were printed at Staple's at the cost of \$14.99 for 500. Your groups can print similar cards containing local contact information on it to give to your local police, fire department, etc. Our sample has WSO's information since it works for all parts of Ohio.

For our final Outreach project approved by this group, we will order 500 copies of Al-Anon Faces Alcoholism 2018 to distribute at the Spring 2018 Assembly.

**GROUP SERVICES:** Lindsay B, DR # 10, presented the report –

Service Workshop – Service...a tool of recovery.

Cons – What prevents you or limits your willingness or ability to serve?

Pros – What are the advantages to service work?

- o Use Service Manual to problem solve
- o Present to group at Group Conscience and see what they think
- o What is service?
- o Copy of the contents to see what topics are covered in the manual
- o When I Got Busy, I Got Better book
- o Meetings on Service – can use the service manual

Emphasis on service is not just work, it gives you something and allows you to grow.

The triangle – Steps / Traditions / Service

- "Take a card, if you like" – helps everyone hang around and do service work, creates fellowship and clean-up is faster.
  - o Clean coffee
  - o Put literature away
- Gratitude meetings for service someone did that helped you
  - o Not just positions
  - o Principles above personalities (just what was done for you?)
- Personal invitation to someone to ask them to a district meeting – not just an email.
- Encourage service sponsorship
- Talk more about service sponsors
- Read Concepts at meetings, not just Steps and Traditions

Bulletin coordinator / announcements

- Thought for the month – 2-3 sentences
- Send form to WSO
- WSO approves it
- Put it in your bulletin for the month

Put it in your bulletin for the month – "quoting Al-Anon books"

**ELECTION:** It was announced that Ginny C had been elected Area Secretary.

**ACTION COMMITTEE REPORTS:**

**FELLOWSHIP COMMUNICATIONS:** Kim F, GR for Niles Wednesday Night AFG, presented the report –

- We talked about bringing unity to our groups by using the suggested service manual welcome.
- We also talked about using the yellow table tent card, S-24 – Leave Other Affiliations outside. In Toledo these cards have helped keep focus and in turn bring unity to our meetings.

- We talked about encouraging things other than daily readers with food, having a step meeting, tradition meeting, encourage attendance with a free Forum if you come to meeting for 6 weeks.
- Setting a good example by having meetings on literature other than daily readers.
- Use a lead for meeting.
- Allow a chairman's choice.
- Have a group conscience meeting, discuss other ways

Have a meeting on pamphlets, including on service to get people fired up to serve.

- Discovering Choices – provide good discussion questions.
- When I Got Busy, I Got Better – another great way to encourage service and make meetings interesting.
- Talked about service sponsors and discussing bring a friend to district meetings.

Clarity helps unity.

Promoting the Forum – buy a few subscriptions, raffle off old Forums, chair meetings on the Forum, Forum thank-you to group members.

We talked about having writing workshops at meetings, and encouraging sharing stories with all of Al-Anon by submitting to the Forum.

Al-A-Notes can be made electronic and used for a meeting.

**REGISTRATION COUNT:** There were 51 GR's present and voting.

**OLD BUSINESS:**

**TOPIC:** Listing Past Delegates as officers in the Handbook as stated in the By-Laws. Sandy F, Handbook Committee Chair, made the presentation –

**BACKGROUND:** Past Delegates have served in a variety of service positions in the past, and are listed in the By-Laws as Officers. The experience, strength, and hope Past Delegates bring to discussions is valuable.

**EXISTING MOTIONS:** None

**WHAT DO WE KNOW ABOUT OUR MEMBERSHIP'S NEEDS, WANTS, AND PREFERENCES?** Members appreciate the wisdom brought to discussions by Past Delegates.

**WHAT DO WE KNOW ABOUT OUR CAPACITY (resources)?** Adding Past Delegates to the List of Officers in the Handbook would have no impact on the budget as Past Delegates already have a line item in the budget.

**WHAT WE WISH WE KNEW BUT DON'T?** How long members wondered about this topic.

**MOTION 2017 – 10 / 01:** Move to add Past Delegates to the list of Officers on page 4 of the Handbook and a description on page 5.

Currently reads:

1. Delegate
2. Alternate Delegate
3. Chairman
4. Secretary
5. Treasurer

Change to read:

1. Delegate
2. Alternate Delegate
3. Chairman
4. Secretary
5. Treasurer
6. Past Delegates

AND add to page 5 the following description:

**Past Delegates**

May be appointed as Area Coordinators of a special service, or may fill any position the Delegate or Assembly may desire.

Sandy F, Handbook Committee Chair, moved and Regina F, GR for Circle of Hope AFG, seconded the motion.



Buff announced that the motions at this Assembly would require substantial unanimity.

The voting was 40 yes, 10 no, 1 abstention and the motion passed.

**NEW BUSINESS:**

**TOPIC:** Modifying the AMIAS certification packet as found in the *Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc.* -

Background information:

When the instructions for AMIAS certification were written in 2011, they were current as listed on the FBI's website. Numerous calls were done by the writers of the certification process to Sheriff's departments in counties where our A.I.S. offices are located to verify what was proposed was true for their county. Conversations with the FBI's office in W.Va. were also conducted for assistance with writing the procedure. Since the writing of the AMIAS Certification Process, the FBI has changed their website and instructions for obtaining a background check directly through them.

Existing motions that pertain to the topic:

Motion number 2011-4: We move that the Application Packet for Al-Anon Members Involved in Alateen Service be approved and included in the Handbook of General and Committee Working Procedures.

What do we know about our membership's wants, needs, and preferences?

Our members want instructions and process to be current.

What do we know about our Capacity? (Resources)

The proposed change has little to no effect on the budget for AFG of Ohio, Inc.

What are the implications of our choices? (Pros and Cons)?

*Pros:* The proposed instructions change allows the process procedure to be current.

*Cons:* No change to the instructions of the process procedure keeps the procedure out of date.

What we wish we knew, but don't?

How soon we will have to up-date this process again.

Presented by: Karen P and Sandra F

**MOTION 2017 – 10 / 2:** Move to amend the Al-Anon Member Involved in Alateen Service (AMIAS) certification process packet's suggested instructions successfully completing a background checked as follows:

Sections of PROPOSED WORDING CHANGES TO AMIAS PACKET currently reads as follows:

From Page 2

Where are the instructions for the FBI forms and instructions? .....5

From Page 3

\_\_\_\_\_4. Complete the FBI Fingerprint Card information section and have your fingerprint impressions made.

\_\_\_\_\_5. Complete the FBI's Identification Records Request - Applicant Request Information Form. Fill in all the requested information.

On this form in the section titled MAIL RESULTS TO ADDRESS -- write the name of Area Alateen Process Person and their address in this space.

Check the appropriate payment method.

Check FIRST CLASS MAIL as the Return Mail option. (FORM FOUR)

        6. Get a money order or cashier's check in the amount of \$18 payable to the Treasury of the United States. If paying by credit card, the credit card payment sheets must also be completed and submitted with your fingerprinting request (FORM FIVE). FBI forms can be found on the FBI's website [www.fbi.gov](http://www.fbi.gov) .

        7. Send Fingerprint impressions (FORM THREE), Applicant Information form, and payment to:  
FBI CJIS Division – Record Request 1000  
Custer Hollow Road Clarksburg, WV 26306

*(It will take up to eight weeks to have results returned from the FBI.)*

        8. Send Agreement and Signature sheet along with the AI-Anon Member Involved in Alateen Service forms (FORM ONE and FORM TWO) to the Area Alateen Process Person (AAPP) when the fingerprint impressions and request have been sent to the FBI (FORM THREE and FORM FOUR). See the Area's Contact sheet for the address.

#### From Page 4

Where does an AMIAS have their record checked?

Fingerprinting impressions shall be processed by the FBI. (Instructions and forms are included in this packet in the following pages or can be found at [www.fbi.gov](http://www.fbi.gov) .

Where are fingerprint impressions made?

Fingerprint impressions can be made at any county Sheriff's office in Ohio. The fee for this service varies from county to county. Call your local Sheriff's office for details and directions. Some local police departments provide this service. Contact your local police department and inquire about the service and any fee.

#### From Page 5

*What forms are included in the application process?*

- Agreement and Signature sheet – FORM ONE
- AMIAS certification form – FORM TWO
- FBI fingerprint impression card – FORM THREE
- FBI Request for information form – FORM FOUR
- Credit card application form for the FBI – FORM FIVE

*Where are the instructions for the FBI forms and instructions?*

Forms are included in this packet or maybe found on the FBI's website at [www.fbi.gov](http://www.fbi.gov) .

*Where can an AMIAS Applicant find the Application Packet?*

The AMIAS Applicant Packet shall be found in the AFG of Ohio's Handbook and the website for AFG of Ohio [www.ohioal-anon.org](http://www.ohioal-anon.org) Electronic copies of the Application packet can also be requested from the Area Delegate, The Area Chairman, Area Alateen Coordinator, and the Area Alateen Process Person (AAPP).

*What are the responsibilities of trusted servants?*

*The Applicant:*

- Talks with the Group Representative of their home group about becoming an AI-Anon Member Involved in Alateen Service
- Talks with other AMIAS's, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are
- Requests an AFG of Ohio AMIAS Application Packet or downloaded from [www.ohioal-anon.org](http://www.ohioal-anon.org)

- Completes the AMIAS packet forms
- Sends completed background check forms to the FBI
- Sends Form One and Form Two to Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

From Page 6

*How is the background check funded?*

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. In the event the District is unable to reimburse these funds, the AMIAS applicant shall submit the background check service fees receipts to the Area Treasurer, following the established Area's Expense Voucher procedure. Area Expense Vouchers are available on the Ohio Area website [www.ohioal-anon.org](http://www.ohioal-anon.org) Listed under Documents.

From page 9

***Form Three***

FBI fingerprint Impression Card Can be found at [www.fbi.gov](http://www.fbi.gov) Click on Stats and Services. (See below)

***Form Four***

FBI request for Information sheet. Can be found at [www.fbi.gov](http://www.fbi.gov) Click on Stats and Services --- Click on Option 1 (See below)

***Form Five***

Credit Card payment form. Can be found at [www.fbi.gov](http://www.fbi.gov) click on stats and Services Go to option 1 (See Below)

Step by steps instructions to download FBI forms:

- Go to: [www.fbi.gov](http://www.fbi.gov)
- Click on Stats and Services
- Click on Background checks
- Scroll down to *How to request a copy of your record*
- Click on Option 1 Print the instructions

To Download the Identification request:

- Scroll down to Applicant Information form (found on the right side of the above mentioned sheets.)
- Click on Applicant Information Request form Print
- the Applicant Information form

To Download the fingerprint card:

- On the right side, scroll down to fingerprint card (found on the right side of the abovementioned sheet
- Click on fingerprint card Print the card
- 

If you need the credit card payment form:

- Scroll down the right side of the first page Click
- on credit card payment form
- Print the form

**CHANGE TO READ**

(On page 2)

Delete this line.

~~Where are the instructions for the FBI forms and instructions? .....5~~

(On page 3)

4. Complete FBI background check. This can be done at your local sheriff’s office, a Chancellor location, or directly through the FBI. (Instructions for completion directly through the FBI can be obtained from the AAPP.)

Delete item numbers 5, 6, and 7

Renumber 8 to 5:

5. Send Agreement and Signature sheet (Form One), AI-Anon Member Involved in Alateen Service (Form Two), certification form, and the page saying background check has been completed and will be sent to the Area Alateen Process Person (Form Three) to the AAPP. {See the Area’s AWSC Contact List for the contact information for the AAPP.}

(On Page 4)

Where does an AMIAS have their background check completed?

Background checks can be completed at your local Sheriff’s office, at any FBI’s Chancellor location, or can be checked through the FBI directly (contact the Area Alateen Process Person – AAPP for assistance with this option).

Where are fingerprint impressions made?

Fingerprint impressions can be made at your local County Sheriff’s Office. The fee for this service varies from county to county. Call your local Sheriff’s Office for details, fees, fee payment method, and directions. Some local police departments may also provide this service. Contact your local police department and inquire about this service and fee. Background checks can also be obtained through a Chancellor Location. Fees for this service vary. If you choose the option to go directly to the FBI, contact the AAPP for procedure instructions.

(On Page 5)

What forms are included in the application process?

- Agreement and Signature Sheet - FORM ONE
- AMIAS certification form – FORM TWO
- Completed background check notification – FORM THREE

DELETE THIS SECTION: Where are the instructions for the FBI forms and instructions?

What are the responsibilities of trusted servants?

The Applicant:

- Talks with the Group Representative of their home group about becoming an AI-Anon Member Involved in Alateen Service
- Talks with other AMIAS members, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are
- Requests an AFG of Ohio AMIAS application packet or download from [www.ohioal-anon.org](http://www.ohioal-anon.org)
- Completes the AMIAS packet forms
- Sends FORM ONE, FORM TWO, FORM THREE to the Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

(On Page 6)

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. Each District shall set the amount of reimbursement for their District as fees vary county to county. In the event the District is unable to reimburse these fees, the AMIAS Applicant shall submit the background check service fee receipt to the Area Treasurer, following the established Area’s Expense Voucher procedure. Fees being reimbursed by the Area shall be in alignment with the county where fees were obtained. Area Expense Vouchers are available on the Ohio Are website [www.ohioal-anon.org](http://www.ohioal-anon.org). Expense Vouchers can be found listed under Documents.

(On Page 9)

**Form Three**

ON \_\_\_\_\_(date), I completed my background check and the results are being sent to the Area Alateen Process Person.

Signed \_\_\_\_\_

Sandy F, Handbook Committee Chair, moved and Karen P, Compliance Liaison & AAPP, seconded the motion.

**REGISTRATION COUNT UPDATE:** There were 53 GR's present.

The vote was 53 yes, 0 no, 0 abstentions and the motion passed.

**Topic:** To modify the Group Record Coordinator's duties in the Handbook – Phil H made the presentation – Background Information – What we know

Historical Perspective –

One of the Group Record Coordinator's duties, according to the Handbook, is

*“Review and correct, at regular intervals, the Delegate's printout from World Service Office and send corrected information to World Service Office Group Services.”*

This printout has now evolved to the “Area World Service Committee Update Form”.

The Group Records Coordinator has all of the information needed for this report, however it is the Delegate who currently submits the report to the World Service Office.

The World Service Office allows the respective Area to determine who submits the report.

It would be much simpler for the Group Records Coordinator to submit the report from the information they currently have available.

Existing Motions That Pertain To This Topic – None.

What Do We Know About Our Members' Wants, Needs and Preferences?

We need to “Keep It Simple”, ensure we have clearly defined responsibilities and avoid double-headed management.

What do we know about our capacity (resources)?

The Group Records Coordinator already has all of the information required.

What are the implications of our choices? (pros and cons) ?

Pro – Revising the Group Records Coordinator's duties ensures that timely and accurate information is submitted to the World Service Office, allowing new Officers, Coordinators, Committee Chairs and District Representatives to participate in the various AFG Connects discussions.

Con – There have been instances where inaccurate information was reported, as it had to be copied from one individual to another.

What we wish we knew, but don't:

Questions and Clarification:

Need for motion? Yes – the motion follows

Presented by: Phil H, Secretary

**MOTION 2017 – 10 / 03:** Move to amend the duties of the Group Records Coordinator on Page 7 of 32 in the Handbook:

<p>As is currently written:</p> <ol style="list-style-type: none"><li>1) Maintain a current mailing list of all Area Officers, Coordinators, District Representatives and Group Representatives by districts, making changes, as they occur to keep the list current.</li><li>2) Review and correct, at regular intervals, the Delegate’s printout from World Service Office and send corrected information to World Service Office Group Services.</li><li>3) Supply Delegate, Chairman and Secretary with updated lists at each Assembly meeting.</li><li>4) Supply Secretary and Newsletter Editor with mailing labels whenever needed sorted by zipcode.</li><li>5) Have a current list available at Assembly meetings for the purpose of updating or correcting by the members present.</li><li>6) Maintain file of names of groups, locations of meeting and other information pertaining to groups in our Assembly Area.</li><li>7) To make attendance at the New Group Representatives meeting at assembly part of the duties of the Group Records Coordinator. (5/01 – motion #6)</li></ol> <p>By deleting 2) in its entirety,</p> <ol style="list-style-type: none"><li>2) <del>Review and correct, at regular intervals, the Delegate’s printout from World Service Office and send corrected information to World Service Office Group Services.</del></li></ol>	<p>And replacing it with:</p> <ol style="list-style-type: none"><li>2) Reviews, corrects and submits the Area World Service Committee Update Form to the World Service Office as changes occur.</li></ol> <p>And adding, by amendment, in 3), at the end of the section, the words, “or as soon as changes occur”</p> <p>So that the amended section would read:</p> <ol style="list-style-type: none"><li>1) Maintain a current mailing list of all Area Officers, Coordinators, District Representatives and Group Representatives by districts, making changes, as they occur to keep the list current.</li><li>2) Reviews, corrects and submits the Area World Service Committee Update Form to the World Service Office as changes occur.</li><li>3) Supply Delegate, Chairman and Secretary with updated lists at each Assembly meeting or as soon as changes occur.</li><li>4) Supply Secretary and Newsletter Editor with mailing labels whenever needed sorted by zipcode.</li><li>5) Have a current list available at Assembly meetings for the purpose of updating or correcting by the members present.</li><li>6) Maintain file of names of groups, locations of meeting and other information pertaining to groups in our Assembly Area.</li><li>7) To make attendance at the New Group Representatives meeting at assembly part of the duties of the Group Records Coordinator. (5/01 – motion #6)</li></ol>
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Phil H, Area Secretary, moved and Robin R, Group Records Coordinator, seconded the motion.

A motion was made by Phil H, Area Secretary, and seconded by Robin R, Group Records Coordinator, to add the words “or as soon as changes occur “ at the end of item 3). The amendment passed unanimously, and the amended motion passed by a unanimous show of hands.

**ELECTION:** Buff called for the election of an Alternate Delegate and an Area Treasurer. No one came forward to submit their name for either position. Current Area Treasurer Judy A stated that she would remain on, in a temporary capacity, as Area Treasurer until the Spring 2018 Assembly.

**MOTION 2017 – 10 / 04:** Lorrie N moved and Phil H seconded to send the Plea Letters by the US Postal Service and email both the Assembly Meeting Reports and AI-A-Notes, with the exception of subscriptions and exchanges, beginning January 1, 2018. The vote was 41 yes, 7 no, 3 abstentions and the motion passed.

### **CONVENTION AND ASSEMBLY REPORTS –**

**2016 TWO DAY FALL ASSEMBLY:** Jo S, Convention Committee Chair presented the reports –

The 2 day Fall 2016 Assembly was held on November 5th and 6th 2016 at the Holiday Inn Canton, 4520 Everhard Road. Room rates were \$109.00 per night plus tax (which were 12.5%). Be sure to use the code afgohi for your guaranteed room rate!

The banquet was held on Saturday night and we had 71 attend this event.

At the time this report was submitted, I did not have a final count of how many attended the weekend. Our revised total was approximately 100 people attended.

Rick B. was our speaker for Saturday evening and also participated the entire weekend.

Total Banquet cost was \$1,894.14 (to the hotel)

Banquet money received was \$2,130.00

Meeting room cost for Saturday and Sunday was \$4,354.02

After everything was paid, there was \$139.98 left over (per delegate Ginny C).

Notebook with all receipts have been prepared and turned in.

**2017 CONVENTION:** Jo S, DR 51 & Convention Chair presented the reports –

### **HOSPITALITY REPORT:**

Friday July 7, 2017- the hospitality room was open from 11:00 AM to 11:00 PM. We served sub-sandwiches, chips, salads, fruit, cookies and beverages for about 25 people.

For dinner in Friday we served, salad bar, other salad, pinwheel sandwiches, bread sticks, fruit, cookies, and beverages. [Hot dogs and s'mores were available for cooking at the fire pit in the courtyard, but the hotel would not allow it].

Saturday July 8, 2017- The hospitality room was open from 7:00 AM to 5:00 PM.

For breakfast we served- Hardboiled eggs, bagels, English muffins, instant oatmeal, yogurt, assorted sweet breads, fruit, beverages.

For lunch we served- chicken salad on croissants, sloppy joes, 2 salads, fruit, brownies and beverages.

Sunday July 9, 2017 the hospitality room was open from 7:00 AM to 9:30 AM. We served English muffins, fruit, oatmeal toast, hardboiled eggs, sweet bread, and beverages.

There were an assortment of snacks and beverages available throughout the day. Many snack items and fruit was donated by people attending the convention and the committee, which was a big help to keep us within our budget. There were also 3 groups that donated money totaling \$89.

We spent a total of \$ 378 on food, beverages, and paper products. We also had several volunteers helping with set up and clean up

We met with Marissa from the hotel in June. She took us to the Oak Room which was to be the hospitality room. We were told there would be no refrigerator, no ice, no sink, no water, provided by the hotel. So we had to be creative and keep the menu simple.

There were other difficulties with the hotel, which challenged our serenity and patients. As usual our Al-anon program and many friends helped us to keep things pleasant for our guests.

We enjoyed meeting many new friends and sharing during the meals and breaks

WRAP UP MEETING JULY18, 2017:

Present- Jo S ,Ginny C, Becky Z, Judy C, Karen, Cindy, Mariann H. Pam We opened the meeting with the serenity prayer.

Registration- Betsy and Kathy- There were 98 people attended the convention.

Ways and Means- \$273 in items sold. \$445 for raffle tickets sold for baskets.

Donations- Kent Friendly Al-anon Group \$14, Mantua Al-anon meeting \$50, District #25 \$ 50. Stow New Hope Al-anon Meeting \$25, Cash \$10. The cake for The Alateen Anniversary was paid for by District #51 [\$100]

Literature- Becky Z. represented the Akron Intergroup for sale of literature

Hospitality- Spent a total of\$ 378.65. Meals, snacks, and beverages were provided throughout the week-end.

Other expenses- Registration for supplies \$65.17 Ginny C. Also Gifts and coloring books \$59.24 Karen.

Income- \$4453.00

Expenses- \$3967.51

Surplus- \$485.49

There were 12 Alateens registered. They did not have items for fundraiser.

This is an estimate; the final report will be all inclusive.

Karen read some of the comment sheets from the week-end. Many suggestions and comments, most people attending had a positive experience.

Some suggestions were; Signs outside the doors in meeting rooms describing the program taking place. More participation from AA. Ways and means for Alateen.

Jo also thanked everyone for their hard work. It was all of us that made this happen.

**TEAM EVENT 2017:** Theresa M, Alternate Delegate, presented the report –

It was truly a wonderful event, “Together Empowering Al-Anon Members”, with Mary G, who was the Interim Executive Director at that time; Joan, the Northeast Regional Trustee and Tom C, the Literature Chairperson. The full report will be given at the Spring 2018 Assembly.

**2017 TWO DAY FALL ASSEMBLY:** Sandy F presented the report –

The Fall Assembly this year has been challenging and interesting. There was a fire, there was a big game, there was snow, and that’s just to name a few things. I hope everyone who has attended enjoyed all the treats we had during the weekend. Our biggest challenge was the ordering of banquets. The deadline for requests was October 6, yet several requests were received after this date. The final numbers and a complete report will be given at the 2018 Spring Assembly. One thing – the hotel is asking us to come back in 2020 for our Fall Assembly meeting then. Hotels in



Columbus will not book a group of our size three years ahead, and the final decision will have to be made during Panel 58, between 18 – 24 months out. The only hotels that were available for either the second or third weekend in October, per our Bylaws, were downtown and they were quoting meeting room space at \$10,000 per day.

**ELECTIONS:** The balance of the elections were held for remaining Coordinator positions –

Alateen – No one submitted an application. Tina L, current Coordinator, agreed to stay on until Spring 2018 Assembly.

Archives – Phil H submitted an application and he was elected.

Group Records – Carmen I, GR for Warren Thursday Night AFG, volunteered for the position and she was elected.

Literature – Jo S, DR # 51, submitted an application and she was elected.

Public Outreach – Kay J, DR # 56, submitted an application and she was elected.

**DRAWINGS:** Drawings were held for the International Convention scholarships – Judy F, Smalltown Recovery AFG and Betty H, DR # 30, were the winners.

### **RECAP OF THE ELECTION:**

The following Officers and Coordinators were elected for the Panel 58 term (2018 – 2020):

Delegate – Theresa M

Alternate Delegate – Position vacant

Area Chairman – Karen P

Area Secretary – Ginny C

Area Treasurer – Position vacant (current Area Treasurer Judy A has agreed to stay on until the Spring 2018 assembly)

Alateen Coordinator – Position vacant (current Alateen Coordinator Tina L agreed to stay on until the Spring 2018 assembly).

For Archives Coordinator – Phil H was elected.

For Forum Coordinator – Kelly M was elected.

For Group Records Coordinator – Carmen I was elected.

For Literature Coordinator – Jo S was elected.

For Public Outreach Coordinator – Kay J was elected.

### **Meeting Schedule for 2018**

AWSC Meeting - TBA\*

Alateen Sponsor Workshop

Alateen Spring Rally

Spring Assembly – TBA\*

Al-Anon International Convention – Baltimore, MD – July 5 – 8, 2018

Ohio AA Convention w/ Al-Anon participation

Fall AWSC – TBA\*

Fall Assembly – October 13-14, 2018, Double Tree Independence, 6200 Quarry Ln, Independence, OH 44131

\*There is some discussion whether or not NCUCC will be available next year due to remodeling. Once the dates & locations are finalized, the information will be sent out

**CLOSE:** There being no further business, the meeting was adjourned at 11:50 AM with the Al-Anon Declaration.

Respectfully submitted,

Phil H

Area Secretary