

**Southern Wisconsin**

**Area 75**

**Assembly**

**Actions**

Amended 11/11/06

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# Area 75 Assembly Actions

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# Area 75 Assembly Actions

## Area 75 Elected Officers

### A. Chairperson

2004/09/12

That Area 75 begins to use a new type Standing Committee selection process based on the completed resume forms submitted by interested Area 75 members no later than December 1<sup>st</sup> of the election year. The selection process will still be at the discretion of the newly elected Area 75 chairperson.

1997/09/14 Pre-Conference Assembly Meeting

Elimination of Area 75 District Committee Members' sharing sessions [during the morning of the Agenda Planning Meeting] and replace it with things that will attract the Group Service Representatives.....(with the agenda at the discretion of the Area Chairperson).

1997/03/23

That any elected officer of Area 75 who misses two meetings of Area 75, without prior knowledge and approval of the Area Chair, will be considered as resigning. After missing the second meeting, without the prior knowledge and approval of the Area Chair, the Area Chair will notify the officer of the acceptance of their resignation. In the event the resigning officer is a Primary Officer the Alternate Officer automatically becomes the Primary Officer for the remainder of the current rotation and will be notified of such by the Area Chair. The Area Chair will then appoint a replacement Alternate Officer. At the next Area Meeting, the Chair will inform the Area of the changes and ask for their sustaining vote for the new Alternate Officer from all members present who are eligible to vote. In this case only a simple majority of those present and eligible to vote is needed to sustain the appointment. If no sustaining vote is given, the Chair will appoint another member and again ask for a sustaining vote. In the event the resigning officer is an Alternate Officer, the Area Chair will appoint another member to fill the remainder of the current rotation and ask the Area for a sustaining vote using the same method as for a resigning Primary Officer.

1996/09/15

That the Area 75 Chairperson provide a signer/interpreter for the hearing impaired at Area 75 Agenda Planning and/or Pre-Conference Assembly meetings, when requested by Area 75 District Committee Member's with a 30-day advance notice prior to the said meeting.

1995/Fall

Area 75 Chairperson to appoint persons to vacated Area 75 service positions (Alternate Secretary, Alternate Chairperson, Alternate Treasurer) with the approval of Area Officers.

~~1995/Fall~~

~~Area 75 Assembly and Agenda Planning meetings to begin at 9:00AM and reconvene at 1:00PM with at least one hour for #lunch. Superseded: see, Ch.5 Sec.A 1999/09/12]~~

1992/03/22

That any Alternate Area 75 Officer wishing to make a report would contact the Area Chairperson, who would put the report on the agenda.

~~1978/04/09 Pre-Conference Committee Meeting~~

~~Area Chairman: Establish an expense account for Area Chairman. Suggested: a record of expenses be submitted. Superseded: see, Ch.5 Sec.B 1996/03/24~~

# Area 75 Assembly Actions

## **B. Alternate Chairperson**

1992/03/22

Area 75 Alternate Chairperson will keep the Procedures Manual (Assembly Actions) updated.

# Area 75 Assembly Actions

## C. Delegate

1995/Spring

The Area 75 Delegate's expenses be documented into the Area 75 Treasurer.

~~1991/09/22~~

~~Motion made and passed to have two (2) past delegates and an informed third person do the auditing on Area books.~~

~~Superseded: see, Ch.1 Sec.G. 1995/Spring #1~~

1981/09/13 Pre-Conference Assembly

Right to vote: Past Delegate and Past Trustees - Service Manual: They have a "voice" but no voting power.

1980/05/03 Assembly Meeting

Recommended: One hour at the Spring Conference for Delegate's report.

1978/04/09 Pre-Conference Committee Meeting

Change the Delegates allowance from \$500 to \$700. Carried.

1977/04/03 Spring Conference, Madison

Past Delegate - voting powers: Has no voting powers. They act in advisory capacity only.

1975/04/12 Assembly Meeting

Raise Delegates expense allowance from \$350 to \$500..

~~1974/06/08 1st Assembly Meeting - 23rd Spring Conference, Madison, Wisconsin~~

~~Motion: The Delegate will be elected alternately from Milwaukee and then the rest of Southern Wisconsin Area. Delegate will #be elected at Fall Conference Assemblies. Motion carried.~~

~~Superseded: see, Ch.5 Sec.C 1988/08/21~~

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin

Motion: Conference, pay Delegate's expenses incurred while performing services. Motion carried.

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin

Motion: Pay Delegate's expenses in addition to New York Conference. Carried.

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin

Motion: Delegate to have one vote at Area Committee Meetings. Carried.

1965/05/15 Spring Conference, Manitowoc, Wisconsin

Motion: \$6.00 contribution at each Fall Conference to cover Delegates expenses to replace \$12.00 contribution made every two years. Carried.

# Area 75 Assembly Actions

## D. Alternate Delegate

2002/09/15

That the current Alternate Delegate's expenses be covered for the Delegates/Past Delegates Conference. The covered expenses are lodging, travel, meals and registration

1994/09/25

Formation of Area 75 Literature Committee with the Alternate Delegate to serve as Chair.

1990/09/09

Motion passed to have the Alternate Delegate be a voting member of Area 75 per the Service Manual.

~~1976/09/12 Fall Pre-Conference Assembly~~

~~Election of New York Delegate: Service Manual followed. Third Legacy procedures for elections reviewed. Motion: Runner #up to be Alternate Delegate. Motion carried.~~

~~Superseded: see, Ch.5 Sec.C 1991/03/24~~

# Area 75 Assembly Actions

## E. Secretary

1992/03/22

To read the minutes of the working part of the assemblies/meetings and not to read the Committee Reports.

1983/06/26 Area Committee Meeting

DCM's and Committee Members to present written reports.

1976/09/12 Pre-Conference Assembly

1. Secretary to have a maximum of 30 days to prepare minutes.
2. ~~Motion: Have safety deposit space at Marine Bank, Milwaukee for copy of minutes of all So. Wis. Business Meetings - #with a duplicate set for the Milwaukee Central Office..~~  
Superseded: see Ch.5 Sec.A 2000/03/04
3. Motion: Have two signatures for withdrawal of literature from safety deposit box with access to records by any two of the following: The current Chairman, Treasurer, Secretary.

1975/04/12 Assembly Meeting

1. Requested: Tape-record business meeting to facilitate Secretary's job. Unanimously approved,  
but use of last names be omitted when transcribing the minutes. This policy to be adhered to for all publications - "Between Us" and other meetings.
2. Use of last names at Assembly Meetings: Use of last names at Assembly Meetings approved for better identification of one person to others present.

1974/10/12 Fall Conference, LaCrosse

Officer's Reports: Reports of all Officers in attendance at a meeting are sent to GSO.

[Editors' Note: This Assembly Action applies to all Area 75 Elected Officers]

~~1965/10/16 Secretaries Meeting~~

~~Motion: Minutes of meeting to be sent to each group secretary with the "Between Us" mailing.~~

~~Superceded 9/24/2006~~

# Area 75 Assembly Actions

## F. Alternate Secretary

# Area 75 Assembly Actions

## G. Treasurer

2006/09/24

That Area 75 checks require one signature, with the following officers having authorization to sign checks: Treasurer, Secretary and Chairperson. In order to facilitate accountability on checks that are written, all checks require signed approval by one of the non-issuing authorized signers. (If treasurer is signing check then secretary or chairperson would have to approve) A response to an electronic mail request for approval would be considered a signed approval.

2006/09/24

Update the Composition of the Area Finance Committee Membership to add the Alternate Treasurer to replace one of the 3 additional members from the current Area committee pool. Membership would then be "Current Area 75 Alternate Treasurer and 2 additional members instead of 3 additional members.

2006/09/24

Update the Composition of the Area Finance Committee Membership to include past Area Committee members so the additional members could be from the current or past Area Committee pool of DCM's and GSR's.

2006/09/24

Establish a term limit and rotation schedule for finance committee members. Committee members term will be for two years with three of the six members rotating off each year. The Treasurer, Alternate Treasurer and one other member will begin their term following the election of officers for the new rotation. The other three members will rotate off the following year. This rotation will take effect with the 2007 election of officers.

2005/04/10

That a permanent Area Finance Committee be established. The treasurer will be the only voting member of the Area Committee  
See Chapter 5- Section B for details.

2004/09/12

That Area 75 provides funds to modify and maintain the current area website, not to exceed \$200 per year.

1998/09/13

Area 75 Officers and Standing Committees submit a yearly budget at the beginning of each year. The budgets are submitted to the Area 75 Treasurer. The budget should be within 10% of the previous year's budget. If it is not, then the budget should come before the first Area 75 Agenda Planning Meeting for approval. Until then the budget will remain the same as last year's budget. Motion passed. 56 in favor, 35 opposed.

1995/Spring

The Area 75 Treasurer's books be audited at the end of each fiscal year with the audit being conducted by past Treasurers.

1995/Spring

The Area 75 Delegate's expenses be documented into the Area 75 Treasurer.

1992/09/13

To go back to the old way of accepting donations, that being the mailing of donations directly to the Area Treasurer.

1990/03/25

Suggested that Treasurer make a report at each Assembly and copies be sent with the minutes.

## Area 75 Assembly Actions

1986/11/17 Fall Conference Assembly Meeting

Expenses: by Scott J. - incoming Southern Wisconsin Chairman

Form to be filled out by requesting party and submitted to the Area Treasurer.

~~1986/09/14 Pre-Conference Assembly Meeting~~

~~Motion: A report on Area Finances be published every six (6) months.~~

~~Superseded 1986/09/14~~

1982/09/29 Pre-Conference Assembly Meeting

Motion: Send Assembly Funds to Area Treasurer effective 1/1/83. (Formerly went to Milwaukee Central Office.) Motion carried.

1979/10/29 Area Committee Meeting

Recommended: Treasurer release to Central Office excess funds payable to Central Office at end of each year rather than waiting for Spring Conference balancing of books. Approved.

~~1975/04/12 Assembly Meeting~~

~~Motion: Control of Conference Checking Account:~~

~~Checks to be signed by any two of the following officers - Secretary, Treasurer, Chairman.~~

~~This arrangement can eliminate the expense of Treasurer having to be bonded. Formerly~~

~~Treasurer was in sole control of checking account. If any one of the three was not available,~~

~~obligations could be paid with checks signed by the two available officers. Motion carried.~~

~~Superseded 9/24/2006~~

# Area 75 Assembly Actions

## H. Alternate Treasurer

# Area 75 Assembly Actions

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# Area 75 Assembly Actions

## **Area 75 Service Committees**

2006/09/24

To redesignate all handbooks currently adopted by Area 75 Assembly Action as Area 75 Service Material. Review and updating of same to be responsibility of respective Standing Committees.

### **A. Archives and Non Rotating Position of Archivist**

2006/09/24

That Area 75 will reimburse Area 75 Archives Committee Chairperson for one night lodging, mileage, registration fee, and banquet dinner at Area 75 Spring and Fall Conferences.

2006/04/09

Area 75 Host a National Archives Workshop

2005/06/12

The housing of Area 75 Archives to be in a secure room located at the Holy Assumption Church school building at 1532 S. 72<sup>nd</sup> Street, West Allis, Wi. The rent is \$100.00 per month. The cost of the rent will be offset by an annual fundraising event and a donation will be placed at the point of display. A separate public liability insurance policy is not needed

2003/03/09

That Area 75 creates the non-rotating position of Archivist.

That two nights's lodging is provided for the Area 75 Archivist or Archives Chairperson at 3 day functions so that the Area Archives can be adequately displayed at such functions.

1993/09/19

To purchase two (2) locked cabinets for Area 75 Archives at a cost of \$416.

1982/04/12

That a limit be set at \$500 for the purchase or construction of a display case. It was further moved that Virginia H., Area Archives Chairperson, make this selection at her discretion.

This motion was seconded and carried.

1976/09/12 Pre-Conference Assembly

- ~~2. Motion: Have safety deposit space at Marine Bank, Milwaukee for copy of minutes of all So. Wis. Business Meetings - #with a duplicate set for the Milwaukee Central Office.~~  
Superseded: see, Ch.5 Sec.A 2000/03/04
3. Motion: Have two signatures for withdrawal of literature from safety deposit box with access to records by any two of the following: The current Chairman, Treasurer, Secretary.

# Area 75 Assembly Actions

## **B. Bridging The Gap (BTG)**

2007/04/22

Combine the Bridging the Gap Area Standing Committee into the Area Treatment Standing Committee.

1998/09/13

That Area 75 request a contact and/or a standing committee be formed at GSO for BTG (Bridging the Gap). BTG is not just treatment activity. Plus that Area 75 send a letter to GSO requesting a standing committee for BTG. Motion passed. 60 in favor, 19 opposed.

1996/09/15

That Area 75 sponsor (pay for) the cost of registration, hotel, and travel expenses for a representative from Area 75 (Area 75 Bridging The Gap Chairperson) to attend the 1996 Worldwide Bridging The Gap Workshop in St. Louis, MO during the weekend of September 20-22, 1996, for the purpose of making a bid to have the 1997 Worldwide Bridging The Gap Workshop hosted by Area 75.

1996/03/24

That Area 75 submit a bid for the 1997 Worldwide Bridging The Gap Workshop and provide \$300 seed money to the BTG committee to begin arrangements.

1992/09/13

To create a new Temporary Contact Service Committee (called Bridging The Gap) in Area 75 as of 1/1/93.

1991/09/22

Motion passed to help "Bridging the Gap" program defray some of the cost by making \$300 available to the Treatment Committee.

# Area 75 Assembly Actions

## C. Cooperation with the Professional Community (CPC)

# Area 75 Assembly Actions

## D. Corrections

1994/04/10

To support and encourage the use of "Rainbow Cans" at the group level throughout Area 75 to fund the purchase of A. A. Conference-approved literature for use in Corrections.

1991/03/24

Motion passed to discontinue entirely the Matching Literature Fund for Corrections.

1990/12/02

Motion made and passed to transfer \$1000 to the Corrections Matching Literature Fund to carry it to the end of the year.

Motion passed to place on the agenda using \$1000 as base.

Motion passed to study how we are spending the Correction Fund.

1988/08/21

Voted to increase Matching Literature Fund from \$300 to \$400.

1987/11/15

That Matching Literature Fund for Corrections be put in the Area Treasury and kept on separate books.

1987/09/13 Pre-Conference Assembly Meeting

Motion: Keep the Matching Literature Fund the way it is. Carried.

[Note: the original proposal read: Put the Matching Literature Fund in the Area 75 treasury but kept on separate books. This proposal was defeated.]

1983/10/15 Fall Conference Assembly Meeting, Racine

Literature for Institutions is paid by funds collected. These funds are matched, providing double the amount. [Note: This subsequently became known as the Matching Literature Fund for Corrections.]

1979/04/08 Area Committee Meeting and Assembly

Attendance at Conferences - Sessions free to inmates. Banquet generally is paid for by institution.

1975/05/11 Assembly Meeting, Burlington

Motion: Allocate \$250 for Institution Literature with Lou of Milwaukee Central Office to be in charge of disbursement of literature. Carried.

1969 Spring Conference

Area Committeemen encouraged to enlist the help of [Group] Secretaries and GSR's to establish Institution Committees in their areas [sic, districts]. Motion carried.

## Area 75 Assembly Actions

### **E. Grapevine**

2003/09/14

That Area 75 propose, through the delegate, that the Grapevine office have a limited run of large print Grapevine magazines with the quantity and duration of the run to be determined by the Grapevine staff

1996/03/24

That Area 75 send a formal, written request to AAWS suggesting the mass production of pre-printed labels for use inside the front cover of all Grapevine and AAWS literature for the purpose of encouraging the recycling of used or unwanted items through donation to local A. A. Archives or Central/Intergroup Offices.

# Area 75 Assembly Actions

## F. Literature

1996/03/24

1. That Area 75 send a formal, written request to AAWS to develop an audio cassette tape album which consists of a reading of the book "Pass It On".
2. That Area 75 send a formal, written request to AAWS to develop an audio cassette tape album which consists of a reading of the book "Dr. Bob and the Good Old Timers".
3. That Area 75 send a formal, written request to AAWS suggesting the mass production of pre-printed labels for use inside the front cover of all Grapevine and AAWS literature for the purpose of encouraging the recycling of used or unwanted items through donation to local A. A. Archives or Central/Intergroup Offices.

1994/09/25

Formation of Area 75 Literature Committee with the Alternate Delegate to serve as Chair.

1994/09/25

To send a letter to GSO recommending that all "Big Books" [the book Alcoholics Anonymous] be the same price (Braille, foreign language, large print, etc.).

1994/09/25

To send a letter to GSO recommending printing a volume containing all personal stories from the first three (3) editions of the "Big Book" [the book Alcoholics Anonymous].

1994/04/10

To send a letter to GSO expressing objection to the elimination of the Circle and Triangle graphic symbol from all A. A. Conference-approved literature.

1975/05/11 Assembly Meeting, Burlington

Motion: Allocate \$150 from Assembly Fund for Literature (Jeff S., District 15). Carried.

# Area 75 Assembly Actions

## G. Public Information (PI)

# Area 75 Assembly Actions

## **H. Registrar**

2006/04/09

That Area 75 creates the appointed service position of Registrar. The purpose of the Registrar position is to maintain an accurate database of the groups and roster of the trusted servants in Area 75, and communicate any changes to the General Service Office. The roster includes all Area officers, DCMs, Area Standing Committee Chairpersons, Conference Chairpersons, Past Delegates, Trustees, Intergroups/Central Offices/answering services, and the current Area 74 Delegate.

The Registrar will be appointed by the Area Chairperson (as are the Standing Committee chairs), and will serve as a member of the Secretary's Committee.

The duties of the position will include, but not be limited to: Maintain Area database records, Maintain the Area roster, Enter changes in the GSO database, Distribute group change forms and new group information forms, Verify assigned districts for new groups and provide new group info to the appropriate DCMs, Produce and distribute the Area map, Cooperate with the Area Secretary and Alternate Secretary in their duties.

## **I. Special Needs**

Release Date  
05/01/01

2-8

Date Printed  
9/4/2009

## Area 75 Assembly Actions

2004/03/28

That Area 75 purchase (12) digital receivers to be used with the translation equipment

2002/03/03

That Area 75 purchase and maintain it's own translation system. This system would be used for (4) Area Assemblies, (2) Agenda Planning Meetings and the Delegate's Report. It would also be available, on 30 days request, for the Unity Conference and District and Group functions. The equipment would be the responsibility of the Special needs Chairperson

1997/09/14

District 10 requested that a professional Spanish interpreter be available at all (4) Area Assemblies, (2) Agenda Planning Meetings and the Delegate's report; as long as this service is requested by the DCM at least 30 days in advance of the event.

1997/03/23

That Area 75 form and fund their own Special Needs Standing Committee. The purpose of the committee would be to carry a stronger message to persons who are blind or visually impaired; deaf or hearing impaired; chronically ill or homebound; and, those with limited reading skills; and, to help meet the needs of alcoholics with special needs. Cost to the Area: Estimate of funding required is unknown. Funding would come through the Area, which would likely become an ongoing expense.

1996/09/15

That the Area 75 Chairperson provide a signer/interpreter for the hearing impaired at Area 75 Agenda Planning Meetings and/or Pre-Conference Assemblies, when requested by Area 75 District Committee Member's with a 30-day advance notice prior to the said meeting.

1993/09/19

To provide wheelchair accessibility information in meeting directories. [Editors Note: Since Area 75 has no responsibility for printing meeting directories, and no authority to dictate what gets printed in meeting directories, this Area 75 Assembly Action is really a suggestion to the Central/Intergroup offices which do print those meeting directories.]

# Area 75 Assembly Actions

## **J. Treatment**

2007/04/22

Combine the Bridging the Gap Area Standing Committee into the Area Treatment Standing Committee.

1991/09/22

Motion passed to help "Bridging the Gap" program defray some of the cost by making \$300 available to the Treatment Committee.

# Area 75 Assembly Actions

## Chapter 3 - Conferences & Workshops

- A. Area 75 Spring & Fall Conference/Conference Advisory Committee (CAC).....  
3 - 1
- B. WICYPAA / ICYPAA.....3 - 4
- C. East Central Regional Conference..... 3 - 5
- D. Worldwide Bridging The Gap Workshop..... 3 - 6
- E. ~~Area 74 / 75 Unity Conference.....3 - 6~~  
(Superceded 4/9/2006)

# Area 75 Assembly Actions

## Conferences & Workshops

### **A. Area 75 Spring & Fall Conferences/Conference Advisory Committee (CAC)**

2008/04/20

That the three-day Area 75 Fall Conference, normally held in October or November of each year, be discontinued commencing in 2010; and, that a one-day Fall Service Assembly held to facilitate Area business; including, but not limited to, the Area 75 elections or the Area 75 Inventory (currently held in alternate years during the weekend of the Fall Conference), Standing Committee meetings, and officer and committee reports.

2007/09/16

To approve the revised document "Area 75 Conference Guidelines" dated June 24, 2007. This revised document will supersede the previous revision approved March 3, 2002.

2007/09/16

To classify the "Area 75 Conference Advisory Committee Guidelines" as service materials.

2007/09/16

To rescind the assembly action of March 3, 2002 approving the Conference Advisor Committee Guidelines.

2003/09/14

Change section 5 of the Area 75 Conference Guidelines, "The Wrap-up" to read: Conferences will provide the Area Conference Advisory Committee chair with 2 copies of a conference summary report to include the hotel contract, flyer, program, committee summaries, a detailed financial report, budgets, attendance and banquet/breakfast numbers. The Conference Advisory Committee chair will give the original to the Area Archives and keep a copy for committee usage

2002/03/03

Increase the conference seed money from \$300.00 to \$500.00. [Reference Assembly Action, Chapter 3, Page 3-1, Dated 11/15/87, which states, "Motion passed Conference Seed Money (start-up money) to \$300].

Supersedes: see, Ch.3 Sec.A 1987/11/15

2002/03/03

To adopt the attached document entitled "Area 75 Conference Guidelines" (draft copy dated 01/15/02).

Amendment: The sentence "The purpose of all Area 75 Conferences is to provide a sharing experience which incorporates the three legacies of Recovery, Unity and Service." be added at the top of the Table of Contents page.

Amendment: On Page 5, the sentence "Cooperates with facility management in designating smoking areas" be added under 'The Chairperson/Co-Chairperson' duties following "Maintains close contact with facility/catering".

Supersedes: see, Ch.3 Sec.A 1986/09/14 Note: see the Appendix

2002/03/03

To adopt the attached document entitled "Area 75 Conference Advisory Committee Guidelines" (draft copy dated 01/15/02).

Amendment: On Page 2, the sentence "Annually reviews the Area 75 Conference Guidelines document." Was added as the last of the 'responsibilities'.

2001/09/16

To move the time for bidding a conference up from 2 years to 3 years prior to the date of the conference. This time frame would provide a wider selection of available facilities

Release Date  
05/01/01

Date Printed  
9/4/2009

## Area 75 Assembly Actions

1998/09/13

Instead of having an Area 75 Spring 2000 Conference, an assembly meeting be held at the Monona Community Center. There are two reasons for this proposal; 1) no one submitted a bid on this conference; and 2) the Minneapolis World Conference. Motion passed. 58 in favor, 19 opposed.

1996/03/24

That the Conference Advisory Committee convene an annual meeting at the Area 75 Spring Conference to review and make any necessary changes to the Conference Guidelines and current committee practices.

1994/09/25

The District hosting the Area 75 Spring/Fall Conference may choose which Central/Intergroup Office is to provide A. A. literature sales at said conference.

1993/09/19

To provide a signer/interpreter at all Area 75 Conferences for the Area Assembly, Saturday Night and Sunday Morning speakers.

1992/03/22

To accept the recommendations of the Ad Hoc Committee on the Conference Advisory Committee. Those recommendations are: A) that two (2) members of the committee be present for contract negotiations, and B) that the committee be composed of seven (7) rotating members.

1989/09/24

Rotation of the Conference Advisory Committee: Motion carried that past Conference Chairpersons rotate on, and eldest members rotate off rather than selecting their own replacements.

1988/03/27

Resolved that:

- A) A. A. Conference-approved literature and "other literature" will be physically separated.
- B) That each grouping will be clearly marked.
- C) The two sales counters will be close together to allow a single cash register.

1987/11/15

~~Motion passed to increase the Conference Seed Money (start-up money) to \$300.  
Superseded 2002/03/03 See Chapter 3 Section A~~

1986/09/14 Pre-Conference.

Suggestion made that to avoid a conflict of dates between the Spring Conference in our Area and the April General Service Conference in New York, the Conference Advisory Committee should check dates with the Delegate. The Delegate receives the dates two years in advance. The main purpose of the Spring Conference is for the Delegate to give their report from the G.S.O. Conference to the Assembly.

~~1986/09/14 Pre-Conference.~~

~~Motion passed to accept Guidelines from AD HOC Committee entitled "Guidelines for Hosting Southern Wisconsin #Conferences".~~

~~Note: see the Appendix, A. Attachment 1.~~

~~Superseded 2002/03/03 See Chapter 3 Section A~~

1983/08/28 Pre-Conference Assembly Meeting

All profit from Conferences go into Area Treasury.

## Area 75 Assembly Actions

1983/08/28 Pre-Conference Assembly Meeting  
Area Officers (Chair., Sect., Treas.) to have registration and one night's lodging paid at Conference.

1979/04/08 Pre-Conference.  
Motion: That Conferences be a three day affair instead of just one day. Motion Carried.

1978/09/10 Pre-Conference Meeting and Assembly  
Motion: Assembly Fund \$500 maximum balance be changed to \$300. Excess of \$300 to be transferred to Conference Fund at the end of each year. Motion carried.

~~1978/09/10 Pre-Conference Meeting and Assembly  
Conference Funds: \$1,500 Conference Fund minimum balance. Excess amount in  
Conference Fund transferred to Milwaukee Central Office to pay "Between Us" deficit.  
9/24/2006~~

~~1978/04/09 Pre-Conference Meeting  
Motion: A. A. literature be displayed separately from "other literature". A. A. literature being the  
greater display. Central Office #to be in charge of all literature sales. Motion carried.  
Superseded: see, Ch.3 Sec.A 1988/03/27~~

1975/09/07 Pre-Conference Assembly Meeting  
Regional Trustee at Conferences: Always a guest. His/her expenses are paid by Area 75.

~~1975/09/07 Pre-Conference.  
Motion: Group Secretaries meeting to be included at Conferences. Motion Carried.  
9/24/2006~~

1975/05/11 Spring Conference, Burlington.  
Motion: Have four Assemblies per year: two Pre-Conference Assemblies in Madison and the  
other two Conference Assemblies at the Conference site. Motion Carried.

~~1975/05/11 Spring Conference, Burlington.  
Conference dates:  
Fall Conference - 3rd weekend in October.  
Fall Pre-Conference - 3rd weekend in September (Madison).  
Spring Conference - 3rd weekend in May.  
Spring Pre-Conference - 3rd weekend in April (Madison). 9/24/2006~~

1975/04/12 Pre-Conference.  
Motion: Permanent Conference Committee suggested by Chairman. Committee to consist of  
experienced members, to be rotated every two years with Conference Officers to advise  
District Conference Committee and develop Guidelines for Southern Wisconsin Area. Motion  
Carried.

~~1974/06/08  
Motion: Apportion Area Conference Funds according to suggestion on page 52 of Service  
Manual "i.e." 60-30-10 plan. #Motion carried.  
Supereceded 1983/08/28~~

1973/09/09 Pre-Conference Meeting  
Surplus funds: \$1,500 minimum balance for Conference Account. Surplus to GSO after Fall  
Conference expenses are paid.

1963/10/18 Fall Conference, Kenosha

## Area 75 Assembly Actions

Motion: 30 days after a Conference, retain \$500 in Conference Account. Contribute remainder to New York as Southern Wisconsin Conference contribution. Motion carried.

# Area 75 Assembly Actions

## B. WICYPAA / ICYPAA

# Area 75 Assembly Actions

## **C. East Central Regional Conference**

1974/03/12 Pre-Conference

Joe B., the present Delegate, informed committee of the switch of Southern Wisconsin Area 75 to the East Central Region. (approved in New York in April, 1974)

# Area 75 Assembly Actions

## **D. Bridging the Gap Workshop**

1996/09/15

That Area 75 sponsor (pay for) the cost of registration, hotel, and travel expenses for a representative from Area 75 (Area 75 Bridging The Gap Chairperson) to attend the 1996 Worldwide Bridging The Gap Workshop in St. Louis, MO during the weekend of September 20-22, 1996, for the purpose of making a bid to have the 1997 Worldwide Bridging The Gap Workshop hosted by Area 75.

1996/03/24

That Area 75 submit a bid for the 1997 Worldwide Bridging The Gap Workshop and provide \$300 seed money to the BTG committee to begin arrangements.

## Area 75 Assembly Actions

### E. Area 75 / Area 74 Unity Conference **SUPERCEDED 4/9/2006**

2006/04/09

Area 75 withdraw its support from the unity conference effective after the 2006 unity conference.

2003/03/09

~~That Area 75 adopts the document entitled "Unity Conference Guidelines".~~

2001/03/04

~~Respectfully request nominations and an election for a Co-Chairperson for the Unity Conference 2003 at the next scheduled Area Assembly. This person will serve with the Area 74 Co-Chairperson in planning for the Unity Conference 2003.~~

1999/09/12

~~That each Area (74 & 75) will support the continued effort in organizing a stand alone Unity Conference, in the year 2002. The dates to be the Friday through Sunday following the 4<sup>th</sup> of July week. Location: At this time it will be in Oshkosh, WI. The Unity conference may, if needed, request seed monies for the 2002 Unity Conference. That amount to be \$250.00 from each Area. This need will be determined after the 2001 Five State East Central Region/Area 74/75 Unity Conference. Each respective Area will elect one 2002 Unity Conference Representative. Each Area will also determine when this election would take place. Area 75 Unity Conference representative election: March 19, 2000 Assembly. That both Areas 74-75 will be responsible as underwriters for the 2002 and future Unity conferences. If the Unity Conference would incur expenses beyond conference funds Area 74 and Area 75 cover those costs. Cost responsibilities to be split 50/50. Please note that this is a joint proposal between Area 74 and Area 75.~~

1998/09/13

~~That the *Ad Hoc committee — Unity Conference* be dissolved and a representative from Area 75 be appointed to sit on the Unity Conference committee for the year 2001. Motion passed. 74 in favor, 11 opposed.~~

~~Howard P. nominated to sit as Area 75 2001 Unity Conference representative.~~

~~Upon vote: unanimous.~~

1997/09/14

~~Area 75 combine with Area 74 for a yearly convention called "Area 74/75 Unity Convention".~~

1997/09/14

~~That \$500.00 seed money for Area 75 start up cost of the first "Area 74/75 Unity Conference" in 2001. Motion made and seconded. Motion amendment to the proposal that \$500.00 seed money be changed to \$100.00 to be given for start-up and a \$150.00 letter of credit held in reserve until the conference. Motion was made and seconded to amend the proposal. Motion passed as amended.~~

# Area 75 Assembly Actions

## Chapter 4 - Other Service Positions

<del>A. Area 75 Computer Resource.....</del> Superceded 2002/9/15.....	
A. Area 75 Web Site.....	4 - 2
B. Area 75 Composition/Districts.....	4 - 3
C. District Committee Members (DCM's).....	4 - 4
D. Group Service Representatives (GSR's).....	4 - 5

# Area 75 Assembly Actions

## Other Service Positions

### ~~A. Area 75 Computer Resource~~

2002/09/15

To eliminate the Area 75 Computer Resource (Computer Directory) position held by Robert D.B  
Supersedes: Ch.4 Sec.A 1994/04/10

~~1994/04/10~~

~~To capture and maintain a directory of information about Area 75 A. A. Groups on a stand-  
alone computer.~~

~~#Superceded: 2002/09/15~~

# Area 75 Assembly Actions

## A. Area 75 Web Site

2005/09/25

Guidelines for the Area 75 (Southern Wisconsin Web Site

Change Section III Paragraph 6 to:

“The Area 75 website may link to other websites at the discretion of the Area 75 PI Chairperson. The PI Chair will consult with the Area 75 Chairperson should questions arise regarding conformity to the AA Traditions.”

When an external link on the Area 75 website is selected, the following disclaimer page will be displayed: “ATTENTION You are now exiting the Area 75 website. We have provided this link to facilitate information about local AA activities. Our links do not constitute or indicate review, endorsement, or approval. Thank you for visiting the Area 75 website. We appreciate your interest and hope that you have found the information you were seeking.”

2004/09/12

That Area 75 provides funds to modify and maintain the current area website, not to exceed \$200 per year

2001/09/16

To establish an Area 75 Web Site using the information included in Attachment I and the Guiding Principles for Web Site Development included in Attachment II.

## Area 75 Assembly Actions

### B. Area 75 Composition / Districts

1999/09/12

That District 33 be merged with District 32.

1997/09/14

It is proposed that District 18 be dissolved and that the portion of Adams county formerly covered by District 18 be consider part of District 2

1997/03/23 Pre-Conference Assembly

That Area 75 establish District 10 as a Spanish-speaking district comprised of any and all Spanish-speaking AA groups in Area 75, regardless of their location geographically. Six or seven groups have already gotten together and elected a DCM.

1993/09/19

To consolidate Districts 10, 20 and 21 into one (1) District 20.

## Area 75 Assembly Actions

### C. District Committee Members (DCM's)

1997/09/14

District 10 requested that a professional Spanish interpreter be available at all (4) Area Assemblies, (2) Agenda Planning Meetings and the Delegate's report; as long as this service is requested by the DCM at least 30 days in advance of the event.

1996/09/15

That the Area 75 Chairperson provide a signer/interpreter for the hearing impaired at Area 75 Agenda Planning and/or Pre-Conference Assembly meetings, when requested by Area 75 District Committee Member's with a 30-day advance notice prior to the said meeting.

1994/04/10

To support and encourage the use of "Rainbow Cans" at the group level throughout Area 75 to fund the purchase of AA Conference-approved literature for use in Corrections.

~~1994/04/10~~

~~To capture and maintain a directory of information about Area 75 AA Groups on a stand-alone computer.~~

Superseded 2002/09/15

1992/09/13

To go back to the old way of accepting donations, that being the mailing of donations directly to the Area Treasurer.

1989/03/27

Suggested that when District Committee Members give their reports, they include the location of their Districts and the number of groups it contains.

1986/12/07 DCM and Standing Committee Meeting

New DCM's: Registering with Conference Secretary will help to facilitate Secretary's work.

1983/06/26 Area Committee Meeting

Motion: DCM's and Committee Members to present written reports. Carried.

# Area 75 Assembly Actions

## **D. Group Service Representatives (GSR's)**

1994/04/10

To support and encourage the use of "Rainbow Cans" at the group level throughout Area 75 to fund the purchase of AA Conference-approved literature for use in Corrections.

~~1994/04/10~~

~~To capture and maintain a directory of information about Area 75 AA Groups on a stand-alone computer.~~

Superseded 2002/09/15

1992/09/13

To go back to the old way of accepting donations, that being the mailing of donations directly to the Area Treasurer.

# Area 75 Assembly Actions

## Chapter 5 - Area 75 Business Practices

A. Area 75 Meeting Policies & Procedures.....	5 - 1
B. Area 75 Budget & Finance.....	5 - 8
C. Area 75 Elections.....	5 - 16
D. Area 75 Newsletters.....	5 - 18
E. Area 75 Central / Intergroup Offices.....	5 - 20

# Area 75 Assembly Actions

## Area 75 Business Practices

### **A. Area 75 Meeting Policies & Procedures**

2008/04/20

That the Area 75 Agenda Planning Meetings, normally held in January and June of each year, be discontinued; and, that the January Agenda Planning Meeting be replaced by a Winter Service Assembly; and, that an Area 75 Agenda Committee be implemented. It will be the responsibility of the Agenda Committee to review and approve the overall format and content of the agenda and/or program, including voting items, for the Area 75 Assemblies, in consultation with other officers and committee chairpersons. The Area 75 Chairperson would also serve as the Chairperson of the Agenda Committee, and would appoint a minimum of four additional members to serve on the Committee during each two-year rotation.

2004/09/12

That Area 75 begins to use a new type Standing Committee selection process based on the completed resume forms submitted by interested Area 75 members no later than December 1<sup>st</sup> of the election year. The selection process will still be at the discretion of the newly elected Area 75 chairperson.

2002/03/03

Propose that Area 75 establish permanent P.O. Box mail addresses for the Area 75 Treasurer and Area 75 Corrections Chair. After the P.O. Box for the Treasurer is established, all funds of any type should be sent to the Area 75 Treasurer for distribution. This would include funds for the Grapevine "Count On Us" fund and the Corrections "Rainbow Can" fund. Distribution of special funds by the Area 75 Treasurer shall be done at the direction of the appropriate Standing Committee Chair (i.e., "Count On Us" by the Grapevine Chair and "Rainbow Can" by the Corrections Chair). Any future special funds that may be established by Area 75 Standing Committees shall also be handled in the manner. After the establishment of the permanent Area 75 Corrections P.O. Box, all correspondence relating to Corrections will be sent to that address. Corrections correspondence would include Bridging the Gap referrals from correctional facilities, any indirect corrections correspondence and any mail pertinent to the Area 75 Corrections Standing Committee.

2001/09/16

That the Area finances a GSR handbook, which is similar to the GSR handbook from Area 20 in Northern Illinois. Each DCM and Area Chair has a copy of the primary document.

2001/09/16

That an orientation be conducted at the first Agenda Planning Meeting of each year for new GSRs.

2001/09/16

To establish an Area 75 Web Site using the information included in Attachment I and the Guiding Principles for Web Site Development included in Attachment II.

2001/09/16

That the date for the Agenda Planning Meeting currently scheduled annually in December be moved to the third Sunday in January first choice, then whatever Sunday is available after that. Supersedes: see, Ch.5 Sec.A 1998/03/22

2001/03/04

Discontinue using a safety deposit box at Marine Bank to store copies of the minutes of Area 75 Assemblies and Meetings. (see Assembly Action: Ch.5 Sec.A 1976/09/12 #2). Choice of a storage location for the minutes will be the responsibility of the Archives Chairperson.

## Area 75 Assembly Actions

1999/09/12

Area 75 Assemblies and Agenda Planning Meetings begin at 9:00 a.m. and are conducted until all business is completed. The agenda will be published in advance and business will be conducted in the order written. Lunch breaks will be determined at the meetings by majority opinion of those in attendance.

1999/03/21

That Area 75 adopts the Area 75 Handbook.

1998/09/13

Area 75 pay the expenses for Alternate Chairperson, Alternate Secretary and Alternate Treasurer. That these reimbursements be for expenses incurred while attending Area 75 Conferences: 1) one night's lodging if the distance is greater than 100 miles ; 2) travel expenses/mileage, 3) registration. That these reimbursements be for expenses incurred while attending Agenda Planning Meetings and Pre-Conference Assemblies: 1) travel expenses/mileage.

See Appendix A-7---A-9 E. Attachment 5

~~1998/03/22 Pre-Conference Assembly Meeting~~

~~Move the January Agenda Planning Meeting back to December (ten (10) days after Thanksgiving or the first Sunday in #December) so that DCM's may have adequate time to a) ease new DCM's into rotation and b) take agenda items back to the #groups before the Delegate's workshop. Vote: 55 in favor, 34 opposed.~~

~~#Superceded 2001/09/16~~

1997/09/14 Pre-Conference Assembly Meeting

Elimination of Area 75 District Committee Members' sharing sessions [during the morning of the Agenda Planning Meeting] and replace it with things that will attract the Group Service Representatives.....(with the agenda at the discretion of the Area Chairperson).

1997/09/14

District 10 requested that a professional Spanish interpreter be available at all (4) Area Assemblies, (2) Agenda Planning Meetings and the Delegate's report; as long as this service is requested by the DCM at least 30 days in advance of the event.

1997/03/23

That any elected officer of Area 75 who misses two meetings of Area 75, without prior knowledge and approval of the Area Chair, will be considered as resigning. After missing the second meeting, without the prior knowledge and approval of the Area Chair, the Area Chair will notify the officer of the acceptance of their resignation. In the event the resigning officer is a Primary Officer the Alternate Officer automatically becomes the Primary Officer for the remainder of the current rotation and will be notified of such by the Area Chair. The Area Chair will then appoint a replacement Alternate Officer. At the next Area Meeting, the Chair will inform the Area of the changes and ask for their sustaining vote for the new Alternate Officer from all members present who are eligible to vote. In this case only a simple majority of those present and eligible to vote is needed to sustain the appointment. If no sustaining vote is given, the Chair will appoint another member and again ask for a sustaining vote. In the event the resigning officer is an Alternate Officer, the Area Chair will appoint another member to fill the remainder of the current rotation and ask the Area for a sustaining vote using the same method as for a resigning Primary Officer.

1997/03/23

That Area 75 adopt the document entitled *How the Southern Wisconsin Area 75 Assembly Operates* dated 1/05/97. This document will facilitate a more concise and productive assembly. (See Appendix - Attachment No. 6)

## Area 75 Assembly Actions

1997/03/23

That Area 75 form and fund their own Special Needs Standing Committee. The purpose of the committee would be to carry a stronger message to persons who are blind or visually impaired; deaf or hearing impaired; chronically ill or homebound; and, those with limited reading skills; and, to help meet the needs of alcoholics with special needs. Cost to the Area: Estimate of funding required is unknown. Funding would come through the Area, which would likely become an ongoing expense.

1996/09/15

That the Area 75 Chairperson provide a signer/interpreter for the hearing impaired at Area 75 Agenda Planning and/or Pre-Conference Assembly meetings, when requested by Area 75 District Committee Member's with a 30-day advance notice prior to the said meeting.

1996/03/24

That the Area 75 Proposal Form become a *required* format for submitting proposals at the Area 75 Agenda Planning meetings rather than a *suggested* format.

1995/Fall

Area 75 Chairperson to appoint persons to vacated Area 75 service positions (Alternate Secretary, Alternate Chairperson) with the approval of Area Officers.

1995/Fall

~~Area 75 Assembly and Agenda Planning meetings to begin at 9:00AM and reconvene at 1:00PM with at least one hour for #lunch.~~

#Superseded: see, Ch.5 Sec.A 1999/09/12

1995/Spring

At the close of the fiscal year, each committee chairperson reports on the funds their committee spent, with the report being as detailed as possible.

1994/04/10

~~To amend the by-laws changing the December Area 75 Agenda Planning meeting to January and the June Area 75 Agenda #Planning meeting to the fourth Sunday in June.~~

Superseded: 1<sup>st</sup> part concerning the December meeting, see, Ch.5 Sec.A 1998/03/22

1994/04/10

To not schedule the Area 75 Spring Conference during Mother's Day or the Memorial Day weekends.

1993/03/28

~~To accept an Area 75 Proposal Form for all Area Committee Members to use at the Agenda Planning Meeting.~~

Superseded: see, Ch.5 Sec.A 1996/03/24

1993/03/28

For an Area Inventory to be taken at the non-election Fall Conference.

[Note: Elections for Area 75 officers are conducted at the Fall Conference in even-numbered years, so the Area 75 Inventory in this Assembly Action would be conducted at the Fall Conference in odd-numbered years.]

1992/09/13

That Area 75 go along with recommendations of the Ad Hoc Committee on Incorporation to continue as we have in the past and not incorporate.

1992/09/13

To create a new Temporary Contact Service Committee (called Bridging The Gap) in Area 75 as of 1/1/93.

## Area 75 Assembly Actions

1992/09/13

To accept a pre-printed ballot form to help speed up Area elections.

1992/03/22

Area 75 Alternate Chairperson to keep the Procedures Manual (Assembly Actions) updated.

1992/03/22

To read the minutes of the working part of the assemblies/meetings and not to read the Committee Reports.

1992/03/22

That any Alternate Area 75 Officer wishing to make a report would contact the Area Chairperson, who would put the report on the agenda.

1991/09/22

Motion passed to accept formula worked out for Area 75 Officers' expenses.

(See, Appendix - Attachment No. 5)

1990/09/09

Motion passed to have the Alternate Delegate be a voting member of Area 75 per the Service Manual.

~~1990/09/09~~

~~Motion carried to hold all Area Assemblies at the Monona Community Center. Does not include Conferences. —9/24/2006~~

1990/03/25

Motion passed to adopt the re-structured Agenda Planning Meeting. See Appendix - Attachment 3

## Area 75 Assembly Actions

1989/09/24

Motion passed to accept the proposal to re-structure the Area 75 Committee Meetings (Agenda Planning Meeting) as it was #presented. Chair pointed out that this is on a trial basis only.

See Appendix – Attachment 3

Superseded: see, Ch.5 Sec.A 1990/03/25

1989/09/24

Motion passed to adopt a policy of meeting [Agenda Planning Meeting] approximately 6 weeks after Conferences instead of #exactly 6 weeks.

Superseded: see, Ch.5 Sec.A 1994/04/10

1989/03/27

Suggested that when District Committee Members give their reports, they include the location of their Districts and the number of groups it contains.

1988/08/21

Motion passed to conduct only emergency business at Spring and Fall Conference Assemblies. Delegate and Area Officers to decide.

1988/03/27

Area Assembly to meet six times a year.

(2) Area Committee/Agenda Planning Meetings - Spring and Fall (6 weeks after Conference)

(2) Pre-Conference Meetings - Spring and Fall (6 weeks before Conference).

(2) Conference Assemblies - Spring and Fall.

1987/11/15

All Area minutes mailed within 30 days after meeting.

~~1987/03/29~~

~~Voted to have Agenda Planning Sessions in November and June. One month after the Conferences.~~

~~Superseded: see, Ch.5 Sec.A 1988/03/27~~

1986/12/07 DCM and Standing Committee Meeting (Agenda Planning Meeting)

New DCM's: Registering with Conference Secretary will help to facilitate Secretary's work.

~~1986/12/07 DCM and Standing Committee Meeting (Agenda Planning Meeting)~~

~~Incoming Area Chairman's Report (Scott J.): Minutes of Assembly Meetings should be sent to Central Office in Milwaukee and GSO for their respective archives records. 9/24/2006~~

1986/09/14

Suggestion made that to avoid a conflict of dates between the Sprint Conference in our Area and the April General Service Conference in New York, the Conference Committee can check the dates with the Delegate. The delegate receives the dates two (2) years in advance. The main purpose of the Spring Conference is for the delegate to give their report from the GSO conference to the assembly.

~~1986/03/02~~

~~Motion made and passed that the Area Meetings continue to be held in Madison, rather than spread out across the Area.~~

~~Superseded: see, Ch.5 Sec.A 1990/09/09~~

~~1983/08/28 Pre-Conference Assembly Meeting~~

~~Area Officers (Chairperson, Secretary, Treasurer) to have registration and one night's lodging paid at Conference.~~

~~Note: see, Ch.5 Sec.A 1991/09/22 and see, Appendix – Attachment No. 5~~

## Area 75 Assembly Actions

1983/06/26 Area Committee Meeting

Motion: DCM's and Committee Members to present written reports. Carried.

1981/09/13 Pre-Conference Assembly

Right to vote: Past Delegate and Past Trustees - Service Manual: They have a "voice" but no voting power.

~~1980/05/03 Assembly Meeting, Madison~~

~~Delegate's Expenses Fund: To provide an adequate sum for Delegate's expenses. Now allowed: \$700. Suggested: \$1,000. Assembly fund used for Delegate's Expenses which exceed \$700. Shall we combine Delegate's Fund with Assembly Fund? Group contributions to Delegate's Fund are not sufficient to pay Delegate's expenses. —9/24/2006~~

1980/05/03

Recommended: One hour at Spring Conference for Delegate's report.

1977/04/03 Spring Conference, Madison

Past Delegate - voting powers: Has no voting powers. They act in advisory capacity only.

1976/09/12 Fall Pre-Conference Assembly

Secretary to have a maximum of 30 days to prepare minutes.

~~1976/09/12 Fall Pre-Conference Assembly~~

~~Motion: Have safety deposit space at Marine Bank, Milwaukee for copy of minutes of all So. Wis. Business Meetings -- with a #duplicate set for the Milwaukee Central Office. Motion carried.~~

~~Superseded: see, Ch.5 Sec.A 2000/03/04~~

~~1976/09/12 Fall Pre-Conference Assembly~~

~~Motion: Have two signatures for withdrawal of literature from safety deposit box with access to records by any two of the following: The current Chairman, Treasurer, Secretary. Motion carried. —9/24/2006~~

1975/09/07 Fall Pre-Conference Assembly Meeting

1. Regional Trustee at Conferences: Always a guest. His/her expenses are paid by Area 75.
2. ~~Motion: Group Secretaries meetings to be included at conferences. Carried. —9/24/2006~~

1975/05/11 Spring Conference, Burlington.

1. Motion: Have four Assemblies per year: two Pre-Conference Assemblies in Madison and the other two Conference Assemblies at the Conference site. Motion Carried.
2. ~~Conference dates:  
— Fall Conference — 3rd weekend in October.  
— Fall Pre-Conference — 3rd weekend in September (Madison).  
— Spring Conference — 3rd weekend in May.  
— Spring Pre-Conference — 3rd weekend in April (Madison).~~

~~Superseded: see, Ch.5 Sec.A 1998/03/27~~

1975/04/12 Assembly Meeting

1. Requested: Tape-record business meeting to facilitate Secretary's job. Unanimously approved, but use of last names be omitted when transcribing the minutes. This policy to be adhered to for all publications - "Between Us" and other meetings.
2. Use of last names at Assembly Meetings: Use of last names at Assembly Meetings approved for better identification of one person to others present.
3. Motion: Assembly Fund and Assembly Page to distinguish and identify information pertaining to A. A. business. Motion Carried.

## Area 75 Assembly Actions

1974/10/12 Fall Conference, LaCrosse

Officer's Reports: Reports of all Officers in attendance at a meeting are sent to GSO.

1974/06/08 1st Assembly Meeting - 23rd Spring Conference, Madison, Wisconsin

Guidelines: Motion to adopt the Service Manual in its entirety including future revisions as Guidelines for all Assembly business including Area and District business. Motion Carried.

1973/10/20 Fall Conference

Guidelines: Recommended and accepted: Third Legacy Procedures to be used in their entirety for Southern Wisconsin Area and A. A. Service Manual (Revised Edition) be used as Guidelines.

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin

1. Motion: Delegate to have one vote at Area Committee Meetings. Carried.
2. Motion: Assembly to decide at Fall Conference whether Southern Wisconsin should follow 3<sup>rd</sup> Legacy Procedures. Carried.
3. Motion: Conference pay Delegate's expenses incurred while performing services. Motion carried.

~~1965/05/15 Spring Conference, Manitowoc, Wisconsin~~

~~Motion: \$6.00 contribution at each Fall Conference to cover Delegates expenses to replace \$12.00 contribution made every two years. Carried. —9/24/2006~~

~~1963/10/18 Fall Conference, Kenosha~~

~~Motion: 30 days after a Conference, retain \$500 in Conference Account. Contribute remainder to New York as Southern Wisconsin Conference contribution. Motion carried. —9/24/2006~~

# Area 75 Assembly Actions

## B. Area 75 Budget & Finance

**2007/04/22**

GSR will have voting privileges for Budget purposes no matter what meeting the approval of the budget is held.

**2005/04/10 and as Revised 2006/09/24**

That a permanent Area Finance Committee be established.

That the committee consists of six committee members, specifically:

Current Area 75 Treasurer – whatever limited expenses are necessary will be included in the treasurer's budget; Current Area 75 Alternate Delegate; one past delegate; one past treasurer; 2 additional members from the current Area Committee pool of DCMs and GSRs. There is a strong suggestion that the 2 additional members be from varying geographic area. These members will be selected by the Area 75 Treasurer prior to the 1<sup>st</sup> Agenda Planning meeting of the year. The committee chair will be elected by the committee and will not necessarily be the Treasurer. However, the Treasurer will be the only voting member of the Area Committee. Effective with officers elected in for terms beginning in 2007 the following rotation will take effect. Treasurer, Alternate Treasurer and one of the additional members will begin a 2-year term. The past delegate, past treasurer and the other additional member will serve until the mid-point of the rotation when they will rotate off and be replaced by three new members for a 2-year term.

Duties of the Finance Committee are:

- Communication with and education of districts/groups via GSRs and DCMs, email, phone, and letter contact, in order to encourage self-support for both area needs and those of GSO. Expenses are to be kept to a minimum; i.e., no reimbursements for mileage, conferences, meals, etc.
- Establish annual budgets for the Area officers and Standing Committee chairs, as well as the overhead budget. This will be done with input from the Area officers and Standing Committee chairs as well as review of the previous year's expenditures, with emphasis on the necessity to have funds available to facilitate our primary purpose and promote 12-step work. The committee, with input from each committee chair, establishes a maximum amount to be available for each committee. The committee then plans their program for the year based on the funds available. If a need for additional money arises, the committee chair or officer must present the need to the finance committee and then, with the finance committee recommendation, to the assembly. All funds are paid out only upon receipt of a reimbursement request form.
- Oversee and administer all financial concerns of the Area Committee. Agenda proposals needing financial support will be referred to the Finance Committee for review and a recommendation of financial feasibility will be made prior to presentation to the assembly.

**2005/06/12**

The housing of Area 75 Archives to be in a secure room located at the Holy Assumption Church school building at 1532 S. 72<sup>nd</sup> Street, West Allis, Wi. The rent is \$100.00 per month. The cost of the rent will be offset by an annual fundraising event and a donation will be placed at the point of display. A separate public liability insurance policy is not needed.

**2004/09/12**

That Area 75 provides funds to modify and maintain the current area website, not to exceed \$200 per year

**2004/03/28**

That Area 75 purchase (12) digital receivers to be used with the translation equipment

**2004/03/28**

## Area 75 Assembly Actions

That Area 75 pays \$339.50 to print 350 copies of the Area 75 GSR School Handbook, which includes printing, folding and stapling

2003/03/09

That two night's lodging is provided for the Area 75 Archivist or Archives Chairperson at 3 day functions so that the Area Archives can be adequately displayed at such functions.

2002/09/15

That the current Alternate Delegate's expenses be covered for the Delegates/Past Delegates Conference. The covered expenses are lodging, travel, meals and registration

2002/03/03

That Area 75 purchase and maintain it's own translation system. This system would be used for (4) Area Assemblies, (2) Agenda Planning Meetings and the Delegate's Report. It would also be available, on 30 days request, for the Unity Conference and District and Group functions. The equipment would be the responsibility of the Special needs Chairperson

2001/03/04

That Area 75 pay mileage for Area Officers and Committee Chairs in an amount equal to that which GSO pays the delegate for driving mileage when attending the General Service Conference. This amount's rate is sent to the delegate each year prior to his/her attendance at the General Service Conference and should be updated automatically upon its receipt by the delegate.

~~1998/09/13~~

~~Reimbursement rate for Area Officers to equal the IRS per-mile reimbursement rate for charitable use. As the IRS changes #this rate yearly, the Area travel reimbursement rate would change automatically to match the new rate. This rate would apply #to travel occurring after the date of the adoption of the proposal. Motion passed. 47 in favor, 44 opposed.~~

~~Superseded: see, Ch.5 Sec.B 2001/03/04~~

1998/09/13

Area 75 Officers and Standing Committees submit a yearly budget at the beginning of each year. The budgets are submitted to the Area 75 Treasurer. The budget should be within 10% of the previous year's budget. If it is not, then the budget should come before the first Area 75 Agenda Planning Meeting for approval. Until then the budget will remain the same as last year's budget. Motion passed. 56 in favor, 35 opposed.

1998/09/13

Area 75 pays the expenses for Alternate Chairperson, Alternate Secretary and Alternate Treasurer. That these reimbursements be for expenses incurred while attending Area 75 Conferences: 1) one night's lodging if the distance is greater than 100 miles ; 2) travel expenses/mileage, 3) registration. That these reimbursements be for expenses incurred while attending Agenda Planning Meetings and Pre-Conference Assemblies: 1) travel expenses/mileage.

1996/03/24

That each Area 75 Committee Chairperson and Elected Officer be required to submit an annual budget which forecasts their anticipated expenses for the upcoming year.

1996/03/24

That Area 75 begin a prudent reserve in the amount of three (3) month's operating expenses based on expenditures in the prior year.

1996/03/24

## Area 75 Assembly Actions

That each Area 75 Committee Chairperson and Elected Officer be required to submit an annual budget which forecasts their anticipated expenses for the upcoming year.

1995/Spring

At the close of the fiscal year, each committee chairperson reports on the funds their committee spent, with the report being as detailed as possible.

1995/Spring

The Area 75 Treasurer's books be audited at the end of each fiscal year with the audit being conducted by past Treasurers.

1995/Spring

The Area 75 Delegate's expenses be documented into the Area 75 Treasurer.

~~1994/09/25~~

~~Rent increase from \$250 to \$325 for use of Monona Community Center lower level for committee meetings at Area 75 Agenda Planning Meeting. 9/24/2006~~

1994/04/10

To support and encourage the use of "Rainbow Cans" at the group level throughout Area 75 to fund the purchase of A. A. Conference-approved literature for use in Corrections.

1993/09/19

To form an ad hoc committee on Area 75 Budget & Finance.

1993/09/19

To purchase two (2) locked cabinets for Area 75 Archives at a cost of \$416.

1992/09/13

To go back to the old way of accepting donations, that being the mailing of donations directly to the Area Treasurer.

1992/03/22

To print all new Area 75 checks with the disclaimer, "Void after 60 days" on the check.

1991/09/22

1. Motion passed to follow recommendation of Ad Hoc Committee on Banking Institutions to switch Area 75 banking to M&I. (See Appendix - Attachment No. 4)
  - ~~2. Motion made and passed to have two (2) past delegates and an informed third person do the auditing on Area books.~~
  - ~~3. Motion passed to have an audit every two (2) years when officers change.~~
- 2 & #3 Superseded: see, Ch.5 Sec.B 1995/Spring
4. Motion passed to accept formula worked out for Area 75 Officers' expenses. (See, Appendix - Attachment No. 5)
  5. Motion passed to help "Bridging the Gap" program defray some of the cost by making \$300 available to the Treatment Committee.

1991/06/23

Motion passed to immediately transfer area funds to a non-interest account.

1991/03/24

Motion passed to discontinue entirely the Matching Literature Fund for Corrections.

1990/12/02

Motion made and passed to transfer \$1000 to the Corrections Matching Literature Fund to carry it to the end of the year.

Motion passed to place on the agenda using \$1000 as base.

## Area 75 Assembly Actions

Motion passed to study how we are spending the Correction Fund.

~~1990/09/09~~

~~Motion carried to change mileage allowance for area officers from \$ .20 to \$ .26 per mile. District Committee Member's must #make arrangements with their districts.~~

~~Superseded: see, Ch.5 Sec.B 1998/09/13~~

1990/03/25

Motion passed to accept the committee's recommendations for excess Area funds. It was based on what services each Central Office and Intergroup provide. Each year these will have to be re-evaluated. Letters must be received at least two weeks before the spring conference for re-evaluation by area officers. Motion was for basic proposal with the point system for disbursement. (See Appendix - Attachment No. 2)

1990/03/25

Motion made to accept AD HOC committee recommendations for area treasurer. Keep two journals. One for money coming in and one for disbursements. Total each sheet. Subtract disbursements from contributions and this should agree with the bank balance.

1990/03/25

Suggested that treasurer make a report at each assembly and copies be sent with the minutes.

1988/08/21

Voted to increase Matching Literature Fund from \$300 to \$400.

Superseded: see, Ch.5 Sec.B 1991/03/24

~~1987/11/15~~

~~Motion passed to increase the Conference Seed Money (start-up money) to \$300.~~

~~Superseded 2002/03/03~~

1987/11/15

Motion passed to increase the Area Newsletter subscription to \$3.00 a year.

~~1987/11/15~~

~~Motion passed that Matching Literature Fund for Corrections be put in the Area Treasury and kept on separate books.~~

~~Superseded: see, Ch.5 Sec.B 1991/03/24~~

1987/09/13 Pre-Conference Assembly Meeting

Motion: Keep the Matching Literature Fund the way it is. Carried.

[Note: the original proposal read: Put the Matching Literature Fund in the Area 75 treasury but kept on separate books. This proposal was defeated.]

~~1987/05/09 Assembly Meeting, Manitowoc~~

~~Distribution of Funds: Beginning 6/1/87, funds exceeding \$3,000 in Area Treasury to be divided as follows: 70% Milwaukee #and Madison Central Offices, 30% to GSO in New York, New York.~~

~~Superseded: see, Ch.5 Sec.B 1990/03/25~~

1987/03/29

Agreed to take the rent of the Northport Club for the assemblies out of the Area Treasury.

1986/11/17 Fall Conference Assembly Meeting

Expenses: by Scott J. - incoming Southern Wisconsin Chairman

Form to be filled out by requesting party and submitted to the Area Treasurer.

~~1986/08/14~~

## Area 75 Assembly Actions

~~Motion passed that a report of the Area finances be published every six (6) months.  
Superseded 1990/03/25~~

~~1985/09/07~~

~~Motion passed that the prudent reserve for Area 75 not be raised, but will stay at \$3,000.  
9/24/2006~~

~~1985/09/07~~

~~Motion passed to put Area Funds into an interest bearing checking account.  
Superseded: see, Ch.5 Sec.B 1991/06/23~~

~~1983/10/15 Fall Conference Assembly Meeting, Racine~~

~~Literature for Institutions is paid by funds collected. These funds are matched, providing double the amount. [Note: This #subsequently became known as the Matching Literature Fund for Corrections]~~

~~Superseded: see, Ch.5 Sec.B 1991/03/24~~

1983/08/28 Pre-Conference Assembly Meeting

All profit from Conferences go into Area Treasury.

1983/08/28 Pre-Conference Assembly Meeting

Area Officers (Chairperson, Secretary, Treasurer) to have registration and one night's lodging paid at Conference.

Note: see the Appendix, Attachment 5

1983/08/28 Pre-Conference Assembly Meeting

Disbursement of excess [Area] funds to be made after June 1.

1983/06/26 District Committee Member \$ Standing Committee Meeting

Motion: Assembly Fund minimum balance be raised from \$1,500 to \$3,000. All expenses of Committee persons to be paid from this fund. Carried. 9/24/2006

1983/04/10 Pre-Conference Assembly Meeting

Motion: Raise Assembly Fund \$1,500 to \$3,000. Motion carried. 9/24/2006

1983/04/10 Pre-Conference Assembly Meeting

Motion: Pay Eastside Group \$65.00 for each meeting of Area 75. Carried. 9/24/2006

1983/04/10 Pre-Conference Assembly Meeting

Motion: Approve all expenses of Committee Chairpersons. Carried.

1982/09/29 Pre-Conference Assembly Meeting

Motion: Pay Eastside Group \$65.00 for each business meeting we hold. Motion carried.

1982/09/29 Pre-Conference Assembly Meeting

Motion: Send Assembly Funds to Area Treasurer effective 1/1/83. (Formerly went to Milwaukee Central Office.) Motion carried.

1980/09/07 Area and Committee Assembly Meeting

Suggested: A Finance Committee of three (3) persons appointed explain group contributions:

\$15.00 for "Between Us" (for 10 copies) Annual Group Subscription

\$13.00 for Delegates Fund

\$ 2.00 for Assembly Fund

1980/07/09

Area and Committee Assembly

## Area 75 Assembly Actions

~~Raise delegates fund contributions from groups to \$13.00 per year. Motion carried. 9/24/2006~~

~~1980/05/03 Assembly Meeting, Madison, Wisconsin~~

~~Delegates Fund: To provide an adequate sum for Delegates expenses. Now allowed: \$700.00.~~

~~Suggested: \$1,000.00. Assembly Fund used for Delegates expenses which exceed \$700.00.~~

~~Shall we combine Delegates Fund with Assembly Fund?~~

~~Groups contributions to Delegates Fund are not sufficient to pay Delegates expenses.~~

~~Suggested that Group Service Representatives obtain group members opinion on raising Delegates Fund contributions to \$13.00.—9/24/2006~~

~~1980/03/09 Area Committee Meeting~~

~~Delegates allowance: \$1,000.00 (up from \$700.00).~~

~~1979/10/29 Area Committee Meeting~~

~~Recommended: Treasurer release to Central Office excess funds payable to Central Office at end of each year rather than waiting for Spring Conference balancing of books. Approved.~~

~~1978/10/14 Committee and Assembly Meeting~~

~~Motion: "Between Us" subscription to groups increased from \$10 to \$15 per year, for ten (10) copies each month. Groups requesting more than 10 copies will pay an additional \$1.00 per year for each additional copy. Motion carried. 9/24/2006~~

~~1978/10/14 Committee and Assembly Meeting~~

~~Annual Package Deal will be:~~

~~———— \$15.00 "Between Us" Subscription~~

~~———— \$ 8.00 Delegates Fund~~

~~———— \$ 2.00 Assembly Fund~~

~~———— \$25.00 per year, per group (Effective 1/1/79)—9/24/2006~~

~~1978/10/14 Committee and Assembly Meeting~~

~~One copy per month to groups not supporting "Between Us".—9/24/2006~~

~~1978/09/10 Pre-Conference Meeting and Assembly~~

~~Motion: Assembly Fund \$500 maximum balance be changed to \$300. Excess of \$300 to be transferred to Conference Fund at the end of each year. Motion carried. 9/24/2006~~

~~1978/09/10 Pre-Conference Meeting and Assembly~~

~~Conference Funds: \$1,500 Conference Fund minimum balance. Excess amount in Conference Fund transferred to Milwaukee Central Office to pay "Between Us" deficit. 9/24/2006~~

~~1978/04/09 Pre-Conference Committee Meeting~~

~~Change New York Delegate allowance from \$500 to \$700. Carried. 9/24/2006~~

~~1978/04/09 Pre-Conference Committee Meeting~~

~~Area Chairman: Establish an expense account for Area Chairman. Suggested: A record of expenses be submitted.~~

~~1976/09/12 Pre-Conference Assembly Meeting~~

~~Requested contributions from groups:~~

~~———— \$10.00 Annual "Between Us" contribution from groups~~

~~———— (Mailed as Educational material)~~

~~———— \$ 8.00 New York Delegates Fund (for delegates expenses)~~

~~———— \$ 2.00 Assembly Fund—9/24/2006~~

~~1976/09/12 Pre-Conference Assembly Meeting~~

~~Recommended minimum balance in Bank Accounts:~~

## Area 75 Assembly Actions

~~———— \$1,500 Conference Account  
———— \$ 50 Assembly Fund—9/24/2006~~

1975/09/07 Pre-Conference Assembly Meeting  
Regional Trustee at Conferences: Always a guest. His/her expenses are paid by Area 75.

~~1975/05/11 Assembly Meeting, Burlington  
Motion: Keep minimum of \$150 in Assembly Fund. Motion carried. 9/24/2006~~

1975/05/11 Assembly Meeting, Burlington  
Motion: Allocate \$250 for Institution Literature with Lou of Milwaukee Central Office to be in charge of disbursement of literature. Carried.

1975/05/11 Assembly Meeting, Burlington  
Motion: Split \$1,120.96 between Milwaukee Central Office and GSO on a 70% - 30% basis. Carried.

1975/05/11 Assembly Meeting, Burlington  
Motion: Allocate \$150 from Assembly Fund for Literature (Jeff S, District 15). Carried.

1975/04/12 Assembly Meeting  
Motion: Control of Conference Checking Account:  
Checks to be signed by any two of the following officers - Secretary, Treasurer, Chairman. This arrangement can eliminate the expense of Treasurer having to be bonded. Formerly Treasurer was in sole control of checking account. If any one of the three was not available, obligations could be paid with checks signed by the two available officers. Motion carried.

1975/04/12 Assembly Meeting  
Raise Delegates expense allowance from \$350 to \$500.

1974/10/12 Fall Conference, La Crosse, Wisconsin  
Finance Committee: Have all area funds in one account under separate headings.

1974/06/08  
Motion: Apportion Area Conference Funds according to suggestion on page 52 of Service Manual "i.e." 60-30-10 plan. Motion carried.

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin  
Surplus funds: \$1,500 minimum balance for Conference Account. Surplus to GSO after Fall Conference expenses are paid.

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin  
Motion: Conference pay Delegate's expenses incurred while performing services. Motion carried.

1973/09/09 Pre-Conference Meeting, Madison, Wisconsin  
Motion: Pay Delegate's expenses in addition to New York Conference. Carried.

1972/06/03  
Financial assistance to elected group officers to enable them to attend business meetings. Approved, if such added expense of group officer should be a financial burden.

1965/05/17 Spring Conference, Manitowoc, Wisconsin  
1. Motion: \$6.00 contribution at each Fall Conference to cover Delegates expenses to replace \$12.00 contribution made every two years. Carried.  
2. ~~Motion: 50% of contribution to G.S.O. to be retained for Southern Wisconsin "Between Us" publication. Motion carried. 9/24/2006~~

## Area 75 Assembly Actions

1963/10/18 Fall Conference, Kenosha

Motion: 30 days after a Conference, retain \$500 in Conference Account. Contribute remainder to New York as Southern Wisconsin Conference contribution. Motion carried.

# Area 75 Assembly Actions

## C. Area 75 Elections

1992/09/13

To accept a pre-printed ballot form to help speed up Area elections.

1991/03/24

Motion passed to elect alternate officers in separate elections, rather than runner-up taking the alternate role.

1988/08/21

Voted to elect the Delegate from the entire Area each election as the Service Manual suggests, rather than alternating between Milwaukee and the rest of the Area. Effective fall of 1988.

1987/03/29

Adopted use of colored cards to be given out to eligible voters at registration table at Pre-Conference Assemblies at which elections will be held.

1981/09/13 Pre-Conference Meeting.

In the event of an Officer's resignation, an Alternate Chairperson would succeed the Officer resigning.

Election of an Alternate Chairperson proposed, since Conference has no Alternate.

Service Manual to be guide for elections. Alternates for all Officers are recommended.

1980/05/03 Assembly Meeting.

Motion: Elections to take place at Fall Conference Assemblies. Motion Carried.

[Note: Elections for Area 75 officers are conducted at the Fall Conf. in even-numbered years.]

1976/09/12 Pre-Conference Assembly.

South Eastern Regional Trustee: Term 4 years. Qualifications in Service Manual to be read to Assembly.

1976/09/12 Pre-Conference Assembly.

Service Manual consulted to determine who presides at Area Committee Meetings: Chairman of District Committee persons acts as Chair of Assembly. An Assembly is any (7) meeting composed of Group Service Representatives and District Committee Members for the purpose of holding an election.

~~1976/09/12 Fall Pre-Conference Assembly~~

~~Election of New York Delegate: Service Manual followed. Third Legacy procedures for elections reviewed. Motion: Runner #up to be Alternate Delegate. Motion carried.~~

~~Superseded: see, Ch.5 Sec.C 1991/03/24~~

1976/09/12 Pre-Conference Assembly.

Election of Group Service Representatives: This is a group responsibility. It is the group member's conscience to determine who they elect.

1976/09/12 Pre-Conference Assembly.

~~Motion passed that runner-up in an election becomes the Alternate.~~

~~Superseded: see, Ch.5 Sec.B 1991/03/24~~

People eligible are past and present Group Service Representatives and District Committee Members.

Incoming Area Chairperson appoints non-elective Standing Committee Chairpersons, with the exception of Grapevine, which goes to the outgoing Delegate.

Area Committee Officers were elected at their meeting. (9/12/76)

## Area 75 Assembly Actions

1976/03/28 Committee and Assembly Meeting.

Elections: All past and present Group Service Representatives eligible to serve as D.C.M. with one vote per group. Follow Service Manual Guidelines.

1976/03/28 Committee and Assembly Meeting.

District Elections:

Suggested:

- A) Eligible Group Service Representatives,
- B) Past Group Service Representatives,
- C) Present Group Service Representatives

Four to six years sobriety required. Group uniformity in elections stressed. All groups should follow the same election procedures.

1976/03/28 Committee and Assembly Meeting.

Election of Delegate and Committee Officers: The election should be held early enough so that information is ready at Fall Conference.

1974/10/12 Fall Conference.

Milwaukee districts 4 & 5 not eligible for Delegate as per previous adopted plan.

Who votes?: Service Manual - Outgoing Group Service Representatives and Committee Members.

Election:

New York Delegate: Follow 3rd Legacy Procedures Page 31

Assembly Chairperson: Follow 3rd Legacy Procedures Page 45

Secretary: Follow 3rd Legacy Procedures Page 46

Treasurer: Follow 3rd Legacy Procedures Page 47

Committee Members: Follow 3rd Legacy Procedures Page 43 (Appointed by Assembly Chair)

~~1974/06/08 1st Assembly Meeting--23rd Spring Conference, Madison, Wisconsin~~

~~Motion: The Delegate will be elected alternately from Milwaukee and then the rest of Southern Wisconsin Area. Delegate will #be elected at Fall Conference Assemblies. Motion carried.~~

~~Superseded: see, Ch.5 Sec.C 1988/08/12~~

# Area 75 Assembly Actions

## **D. Area 75 Newsletters      DISCONTINUED 2001/03/04**

2001/03/04

Discontinue the Area 75 Newsletter that was created by the 1992/09/13 Assembly Action.

1992/09/13

That Area 75 publish the newsletter as proposed, and that the Newsletter Committee be advanced \$400 seed money to begin publication.

Superseded: see, Ch.5 Sec.D 2000/03/04

1992/03/22

To give \$50 seed money to Brendon B. for the production of a sample newsletter for Area 75.

1989/03/12

Motion carried to discontinue Southern Wisconsin Area Newsletter.

Motion carried to use existing newsletters for Area news.

Motion carried to refund subscription money in its entirety.

1987/11/15

Motion passed to increase the Area Newsletter subscription to \$3.00 a year.

1987/03/29 Pre-Conference Assembly.

Publish quarterly. Subscription: \$2.00. Needs input from District Committee Members and Committee Members.

1986/12/07 Standing Committee Meeting.

1. Publish 4 times per year: March - June - Sept. - Dec. Information to be submitted at least one month prior [to publication of the next issue].
2. Recommended: Information from Districts - Service topics, District workshops, Area Chairman reports, Delegate reports, D.C.M. information from Districts.  
Support from all Districts is important.

1983/08/12 Pre-Conference Assembly.

AD HOC Committee on Newsletter: Suggested a Service oriented newsletter. By subscription only. Only 4 pages (two sheets). To contain only information pertaining to the entire Area. No listing of meetings, just reports, etc. Carried.

1983/03/23 Pre-Conference Meeting.

Area Newsletter: It will continue to be published. Agreed.

1978/10/14 Committee and Assembly Meeting

Motion: "Between Us" subscription to groups increased from \$10 to \$15 per year, for ten (10) copies each month. Groups requesting more than 10 copies will pay an additional \$1.00 per year for each additional copy. Motion carried.

1978/10/14 Committee and Assembly Meeting

Annual Package Deal will be:

\$15.00 "Between Us" Subscription

\$ 8.00 Delegates Fund

\$ 2.00 Assembly Fund

\$25.00 per year, per group (Effective 1/1/79)

1978/10/14 Committee and Assembly Meeting

One copy per month to groups not supporting "Between Us".

1976/09/12 Pre-Conference Assembly Meeting

Requested contributions from groups:

\$10.00 Annual "Between Us" contribution from groups  
(Mailed as Educational material)

## Area 75 Assembly Actions

\$ 8.00 New York Delegates Fund (for delegates expenses)

\$ 2.00 Assembly Fund

1975/04/12 Assembly Meeting.

Motion: Cut-off date for information and announcements [to be printed in the next issue of the "Between Us" newsletter] the 20th of each month. Motion Carried.

Group subscription: \$10.00 per year. Individual subscription: \$5.00 per year.

Requested: Tape record business meetings to facilitate Secretary's job. Unanimously approved,

but use of last names be omitted when transcribing the minutes. This policy to be adhered to

for all publications - "Between Us" and other meetings.

1965/10/16 Secretary's Meeting

Motion: Minutes of meeting to be sent to each group secretary with the "Between Us" mailing.

Motion carried.

1965/05/ 15 Spring Conference, Madison.

Motion: 50% of contribution to G.S.O. be retained for Southern Wisconsin "Between Us" publication. Motion Carried.

# Area 75 Assembly Actions

## E. Area 75 Central / Intergroup Offices

1994/09/25

The District hosting the Area 75 Spring/Fall Conference may choose which central/intergroup office is to provide A. A. literature sales at said conference.

1993/09/19

To provide wheelchair accessibility information in meeting directories. [Editors Note: Since Area 75 has no responsibility for printing meeting directories, and no authority to dictate what gets printed in meeting directories, this Area 75 Assembly Action is really a suggestion to the Central/Intergroup Offices which do print those meeting directories.]

1990/03/25

Motion passed to accept the committee's recommendations for excess Area funds. It was based on what services each Central Office and Intergroup provide. Each year these will have to be re-evaluated. Letters must be received at least two weeks before the spring conference for re-evaluation by area officers. Motion was for basic proposal with the point system for disbursement. (See, Appendix - Attachment No. 2)

[Note: this assembly action is also listed in Ch.5 Sec.B]

~~1987/05/09 Assembly Meeting, Manitowoc~~

~~Distribution of Funds: Beginning 6/1/87, funds exceeding \$3,000 in Area Treasury to be divided as follows: 70% Milwaukee #and Madison Central Offices, 30% to GSO in New York, New York.~~

~~Superseded: see, Ch.5 Sec.E 1990/03/25~~

1986/12/07 DCM and Standing Committee Meeting

Incoming Area Chairman's Report (Scott J.): Minutes of Assembly Meetings should be sent to Central Office in Milwaukee and GSO for their respective archives records.

1982/09/29 Pre-Conference Assembly Meeting

Motion: Send Assembly Funds to Area Treasurer effective 1/1/83. (Formerly went to Milwaukee Central Office.) Motion carried.

~~1979/10/29 Area Committee Meeting~~

~~Recommended: Treasurer release to Central Office excess funds payable to Central Office at end of each year rather than #waiting for Spring Conference balancing of books. Approved.~~

~~Superseded: see, Ch.5 Sec.E 1990/03/25~~

1978/04/09 Pre-Conference

Motion: A. A. literature be displayed separately from other literature. A. A. literature being the greater display. Central Office to be in charge of all literature sales. Motion carried.

~~1976/09/12 Pre-Conference Assembly~~

~~Motion: Have safety deposit space at Marine Bank, Milwaukee for copy of minutes of all So. Wis. Business Meetings with a #duplicate set for the Milwaukee Central Office. Motion carried.~~

~~Superseded: see, Ch.5 Sec.A 2000/03/04~~

1975/05/11 Assembly Meeting, Burlington

Motion: Allocate \$250 for Institution Literature with Lou of Milwaukee Central Office to be in charge of disbursement of literature. Carried.

1975/05/11 Assembly Meeting, Burlington

Motion: Split \$1,120.96 between Milwaukee Central Office and GSO on a 70% - 30% basis. Carried.

## Area 75 Assembly Actions

1965/05/17

Motion: 50% of contribution to G.S.O. to be retained for Southern Wisconsin "Between Us" publication. Motion carried.

# Area 75 Assembly Actions

## Chapter 6 - Other A. A. Organizations

A. A. A. General Service Office in New York, NY.....	6 - 1
B. A. A. World Services, Inc. in New York, NY.....	6 - 2
C. A. A. Grapevine, Inc. in New York, NY.....	6 - 3

# Area 75 Assembly Actions

## Other A. A. Organizations

### **A. A. A. General Service Office in New York, New York**

1998/09/13

That Area 75 request that a formal contact and/or standing committee be formed at GSO for Bridging The Gap (BTG). Motion passed: 60 in favor, 19 opposed.

1994/04/10

To send a letter to GSO expressing objection to the elimination of the Circle and Triangle graphic symbol from all A. A. Conference-approved literature.

1993/09/19

To initiate the necessary action, in accordance with the provisions of the proposed conference floor action of Area 27, to move GSO from New York.

~~1987/05/09 Assembly Meeting, Manitowoc~~

~~Distribution of Funds: Beginning 6/1/87, funds exceeding \$3,000 in Area Treasury to be divided as follows: 70% Milwaukee and Madison Central #Offices, 30% to GSO in New York, New York.~~

~~Superseded: see, Ch.5 Sec.B 1990/03/25~~

1986/12/07 DCM and Standing Committee Meeting

Incoming Area Chairman's Report (Scott J.): Minutes of Assembly Meetings should be sent to Central Office in Milwaukee and GSO for their respective archives records.

1975/05/11 Assembly Meeting, Burlington

Motion: Split \$1,120.96 between Milwaukee Central Office and GSO on a 70%/30% basis. Carried.

1974/10/12 Fall Conference, LaCrosse

Officer's Reports: Reports of all Officers in attendance at a meeting are sent to GSO.

~~1974/06/08~~

~~Motion: Apportion Area Conference Funds according to suggestion on page 52 of Service Manual "i.e." 60-30-10 plan. #Motion carried.~~

~~Superseded: see, Ch.6 Sec.A 1987/05/09~~

1963/10/18 Fall Conference, Kenosha

Motion: 30 days after a Conference, retain \$500 in Conference Account. Contribute remainder to New York as Southern Wisconsin Conference contribution. Motion carried.

## Area 75 Assembly Actions

### **B. A. A. World Services, Inc. in New York, New York**

1996/03/24

That Area 75 send a formal, written request to AAWS suggesting the mass production of pre-printed labels for use inside the front cover of all Grapevine and AAWS literature for the purpose of encouraging the recycling of used or unwanted items through donation to local A. A. Archives or Central/Intergroup Offices.

1996/03/24

That Area 75 send a formal, written request to AAWS to develop an audio cassette tape album which consists of a reading of the book "Pass It On".

1996/03/24

That Area 75 send a formal, written request to AAWS to develop an audio cassette tape album which consists of a reading of the book "Dr. Bob and the Good Old Timers".

1994/09/25

To send a letter to GSO recommending that all "Big Books" [the book Alcoholics Anonymous] be the same price (Braille, foreign language, large print, etc.).

1994/09/25

To send a letter to GSO recommending printing a volume containing all personal stories from the first three (3) editions of the "Big Book" [the book Alcoholics Anonymous].

1994/04/10

To send a letter to GSO expressing objection to the elimination of the Circle and Triangle graphic symbol from all A. A. Conference-approved literature.

## Area 75 Assembly Actions

### **C. A. A. Grapevine, Inc. in New York, New York**

2003/09/14

That Area 75 propose, through the delegate, that the Grapevine office have a limited run of large print Grapevine magazines with the quantity and duration of the run to be determined by the Grapevine staff.

1996/03/24

That Area 75 send a formal, written request to AAWS suggesting the mass production of pre-printed labels for use inside the front cover of all Grapevine and AAWS literature for the purpose of encouraging the recycling of used or unwanted items through donation to local AA Archives or Central/Intergroup Offices.

# Area 75 Assembly Actions

## Appendix

- ~~\*A. Attachment 1—Guidelines for Southern Wisconsin Conferences.....Superceded 3/3/2002~~
- B. Attachment 2 - Ad Hoc Committee on Excess Area Funds..... A - 1
- C. Attachment 3 - Restructure Area 75 Committee/Agenda Planning Meetings..... A - 4
- D. Attachment 4 - Ad Hoc Committee on Banking Institutions..... A - 5
- E. Attachment 5 - Financial Support of Area Officer..... A - 6
- F. Attachment 6 - How the Southern Wisconsin Area 75 Assembly Operates..... A - 9
- G. ~~Attachment 7—Conference Guidelines, adopted 3/22/1992.....Superceded 3/3/2002~~
- H. Attachment 8 – Website Proposal & Guidelines.....A - 11
- I. Attachment 9 – Area 75 Conference Guidelines - Adopted 3/3/2002.....  
A - 17
- J. Attachment 10 – Area 75 Conference Advisory Committee Guidelines.....A - 41  
Adopted 3/3/2002
- K. Attachment 12 – Area 75 Handbook

# Area 75 Assembly Actions

## **B. Attachment 2 - Ad Hoc Committee on Excess Area Funds (adopted 3/25/90)**

To: Area 75 Southern Wisconsin

From: Ad Hoc Committee on Disbursement of Funds to Central Office

Committee Members: Bob B, David J, Pam J,  
Lou L, Karen N, Roger L

Date: November 4, 1989

Subject: Committee Recommendation of Classification and Guidelines For Disbursement of Funds to Central Office and Intergroups

There will be four classifications of Central Offices/Intergroups: A - B - C - D.

Class A would receive 50% of funds, Class B 25%, Class C 15%, Class D 10%.

To receive funds, a CO/IG would have to apply, in writing, to the Area two weeks before the Spring Conference with verification. The final decision on classification will be made by the Area Officers and Committee Chairman. Each year, prior to the Spring Conference, CO/IG will be evaluated with the money being disbursed in June. As more CO/IG's come into being, and as the services are expanded, the percentages might need to be adjusted.

To Qualify:

CATEGORY A: (Central Office open 50 hours or more per week) 50%

1. Office must be incorporated.
2. Office must be registered with New York office [GSO].
3. Office must be separate from clubs.
4. Have a 24 hour answering service with A. A. people answering the phone.
5. Publish monthly newsletter and be willing to publish Area news and letters from Area Standing Committees.
6. Have a full supply of A. A. Conference-approved literature for sale.
7. Have a Temporary Sponsor list.
8. Publish meeting list.
9. Office to have been in existence for at least one year.

CATEGORY B: (Central Office open over 30 hours per week) 25%

1. Office must be incorporated.
2. Office must be registered with New York office [GSO].
3. Office must be separate from clubs.
4. Publish monthly newsletter and be willing to publish Area news and letters from Area Standing Committees.
5. Have a 24 hour answering service.
6. Have a full supply of A. A. Conference-approved literature for sale.
7. Have a Temporary Sponsor list.
8. Office to have been in existence for at least one year.

CATEGORY C: (Central Office open up to 19 hours per week) 15%

1. Office must be incorporated.
2. Office must be registered with New York office [GSO].
3. Office must be separate from clubs.

## Area 75 Assembly Actions

4. Have a 24 hour answering service.
5. Have a supply of A. A. Conference-approved literature for sale.
6. Have a Temporary Sponsor list.
7. Office to have been in existence for at least one year.

### CATEGORY D: 10%

1. Office must be incorporated.
2. Office must be registered with New York office [GSO].
3. Office must be separate from clubs.
4. Have a 12 Step list.
5. Have a 24 hour answering service.
6. Office to have been in existence for at least one year.

Respectfully submitted by,  
Bob Baetz, Chairman

## Area 75 Assembly Actions

### Disbursement of Funds to Central Offices and Intergroups

Number of CO/IG qualifying for Class A.....(a)	2	
Number of CO/IG qualifying for Class B.....(b)	1	
Number of CO/IG qualifying for Class C.....(c)	2	
Number of CO/IG qualifying for Class D.....(d)	0	
Total points awarded to Class A	a) 2 x 10 =.....(e)	20
Total points awarded to Class B	a) 1 x 05 =.....(f)	5
Total points awarded to Class C	a) 2 x 03 =.....(g)	6
Total points awarded to Class D	a) 0 x 02 =.....(h)	0
Total Points awarded to all CO/IG that qualify	(e) + (f) + (g) + (h) = .....(i)	31
Total money to be disbursed to all CO/IG that qualify.....(j)		\$ 5,000.00
Money paid to a Class A CO/IG.....10	x (e) / (l) = (k)	\$ 1,612.90
Money paid to a Class B CO/IG.....05	x (f) / (l) = (l)	\$ 806.45
Money paid to a Class C CO/IG.....03	x (g) / (l) = (m)	\$ 483.87
Money paid to a Class D CO/IG.....02	x (h) / (l) = (n)	\$ .00
Total money paid to Class A CO/IG	(k) \$ 1,612.90 x (a) 2 = (o)	\$ 3,225.80
Total money paid to Class B CO/IG	(l) \$ 806.45 x (b) 1 = (p)	\$ 806.45
Total money paid to Class C CO/IG	(m) \$ 1,612.90 x (c) 2 = (o)	\$ 967.74
Total money paid to Class D CO/IG	(n) \$ 1,612.90 x (d) 2 = (o)	\$ .00
Total money disbursed (o) + (p) + (q) + ® =		(s) \$ 4,999.99

## Area 75 Assembly Actions

### **C. Attachment 3 - Restructure Area 75 Committee/Agenda Planning Meetings**

(proposed 9/24/89, adopted 3/25/90)

#### **PROPOSAL to Restructure Area 75 Committee Meetings**

A) That the Area Committee handle all A. A. Area 75 business not reserved to an Assembly, including, but not limited to, Assembly Agenda Planning.

B) That the Area Committee continues to meet twice a year, approximately six weeks after the Spring and Fall Conferences.

C) That a new location for the Area Committee Meetings be found, when if necessary, preferably in Madison or another centrally located city, to provide for more meeting rooms for Standing and AD HOC Committee Meetings in the morning and for a large meeting room for the afternoon General Session. (A school building could be appropriate for this).

D) That the morning of the day when the Area Committee meets be dedicated to meetings of the various Area Standing Committees: Corrections, Grapevine, P.I., Treatment, C.P.C., and Archives Committees. These would be chaired by the respective Chairpersons who would have set an agenda for their meetings and would allow for sharing of experience, strength and hope among interested service personnel.

E) That AD HOC Committees also be provided space to meet, if the wish, at the discretion of their Chairperson, would notify the Area Chairman in advance.

F) That space also be provided in the morning for a meeting of the elected Area Officers with the District Committee Members and Group Service Representatives to share what is happening in their Districts.

G) That the Area Committee meet formally as a Committee in the afternoon to receive reports presented by the Area Officers, the Committee Chairs, and from the morning informal sharing session. It will be up to the Area Committee to make necessary decisions and to establish the Agenda for the next Pre-Conference Assembly.

## Area 75 Assembly Actions

### D. Attachment 4 - Ad Hoc Committee on Banking Institutions (adopted 9/22/91)

The following financial institutions were contacted regarding Business Checking Accounts and services:

1. ANCHOR SAVINGS
  - A. No service charge.
  - B. Deposits can be made by mail to any branch of the institution.
    - a. Cost of envelopes and inserts \_\_\_\_\_.
  - C. A weekly statement of deposits and the inserts will be mailed to the Treasurer.
  - D. Benefits:
    - a. This institution has branches throughout Southern Wisconsin, with the exception of Racine, Kenosha and Milwaukee area.
    - b. The inserts will insure proper credit to each group donating, provided they include their group number.
    - c. Facilitates ease of auditing.
  - E. Drawbacks:
    - a. Cost of printing inserts and envelopes.
2. FIRST FINANCIAL BANK
  - A. Same as No. 1 above
  - B. Same as No. 1 above
  - a. Cost of envelopes and inserts \_\_\_\_\_.
  - C. A monthly statement of deposits and the inserts will be mailed to the Treasurer.
  - D. Benefits:
    - a. Has branches throughout Southern Wisconsin.
    - b. Same as No. 1 above
    - c. Same as No. 1 above
  - E. Drawbacks:
    - a. Same as No. 1 above
    - b. Treasurer may be somewhat overwhelmed with only once a month deposit statement.
3. M&I BANK
  - A. Same as No. 1 and No. 2 above
  - B. Same as No. 1 and No. 2 above
  - a. Cost of envelopes and inserts \_\_\_\_\_.
  - C. Same as No. 1 above
  - D. Benefits:
    - a. Same as No. 2 above
    - b. Same as No. 1 and No. 2 above
    - c. Same as No. 1 and No. 2 above
  - E. Drawbacks:
    - a. Same as No. 1 and No. 2 above
4. BANK ONE
  - A. \$9.00 Monthly Service Charge
5. FIRST WISCONSIN
  - A. \$9.00 Monthly Service Charge

**Recommendation of the Ad Hoc Committee: M&I BANK**

# Area 75 Assembly Actions

SEE CHAPTER 5 A 5-1 1998/09/13

## **E. Attachment 5 - Financial Support of Area Officer**

(proposed 8/16/91, adopted 9/22/91, amended 12/6/91), amended by  
**Assembly Action 9/13/1998**

AD-HOC COMMITTEE FOR RECOMMENDATIONS ON SOUTHERN WISCONSIN AREA 75  
FINANCIAL SUPPORT OF THE CONFERENCE ADVISORY COMMITTEE, AREA OFFICER  
ALTERNATES AND AD-HOC COMMITTEES.

Committee: Chairperson Neal H., Scotty D., Dave J. and Kasey J.

Racine Area Central Office

August 11, 1991

Started 11:00 A.M.

### RECOMMENDATIONS

#### A. CONFERENCE ADVISORY COMMITTEE

1. Mandatory that two members of the Advisory Committee attend the first Conference Committee meeting with mileage paid for by the Area.
2. Prior to the contract being signed, if/when two of the Advisory Committee members are requested in attendance, the Area will pay for the mileage to the second meeting. Additional Advisory Committee meetings will be paid for by the Conference.

#### A. AREA OFFICER ALTERNATES (EXCLUDING THE ALTERNATE AREA DELEGATE)

The Ad-Hoc Committee feels it is important that the Alternates attend Area functions to be as informed, within reason, as their Area Officer in the event they need to fill in for them.

1. Paid mileage to Assemblies.
2. Paid mileage to Conferences.
3. We do not recommend paid registration at Conferences unless they are filling in for their Area Officer.
4. As a guideline, a mileage recommendation of 100 miles one way as a minimum distance for one nights lodging to be paid for by the Area at Area Conferences.

#### A. AD-HOC COMMITTEES

1. Consist of five members.
2. Mileage to first meeting to be paid by Area for all Committee Members.
3. Ad-Hoc Committee Chairpersons mileage to the assemblies be paid for by the Area.
4. Area Chairperson to authorize any additional Ad Hoc Committee Meetings. Mileage to be authorized by the Area Chairperson if additional Ad Hoc Committee Meetings are required.
5. That reasonable expenses be paid by the Area. Itemized expenditures be submitted on the same form as used by the Area Officers. (See Area Treasurer for forms.)  
Finished 1:18 P.M.

# Area 75 Assembly Actions

## PROPOSAL FOR COVERED EXPENSES FOR AREA OFFICERS

### DELEGATE:

1. Southern Wisconsin Area 75 Conferences (paid by Conference host)
2. Delegate/Past Delegate Conference
  - a. Lodging
  - b. Travel expenses
  - c. Meals
  - d. Registration
3. Forum and Regional Conference
  - a. Lodging
  - b. Travel expenses
  - c. Meals
  - d. Registration
4. Other travel expenses and lodging when necessary
  - a. Area Assemblies
  - b. Workshops
  - c. District meetings
  - d. Mini-conferences
5. Miscellaneous
  - a. Phone
  - b. Postage
6. G.S.O. Conferences in April - all expenses paid

\*Past Delegates have no covered expenses with the exception of the Delegates/Past Delegates Conference following the completion of their term.

\*\*Alternates in any office, with the exception of the Alternate Area Delegate, have no covered expenses unless they are filling in for the elected officer.

### **AMENDED BY ASSEMBLY ACTION 9/13/1998**

1998/09/13

Area 75 pay the expenses for Alternate Chairperson, Alternate Secretary and Alternate Treasurer. That these reimbursements be for expenses incurred while attending Area 75 Conferences: 1) one night's lodging if the distance is greater than 100 miles ; 2) travel expenses/mileage, 3) registration. That these reimbursements be for expenses incurred #while attending Agenda Planning Meetings and Pre-Conference Assemblies: 1) travel expenses/mileage.

### ALTERNATE AREA DELEGATE:

1. Southern Wisconsin Area 75 Conferences
  - a. One nights lodging
  - b. Travel expenses
  - c. Meals
  - d. Registration
2. Forum and Regional Conference
  - a. Lodging
  - b. Travel expenses
  - c. Meals
  - d. Registration
3. Travel expenses and lodging when necessary for:
  - a. Area 75 Assemblies
  - b. District Meetings
  - c. Workshops
  - d. Mini-conferences

## Area 75 Assembly Actions

- e. The Forum and The East Central Regional Conference (The Five State)
4. Miscellaneous
  - a. Phone
  - b. Postage
  - c. All supplies necessary for performance of their job.

### AREA CHAIRPERSON:

1. Southern Wisconsin Area 75 Conferences
  - a. One nights lodging
  - b. Travel expenses
  - c. Meals
  - d. Registration
2. Travel expenses and lodging when necessary for:
  - a. Area 75 Assemblies
  - b. District Meetings
  - c. Workshops
  - d. Mini-conferences
  - e. The Forum and The East Central Regional Conference (The Five State)

### AREA SECRETARY AND TREASURER:

1. Southern Wisconsin Area 75 Conferences
  - a. One nights lodging
  - b. Travel expenses
  - c. Meals
  - d. Registration
2. Travel expenses and lodging when necessary for:
  - a. Area Assemblies
  - b. District Meetings
  - c. Workshops
  - d. Mini-conferences
  - e. The Forum and The East Central Regional Conference (The Five State)  
(one nights lodging)
3. Miscellaneous
  - a. Phone
  - b. Postage
  - c. All supplies necessary for performance of their job.

### OTHER AREA CHAIRPERSONS:

The same as for the Secretary and Treasurer except for 2.e. above.

### **AMENDED BY ASSEMBLY ACTION 9/13/1998**

1998/09/13

Area 75 pay the expenses for Alternate Chairperson, Alternate Secretary and Alternate Treasurer. That these reimbursements be for expenses incurred while attending Area 75 Conferences: 1) one night's lodging if the distance is greater than 100 miles ; 2) travel expenses/mileage, 3) registration. That these reimbursements be for expenses incurred #while attending Agenda Planning Meetings and Pre-Conference Assemblies: 1) travel expenses/mileage.

F. **Attachment 6—**

G. **How the Southern Wisconsin Area 75 Assembly Operates**  
(proposed 1/5/97, adopted 3/23/97)

(For the purposes of this document "Assembly" includes all Area 75 Meetings.)

# Area 75 Assembly Actions

## **Summary of Assembly Procedures**

Generally speaking, we follow *Robert's Rules of Order*, and proceed on as informal a basis as possible consistent with the rights of all concerned. However, over the years the Assembly will adopt some exceptions to *Robert's Rules*, which will help it proceed more closely with the Traditions. It is important to remember that the purpose of rules of order is to make it easier for the Assembly to conduct its business; rules exist to allow the Assembly to do what it needs to do to carry out the will of the Area by reaching an informed group conscience.

## **Assembly Quorum**

A quorum shall be a majority of the number of voting members at the time the vote is taken.

## **General Rules of Debate** (Agreed to at the beginning of each Assembly)

- ◆ People who wish to speak line up at the microphones and are called on in order.
- ◆ Each Person may speak for two (2) minutes.
- ◆ No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- ◆ Voting is by show of hands, for or against the motion.

## **Majority Vote**

All matters of policy (Assembly Advisory Actions) require a majority vote. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a majority.

Because the number of members present in the hall during the Area Assembly varies from time to time, the phrase "majority vote" is taken to mean the majority of the voting members present.

After the establishment or rejection of any matter of policy by a majority vote, the minority will always be given the opportunity to speak to the opposition.

It requires a majority vote of the Assembly to depart in any significant way from the agenda during the Assembly.

## **Calling the Question**

Calling the question brings debate to a halt while Assembly members decide whether to proceed directly to a vote (the question) or go on with the debate. A motion to call the question:

- ◆ must be made in order at the microphone;
- ◆ requires a second;
- ◆ is not debatable; and,
- ◆ requires a majority vote.

If the question is passed, debate ceases, and the Assembly members proceed immediately to vote on the issue before them. If the question is not passed, debate on the main issue resumes.

## Area 75 Assembly Actions

### Reconsideration

A request to reconsider after the vote must be made by someone who voted *with the majority* and, after hearing minority opinions, wishes to change his or her vote.

- ◆ Only a simple majority is required
- ◆ No action may be reconsidered twice
- ◆ If the majority votes to reconsider, *full debate*, pro and con, is resumed. (Assembly members are limited to discussion of *new* considerations of the question under debate.)

### Tabling A Motion

Tabling a motion (postponing discussion to a future time):

- ◆ requires a motion and a second;
- ◆ is not debatable; and,
- ◆ needs only a simple majority to pass.

### Tips, Hints, and Word of Caution

*Full* discussion of a recommendation should take place *before* the vote. Premature actions (e.g., amending motions early in discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Assembly business.

Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again.

Remember, too, that saving “minority opinions” for after the vote, when there is no rebuttal, is another time-waster, for it can force the Assembly body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined for all sides.

This proposal immediately supersedes all conflicting guidelines in effect at the time of its passage.

# Area 75 Assembly Actions

## Area 75

### Proposal

Submitted by: Susan R  
Telephone: (608) 244-4606  
Service Position: Area 75 Public Information Committee Chairperson  
Date Submitted: June 10, 2001

**Proposal:** To establish an Area 75 Web Site using the information included in Attachment 1 and the Guiding Principles for Web Site Development included in Attachment II.

#### 1. Describe Proposal

This proposal would allow for the establishment of an Area 75 Web Site on the World Wide Web which anyone could access with computer internet capabilities. The site would include the following information: a statement regarding the purpose of the site; the Preamble of A.A.; a section describing A.A.; the Twelve Steps; the Twelve Traditions; a section describing the structure of the organization of A.A. and Area 75; a calendar of Area 75 business meetings; a list of telephone numbers to call for A.A. meeting information and other questions about A.A.; a list of the local central offices and intergroups located in Area 75; a map of Southern Wisconsin; and a calendar of events.

#### 2. List the Primary Benefits of the Proposal to the Area

The primary benefit of the proposal to Area 75 is that like all public information service work, a web site is a resource tool in reaching the still suffering alcoholic. The internet has become a place where people look for information, oftentimes in a private manner. It is a means of reaching the general public and of reaching our membership. It would allow for a central point for information sharing among A.A. groups in southern Wisconsin and be a reference to those persons attempting to locate A.A. services.

#### 3. Estimate any Funding Required.

## Area 75 Assembly Actions

Year 1:	Internet Service Provider Fee*	\$110
	Domain Registration	70
	Monthly Hosting Fee (\$16 x 12 months)	192
	User Friendly Software*	140
	Design Work*	500
	Total	\$1,012

\*Denotes one-time start-up cost

The first year costs would be higher than subsequent years due to one-time start-up costs. The actual first year costs could be lower than those identified depending upon the service provider chosen. Different service providers offer different packages of costs. This estimate assumes we will purchase software to do our own updates after establishment of the site and that we would pay someone up to \$500 for design work related to establishment of the site. (If we pay a company to design the site the cost of this item would be between \$1,500 and \$2,500.)

Year 2:	Domain Registration	70
	Monthly Hosting Fee (\$16 x 12 months)	192
	Total	\$262

Year 3:	Domain Registration	35
	Monthly Hosting Fee (\$16 x 12 months)	192
	Total	\$227

**Alcoholics Anonymous  
Area 75**

**Guidelines**  
**For the Area 75 (Southern Wisconsin) Web Site**

*(Approved by the Public Information Committee, Sub-Committee on the Web Site,  
February 17, 2001) Amended 9/25/2005*

**Section I. *Statement of Purpose***

The purpose of the Area 75 Web Site is to help the still suffering alcoholic by carrying the message of recovery through Alcoholics Anonymous to the general public and to provide information regarding events, meetings, workshops, conferences and other matters of importance to recovering alcoholics. It is our hope that through these Web Site alcoholics may be assisted in developing face-to-face contact with one another.

**Section II. *Guiding Principles***

For the purposes of the principles guiding all of our activities related to the Area 75 Web Site we adopt the definition of Alcoholics Anonymous (AA) appearing in the Fellowship's basic literature and cited frequently at meetings of Alcoholics Anonymous groups referred to as the preamble:

“Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.” (Copyright by the AA Grapevine, Inc.)

Additionally, we adopt the Twelve Traditions of Alcoholics Anonymous for all of our internal and external relationships. The Traditions were originally accepted and endorsed by the AA membership as a whole at the International Convention of AA at Cleveland, Ohio in 1950 and are as follows:

1. Our common welfare should come first; personal recovery depends upon AA unity.
2. For our purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for AA membership is a desire to stop drinking.

## Area 75 Assembly Actions

4. Each group should be autonomous except in matters affecting other groups or AA as a whole.
5. Each group has but one primary purpose-to carry its message to the alcoholic who still suffers.
6. An AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every AA group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

(Reprinted from the AA Fact File, General Service Office of Alcoholics Anonymous)

Furthermore, we adopt AA's Public Information Policy that was unanimously adopted at the 1956 General Service conference of AA, which is stated as follows:

“In all public relationships, AA's sole objective is to help the still suffering alcoholic. Always mindful of the importance of personal anonymity, we believe this can be done by making known to him or her, and to those who may be interested in his or her problem, our own experience as individuals and as a fellowship in learning to live without alcohol. We believe that our experience should be made available freely to all who express sincere interest. We believe further that all our efforts in this field should always reflect our gratitude for the gift of sobriety and our awareness that many outside AA are equally concerned with the serious problem of alcoholism” (Reprinted from the AA Fact File, General Service Office of Alcoholics Anonymous.)

# Area 75 Assembly Actions

## **Section III Administration**

The Area 75 Web Site shall be registered with the entity controlling domain registration for purposes of the World Wide Web of the Internet under the direction of the Area 75 Public Information Committee chairperson and be named as follows:

<http://www>. [INSERT NAME HERE]

Area 75 shall be named the owner of the domain registration.

The billing contact for costs related to the establishment and maintenance of the Area 75 Web Site shall be the Area 75 Treasurer. However, the Public Information Committee Chairperson must approve payment for such costs prior to reimbursement by the treasurer.

The contact person within Area 75 for matters affecting the Area 75 Web Site shall be the Public Information Committee Chairperson or her/his designee from the Public Information Committee/Sub Committee on the Web Site.

The Area 75 website may link to other websites at the discretion of the Area 75 PI Chairperson. The PI Chair will consult with the Area 75 Chairperson should questions arise regarding conformity to the AA Traditions. When an external link on the area 75 website is selected, the following disclaimer page will be displayed: "ATTENTION You are now exiting the Area 75 website. We have provided this link to facilitate information about local AA activities. Our links do not constitute or indicate review, endorsement, or approval. Thank you visiting the Area 75 website. We appreciate your interest and hope that you have found the information you were seeking."

Amended 9/25/2005

~~The Area 75 Web Site shall link only to the Alcoholics Anonymous Web Site maintained by the General Service Office at [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org).~~  
Superseded 9/25/2005

## Area 75 Assembly Actions

### **Section IV. *Duties and Responsibilities of the Public Information Committee Chairperson and the Sub Committee on the Web Site***

The Sub Committee on the Web Site, facilitated by the Public Information Committee Chairperson, shall determine the initial content of the Area 75 Web Site and the Chairperson shall bring the Committee recommendations to the Area 75 Assembly for review and discussion.

On-going maintenance of the Area 75 Web Site shall be the responsibility of the Public Information Committee Chairperson or his/her designee from the Sub Committee on the Web Site.

All of the information posted in the Area 75 Web Site pertaining to special events hosted by AA Groups or Districts in the area must be sent to the Public Information Committee Chairperson by the District Meeting Member (DCM) or her/his designee from the District where the AA group is located. This arrangement shall help secure the integrity of the content of the Web Site in keeping with these guidelines. If there is a question regarding the content of an event to be posted the final decision regarding inclusion of the information in the Area 75 Web Site shall be made by the Area 75 Chairperson.

Changes, additions and updates to the information posted in the Web Site shall be made no less than once per month with input provided by the membership at large.

The Public Information Committee Chairperson or her/his designee from the Area 75 Sub Committee on the Web Site shall be the only person with access to the site for purposes of content, changes, additions and updates.

The Public Information Committee Chairperson or her/his designee from the Sub Committee on the Web Site with consultation provided by the Area 75 Chairperson shall assure that the best available price is secured for the cost of establishing and maintaining the Area 75 Web Site.

### **Section IV. *Procedural Revisions***

These Guidelines may be revised upon approval by the voting membership of Area 75 at a regularly scheduled business meeting.

# Area 75

# Conference

# Guidelines

**Adopted by Assembly Action on**  
**March 3, 2002**  
*Amended 9/14/2003 p.9*

***The purpose of all Area 75 Conferences is to provide a sharing experience which incorporates the three legacies of Recovery, Unity and Service.***

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<b>ATTACHMENT C.</b>	<b>GSO GUIDELINES FOR CONFERENCES AND CONVENTIONS</b>

These guidelines are a compilation of the collective conference experience in Southern Wisconsin (Area 75) – what has worked and what has not. This experience will prove useful in bidding, planning and hosting an Area conference. The goal of these guidelines is to make the job of the conference committee easier.

### **SECTION I. BIDDING THE CONFERENCE**

#### **GENERAL INFORMATION**

- The Spring Conference is held in May and the Fall Conference in October or November. Each conference is an **AREA 75 FUNCTION**.
- Consideration must be given to the dates of any regional functions and the General Service Conference. The Area Delegate should be consulted regarding these dates.
- Conferences cannot be held on holiday weekends (e.g. Mother's Day and Memorial Day).
- The General Service Office suggests that no conference can be held within six weeks (before or after) an A.A. International Convention.
- One person from the hosting district should be selected to gather bidding information.
- The first duty of the person selected is to contact the Area Conference Advisory chairperson for direction in proceeding through the bidding process.
- Two or more districts may jointly host a conference.
- If you are unsuccessful in your first bid for a conference, keep trying. Many districts receive a subsequent bid.

#### **THE FACILITY**

##### **Minimum Requirements**

- Assembly Meeting room – 200 people
- Two rooms for AA panels – 100 people
- Two rooms for Al-Anon panels – 100 people
- Meeting rooms for Standing Committees – 50 people
- Banquet/Breakfast facilities – 400 people
- Space for registration tables
- Locked room for literature sales
- Locked Archives/Literature/Grapevine display area(s)
- Locked room for taping equipment
- Hospitality/Coffee area

**NOTE:**

- 1) Some rooms may serve more than one purpose; e.g., the assembly room may also serve as the banquet/breakfast room, or two standing committees may meet together.
- 2) It is preferable that all display and meeting rooms be located in the same general area of the facility.

**Additional Information**

- Two to three years' lead-time is generally needed to book a facility.
- The facility does not need to be in the hosting district.
- Area 75 assembly action allows conferences to be bid three years in advance.
- Public buildings are not recommended for insurance reasons.
- A member of the Area Conference Advisory Committee **must** be consulted before selecting a site.
- It is best if only one or two people serve as contacts for the facility to avoid conflicting information and decisions.
- **NO** contract or other binding document may be signed during the bidding process.
- If the facility requires a deposit, that information must be provided to the Area for approval when the bid is presented.

**SECTION II. PLANNING THE CONFERENCE**

CONFERENCE COMMITTEE RECOMMENDATIONS

Conference Chairperson, Co-Chairperson, Treasurer & Secretary -

- Four to five years (a reasonable period) of continuous sobriety is recommended for the Chairperson.
- Two to four years of continuous sobriety is recommended for the Co-Chair and Treasurer positions.
- One year of continuous sobriety is recommended for the Secretary.
- Previous conference experience is very beneficial.

Subcommittees –

- Registration
  - Program
  - Greeting
  - Hospitality
  - Printing/Publicity
  - Entertainment
  - Decorations
  - Alkathon
  - Al-Anon & Alateen
- 
- A minimum of one year of continuous sobriety is recommended for the above subcommittee chairpersons.
  - The individual subcommittees should be kept to ten people or less, excluding conference weekend volunteers. Co-chairs are suggested.
  - Two positions/subcommittees may be combined; e.g., Decorations & Entertainment or Greeting & Hospitality or Treasurer & Registration.
  - Specific duties are outlined in Section III.

⇒It is best if only one or two people serve as contacts for the facility to avoid conflicting information and decisions.

**FINANCIAL CONSIDERATIONS**

- Upon approval of the Conference Advisor and subsequent to finalization of the facility contract, the Area 75 Treasurer will provide seed money to cover the conference start-up expenses.
- Area 75 has both a Federal ID number and a Wisconsin sales tax exempt number for conference use.
- **NO** contract, letter of understanding or other binding document can be signed until approved by two (2) Area Conference Advisory Committee members.
- If the facility requires a deposit, that information must be provided to the Area for approval when the bid is presented.
- It is the responsibility of the Conference Committee to pay the expenses of the main AA, Al-Anon and Alateen speakers, as well as the Delegate and guest and the Regional Trustee and guest. These expenses include travel, registration, one hotel room and meals.

## Area 75 Assembly Actions

⇒It is a matter of Area assembly action that the Regional Trustee be invited to **all** Area conferences. The invitation should be coordinated through the current Delegate.

- It is the responsibility of the Conference Committee to pay the hotel room expense for the Conference Treasurer.
- The registration fee for the conference includes everything except meals and accommodations.
- **Only the Conference Treasurer or the assigned Alternate is authorized to handle conference funds.**

### PROGRAM CONSIDERATIONS

- All main speakers (Friday night, Saturday night and Sunday morning) must be members of Alcoholics Anonymous.
- When selecting main speakers, it is advisable that the committee listens to a tape or has previously heard the speaker. This reduces the chance of inviting a speaker who will use offensive language.
- An effort should be made to contact all DCMs in the Area to help find panelists. Panel members should not all be from the host District. However, it is advisable to have a list of local members willing to cover last minute cancellations and “no shows”.
- The anonymity statement should be read prior to each panel and speaker meeting.
- Each meeting chairperson and panel emcee should be provided with the anonymity statement and a checklist of instructions – including suggested format, announcements, information on taping, etc.

### PROMOTIONAL CONSIDERATIONS

- To attract people from outside the Area, notices regarding the conference should be sent to:  
Grapevine Editorial Dept.  
475 Riverside Drive – Room 1040  
New York, NY 10115  
Fax: 212-870-3301  
E-mail: [gveditorial@aagrapevine.org](mailto:gveditorial@aagrapevine.org)  
The deadline for submitting information is the last day of the fourth month prior to the conference month (e.g., January 31

## Area 75 Assembly Actions

deadline for a May conference for publication in the April issue). Include a full and exact mailing address.

### ***Box 4-5-9***

PO Box 459

Grand Central Station

New York, NY 10163

Information must be received at G.S.O. three months prior to the conference.

Each *Box 4-5-9* includes the form requested by G.S.O. for submission of the information.

- An announcement should be placed in all newsletters in the Area and all Central Offices/Intergroups should have a plentiful supply of registration forms. The addresses of the Central Offices are available from the Area Secretary.
- PROMOTE THE CONFERENCE throughout the Area. Visit other districts; contact DCMs and groups. Be enthusiastic!

***The success of the conference is directly proportional to the effort put into promoting it.***

## **SECTION III. CONFERENCE COMMITTEE DUTIES**

### **The Chairperson / Co-Chairperson**

- Selects members for conference committee positions and subcommittee chairs
- Selects conference theme and writes statement of purpose with committee input
- Schedules conference committee meetings (time and place) and prepares meeting agendas NOTE: Have meetings regularly but not so often it is a burden for committee members.
- Invites Al-Anon and Alateen participation
- Keeps close check on all phases of planning and progress
- Maintains close contact with facility/catering
- Cooperates with facility management in designating smoking areas
- Arranges room reservations for Delegate, Trustee, speakers and Conference Treasurer
- Ensures selection of taping people and central office for sale of literature
- Contacts Area standing committee chairpersons regarding displays and meeting space/time
- Arranges for signers and interpreters for the Area Assembly, Saturday night speaker and Sunday morning speaker, upon 30 day advance request
- Maintains communication with host district DCM
- Reports to the Area on conference progress at pre-conference assemblies
- Schedules final wrap-up meeting after conference

### **Secretary**

- Maintains Conference committee roster (names, addresses, phone numbers, email etc)
- Records meeting minutes and attendance
- Forwards copies of minutes to all committee members, the conference advisor, the host district DCM and the Area 75 chairperson, no later than one week prior to the next scheduled meeting
- Handles all conference correspondence, including notes of appreciation
- Sends conference information to the newsletters, the Grapevine and Box 4-5-9 for publication

### **Treasurer**

- Opens conference P.O. Box with two authorized signers
- Opens conference checking account with three authorized signers (Chairperson, Secretary & Treasurer); the opening deposit will be the seed money from Area 75
- Prepares Conference budget (a break-even scenario is suggested)  
NOTE: Refer to previous conference budgets for guidance.

## Area 75 Assembly Actions

- Picks up mail
- Makes deposits and writes checks for all conference expenses
- Balances checking account bank statement monthly
- Transfers registration forms to Registration chairperson if applicable
- Provides cash box(es) and petty cash for registration table
- Returns seed money to the Area Treasury, along with any additional proceeds from the Conference
- Prepares financial statement and final report for the Area within 60 days of conference

### **Registration Chairperson**

- Verifies registration forms received from Treasurer
- Maintains record of registrations and meals
- Develops name tag/envelope system for use at the registration table
- Arranges for volunteers at the registration table and provides schedule with assigned time slots
- Sets up procedure for receiving attendees at the registration table  
⇒ See Section IV – Volunteers/Registration Tips

### **Program Chairperson**

- Plans program format in consultation with the full Conference Committee
- Arranges for main speakers, emcees and panel members  
NOTE: Panels usually consist of a chairperson and 3 speakers. Careful selection and good communication is important.
- Selects panel topics that relate to the conference theme
- Forwards pertinent information to participants at least two weeks before the conference
- Arranges for speaker transportation if necessary
- Provides detailed information to Printing Chairperson at least one month in advance of the conference date
- Arranges program schedule to accommodate Area service committee meetings and the Al-Anon and Alateen speakers on Saturday afternoon
- Schedules Al-Anon speaker opposite no other activities
- Purchases gifts for main speakers

### **Printing & Publicity Chairperson**

- Plans layout of flyers, registration forms, posters and program
- Determines exact quantity of flyers and programs needed in consultation with the Conference Committee  
NOTE: Quantity 3000-5000 flyers and 750-1000 programs are the recommended minimums.  
NOTE: Registration forms must be available at, but not prior to, the conference immediately  
prior to the one being planned.

## Area 75 Assembly Actions

- Provides comparison pricing and lead time on printing; places orders pursuant to full committee recommendation
- Provides informational posters for use throughout the conference site

### **Greeters Chairperson**

- Arranges for volunteers and provides assigned time slots
- Selects greeter locations throughout conference site
- Arranges for badges for volunteers
- Facilitates training session and tour of facility for volunteers

⇒ See Section IV – Volunteers

### **Entertainment/Decorations**

- **Arranges for banners, table decorations etc. as needed**
- Makes arrangements for dance (usually following Saturday night speaker)

### **Hospitality Chairperson**

- Determines hospitality room/area set-up
- Arranges for supplies (coffee, snacks, cups etc.) and donation cans
- Arranges for volunteers and provides assigned time slots  
NOTE: The hospitality area should be set up no later than 4:00 Friday afternoon.
- Facilitates training session for volunteers
- Ensures that the hospitality area is kept neat and clean throughout the conference
- Ensures the area is cleaned up at the end of the conference

### **Al-Anon/Alateen Chairperson**

- Arranges for Al-Anon/Alateen speakers and panel members
- Selects Al-Anon panel topics
- Provides pertinent information to Printing Chairperson as needed

### **Alkathon Chairperson**

- Determines hours of Alkathon with consideration of full conference program
- Schedules volunteers to chair meetings
- Selects meeting topics in consultation with the Conference Committee

## **SECTION IV. HOSTING THE CONFERENCE**

### ***AS THE CONFERENCE TIME APPROACHES.....***

- Many committee members, especially those new at planning conferences, will become highly anxious. Reassurances from the more experienced committee members and the conference advisor are helpful at this time.
- A comprehensive conference review with the facility manager must be arranged the last week before the conference. Items to cover should include, but not be limited to, room set-up, meal menus/times, facility provided equipment/tables, and smoking area designation.

### **HOURS**

- Registration hours should be stated in the program
- No matter what start time is indicated, people will begin to arrive around noon on Friday. It is good to have greeters available and the hospitality room set up by noon if possible.

### **VOLUNTEERS**

- Keep volunteer shifts to two hours maximum
- Send people a copy of the schedule with their time slot highlighted
- Arrange a facility tour/training session
- Remind people of their commitment by phone and/or mail
- Ask them to arrive 10-15 minutes early for their shift to facilitate a smooth transition and to observe procedure
- Supervise volunteers well; be available to them
- Thank them for their service

## **REGISTRATION TIPS**

- Pre-registrations –
  - ✓ Maintain master list of registrations with all pertinent information
  - ✓ Make envelope for each person, marked with name, city, AA/Al-Anon, meal purchase; place pre-printed name tag inside with meal designation(s)
  - ✓ Place envelopes in an alphabetic file
  - ✓ Keep all original registration forms in alphabetic file
  - ✓ Prepare name tags for conference speakers/guests
- Registration Table -
  - ✓ Make sure all pre-registration lists are up-to-date
  - ✓ Get cash box and petty cash from Treasurer
  - ✓ Separate the area into a pre-registered section and an unregistered section with adequate signage
  - ✓ Set up an adequate number of volunteer stations to avoid congestion
  - ✓ Have adequate supplies available, including –
    - Conference program
    - Pens
    - Blank name tags
    - Walk-in registration sheets (name, city, AA/Al-Anon, meal sale)

⇒ **Name tags must be worn by all conference attendees**

⇒ **Everyone attending should register (unless they come only for the Area Assembly or an open meeting)**

## **COFFEE SALES/ICE CREAM SOCIALS**

- Based on previous conference experience, it is advised that coffee sales be the responsibility of the facility, except in the hospitality room (if permitted by facility regulations).
- Donations of coffee and supplies for the hospitality area should be solicited from the districts/groups.
- Ice cream socials are popular, but should also be left to the facility to manage.

## **SECTION V. THE WRAP-UP**

- ❖ The conference chairperson will schedule a meeting immediately following the conference, while problems/suggestions/successes are fresh in committee members' minds. Candidates for the Conference Advisory Committee should be selected at this meeting.
- ❖ A final committee meeting may be scheduled to review the financial report completed by the Treasurer, and to provide input for the conference report required for the next Area 75 meeting. Two copies of the final report should be provided.
- ❖ Any monies remaining (after payment of all conference expenses) are paid to the Area 75 Treasurer no later than 60 days following the conference.
- ❖ Conferences will provide the Area Conference Advisory Committee chair with two copies of a conference summary report to include the hotel contract, flyer, program, committee summaries, a detailed financial report, budgets, attendance and banquet/breakfast numbers. The conference Advisory Committee chair will give the original to the Area Archives and keep a copy for committee usage.  
(2003/09/14)

**These guidelines have very generally covered the aspects of conference planning. There is a wealth of conference experience in Area 75.**

**Answers to all questions not covered by this document are available from your Conference Advisory Committee.**

**Attachment A**

**Area 75 Conference Planning Time Line**

Before a district(s) bids on an Area 75 conference, a conference site (center, resort, or hotel) must be available to the bidding district(s) that is willing and able to handle a conference of this size. Also make certain the appropriate dates are available. (See “**Conference Guidelines**”-- “**The Facility**”).

Although bids for the conference are submitted three years in advance for the purpose of procuring the facility, the conference planning process does not need to begin until two years prior to the conference. Some conferences may prefer to have their committee chairs in place prior to this date.

**Month 1**

- The conference site should be reserved by this time.
- Select a conference chairperson if this is not yet completed.
- The conference chairperson should then select committee chairpersons and co-chairs. (Some conferences may choose to use an election process, especially when two districts are co-hosting the conference.)
- Subcommittee chairpersons should begin selection of committee members.
- Begin search for speakers (tapes, recommendations, etc.)

**Month 2**

- Once committee members have been selected, decide on a date, time, and location for conference committee meetings. It is recommended the conference committee meet once a month (preferably the same time each month, i.e. the second Sunday of every month) at the same time and location. Agendas for the meetings are recommended.

**Month 3—First Meeting**

- Review GSO and Area 75 guidelines for conferences and conventions.
- An Area 75 conference advisor should be asked to attend this meeting.
- Discuss conference theme suggestions.

**Month 4**

- Select conference theme.

**Month 5**

- Discuss and select panel topics.

**Month 6**

- Take a field trip. Tour the conference facility to learn more about room accommodations, menu selections, prices, etc.

**Month 7**

- Contact selected speakers via telephone for commitment.

## Area 75 Assembly Actions

### Month 8

- Confirm speakers in writing.
- Send letter to Area 75 Treasurer to request seed money.

### Month 9

- Treasurer to obtain joint checking account and mid-sized PO Box.
- Times and topics for panels approved.

### Month 10

- Sketches for conference flyer and program booklet presented.
- Band or DJ selected and confirmed.

### Month 11

- Check on availability of interpreter for Spanish speaking and hearing impaired.
- Contact DCM's regarding panel participants.

### Month 12

- Menu selections should be discussed and decided upon.
- Contact conference taper.
- Discussion regarding coffee.

### Month 13

- Choose MC's for meetings.
- Discussion regarding registration fees, meal cost, etc.

### Month 14

- Choose persons to do invocations.
- Decide on registration fees, meal cost, coffee, etc.
- Discussion regarding publicity (mailing flyers to districts, groups, central offices).
- Finalize flyer layout.

### Month 15

- Make travel arrangements for speakers.
- Print flyer.

### Month 16

- Discuss nametags and dinner tickets.
- Contact Area Grapevine and Archives chairs (for display purposes).

### Month 17

- Finalize greeters (sign-up sheet).
- Organize alkathon.

### Month 18

- Distribute flyers.

### Month 19

- Finalize table decorations.

### Month 20

- Send notice to Grapevine and Box 4-5-9.

### Month 21

- Reconfirm all speakers and volunteers.
- Finalize layout of program booklet.

## Area 75 Assembly Actions

### **Month 22**

- Final meeting with conference site staff.

### **Month 23**

- Print conference program
- Discuss final details. Tie up any loose ends.

### **Month 24**

**Conference Time! Have Fun!**

**ATTACHMENT C**

**A.A. GUIDELINES**

G.S.O., Box 459, Grand Central Station, New York, NY 10163

**HOW A.A.s MAKE THEIR GET-TOGETHERS ENJOYABLE  
AS WELL AS EFFECTIVE IN  
CARRYING THE A.A. MESSAGE OF RECOVERY**

Guidelines are compiled from the shared experience of A.A. members in various service areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). In keeping with our Tradition of autonomy, except in matters affecting other groups or A.A. as a whole, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist in reaching an *informed* group conscience.

**WHY HAVE AN A.A. CONVENTION?**

It's clear that A.A. get-togethers beyond the group have become an established part of A.A. life. The calendar in any Box 4-5-9 or in the Grapevine shows how many conventions, conferences, and banquets are being held by A.A.s throughout the world.

What makes an A.A. convention click for its participants? It's probably not style or form that matters so much as the spirit and feeling behind it. As one member puts it, the best A.A. convention is "just a darned good A.A. meeting blown up big." Just watch enthusiastic members at any A.A. convention and you'll get what he means. The atmosphere alone is worth the trip. Here you'll find fellowship, laughter, warmth, and understanding—"heaped up, pressed down, and running over."

**CONVENTIONS COME IN  
MANY SHAPES AND SIZES**

An A.A. convention is almost any A.A. get-together beyond the group-meeting level. These range from special meetings of one evening's duration to longer events-area, statewide, or regional weekend conventions. They will, most likely, be one of the following:

**1 The special open meeting.** This kind of gathering can serve useful purposes. It will, of course, bring together the A.A. members in a city or area. But it also provides a good opportunity to invite interested friends of A.A. to the meeting. Certainly, it's proper on such occasions to send special invitations to members of the clergy, doctors, lawyers, social workers, public health officials, and others who may have a special interest in A.A.

**2 The one-day session.** This might include several general meetings throughout the day. For a start, there's a "welcome" meeting in the morning, followed by other activities. There may be another open meeting in the afternoon, while the main open meeting with the featured speaker is saved for the windup meeting in the evening. If the convention is held in a school, civic hall, or other building with additional rooms, it's likely that the program for a one-day session can also include A.A. workshops and panels, service meetings, assemblies, and closed meetings.

**3 The banquet.** Many intergroups or central offices now sponsor annual banquets, often to help support their office operations. Some groups and areas also have banquets (or informal buffet and potluck dinners) as anniversary or gratitude observances. These are often held on a Saturday night or Sunday afternoon, sometimes in conjunction with a larger A.A. convention. The banquet often features an after-dinner speaker or some other program of interest to A.A. members.

**4 The weekend convention.** This is an ideal form for a state, provincial, or regional convention. Members often arrive for an opening meeting session or "coffee & conversation" on Friday evening. Additional meetings and workshops-as well as other activities-continue through Saturday and even into Sunday afternoon. The convention may include a banquet, luncheons, special breakfasts, Saturday-night dancing and entertainment, and perhaps a spiritual meeting on Sunday morning.

# Area 75 Assembly Actions

## THE CONVENTION BEGINS WITH A PLANNING COMMITTEE

Once a get-together has been scheduled, it needs a planning committee. The work in setting up a convention is too much for one person. He or she will need at least a dozen assistants, frequently more.

One method of forming the committee is simply to appoint a general chairperson who then completes the committee by finding able volunteers to chair the various committees.

Another method-popular when a number of groups sponsor a convention-is to send a committee representative from each group. Once in session, representatives can elect a chairperson and receive assignments to specific committees.

In some cases, the convention may be the responsibility of the general service committee from the area. In others, the convention committee may be organized separately. Either method works well if it corresponds to the wishes of the A.A. groups in the area.

In some areas, there is a permanent convention committee, set up within the area committee, so that valuable experience of convention planning can be carried over from one year to the next. Membership on such a committee is, of course, on a rotation basis, so that new members are added yearly, but a proportion of experienced convention planners is retained at any given time.

Once assembled, the convention committee is usually organized along functional lines, with each chairperson responsible for a phase of the planning. Here's how a typical committee might be arranged:

**1 Chairperson** (assisted by one or two co-chairpersons) oversees the entire convention; coordinates the work of subcommittee chairpersons; keeps informed on the progress of all the arrangements; calls committee meetings when needed.

**2 Secretary** keeps all written records, including minutes of the committee meetings; also sends out notices of committee meetings and other mailings to committee members.

**3 Treasurer** is, of course, responsible for all money, including revenues from registration and banquet tickets; pays all bills; usually advises the chairperson on cash supply and income flow as well as rate of expenditures.

(Experience indicates it's best if the treasurer is a person with four or more years' sobriety and some solid business experience. Each check usually calls for two signatures.) Most convention committees require a complete report from the treasurer within a month or two of the convention. Some committees have the report audited as a further safeguard for convention funds.

**4 Program Chairperson.** Since this is often a very complex job, its objectives are discussed under the separate heading "What Makes a Good Convention Program?" This person usually sends invitations to speakers and panel members who chair various meetings.

**5 Ticket Chairperson** supervises the printing and distribution of all tickets, giving special attention to the task of bringing in the collections.

**6 Public Information Chairperson** has the sensitive task of encouraging a large attendance without abandoning A.A.'s principle of "attraction rather than promotion." Publicity efforts can be kept within the dignity and spirit of A.A. through the following means:

a. Preparation and distribution of material about the program, speakers, and time and location of the convention (perhaps including map of area, if necessary). It's advisable for the convention committee to rent a post office box and use that on all mailings, with no reference to A.A. on return addresses.

The convention publicity material should also be sent to the press, radio, and TV outlets in the immediate area, (The Public Information Workbook, available from G.S.O., gives useful advice on approaching the media.)

b. Regular flyers about the convention are usually mailed monthly to all groups in the area, with the first mailing beginning about six months before the convention date.

c. Dates and location of the convention, with a mailing address for information or registration, should be sent (three months in advance) to the A.A. Grapevine and to *Box 4-5-9*, to be published in their calendars. The GV

# Area 75 Assembly Actions

lists only area, regional, state, or provincial events of more than one day's duration; send notices to Box 1980, New York, NY 10163. For *Box 4-5-9*, send notices to Box 459, Grand Central Station, New York, NY 10163.

**7 Entertainment Chairperson** will arrange for the convention dances and floor show if there is one. The chairperson hires the band and other performers (or arranges for taped or recorded music). At some conventions, the local A.A.s provide entertainment by putting on a play about A.A. Traditions (for script, write to G.S.O.), or putting together choruses and variety shows. This chairperson might also arrange to make sightseeing available for conventioners.

**8 Hospitality Chairperson** serves as convention host, organizing a committee that will greet out-of-town guests, arrange transportation for them when necessary, and see to any other needs they might have while attending the convention. Usually members of the hospitality committee wear special identification badges and are available to answer questions and provide assistance to conventioners.

**9 Display and Literature Chairperson** is responsible for displays and posters and for having A.A. literature available for all. G.S.O. provides a literature display to all conferences and conventions. (See "Displays" on page 5.)

**10 Taping Chairperson** is responsible for negotiating with the individual or company who will be taping the convention. That individual will be directly responsible to the convention chairperson (see Taping Guidelines on page 6).

## PAYING THE BILLS

How are the costs of a convention covered and what can be done to make sure that the venture won't go deep in the red? Some conventions may involve spending several thousand dollars, so the committee must have a fair picture of the financial arrangements long before the convention opens. There's no substitute for common sense here; the committee must take a businesslike approach to finances and keep expenditures somewhere within a conservative estimate of anticipated revenues. As for financing the convention, several sound methods seem to be in general use:

**1 The Underwriting Method.** The groups in the area, perhaps through their representatives on the convention committee, agree to underwrite the complete costs of the event. Since the registration fees can be established at a level sufficient to cover the total costs, this should result in no actual out-of-pocket costs to groups. It's a good idea, though, to put the tickets on sale well in advance of the convention and to know where the break-even point lies. Registration fees cover costs for special events.

**2 The Convention Fund.** In some areas, the groups make year-round contributions to a convention fund. Then, there is no registration fee, except for out-of-state visitors.

One method of covering deficits, provided it is done with tact and sufficient explanation, is to take up a special collection at the convention. But if the groups have already been consulted and have agreed to underwrite the convention, making up the deficit is their ultimate responsibility.

Most conventions, however, make a profit. What's to be done with these surplus funds? In most cases, part of the surplus is held in trust for next year's convention. Then the committee uses the balance to help support local service offices or the General Service Office. In accordance with our Seventh Tradition, only funds from A.A. members attending the event should be contributed to support A.A. activities.

## WHAT MAKES A GOOD CONVENTION PROGRAM?

One A.A. member shared his opinion that the program wasn't really the most important thing at a convention. He looks for something in addition- the joys of meeting new and old friends, working together for our common good, and sharing our experience, strength and hope with each other.

He goes on to say that there can also be a letdown feeling when we leave a convention if the program hasn't been imaginative and inspiring. This takes careful thought well in advance of the convention date. A well-balanced program might include:

**1 The Convention Theme.** Often, it's easier to plan the overall program by organizing it around a simple theme. Such a theme might be "Unity," "We Came to Believe. . .," "First Things First," or a similar A.A. saying or topic. This does not mean that the entire program must be devoted to the theme idea; it does, however, serve as a reminder that an A.A. convention advances the common purpose of Alcoholics Anonymous.

## Area 75 Assembly Actions

**2 Main Features-Banquets, Open Meetings, etc.** In planning a convention, program chairpersons usually schedule several **large open** meetings throughout the event, although not necessarily in immediate succession. A Saturday-night banquet may also serve as an open meeting, with a speaker following the dinner.

The large open meeting brings unity to the convention and gives the opportunity for presenting certain matters-such as the selection of the next year's convention site-before the entire assembly of A.A.s attending. But too many open meetings in any single convention can be tiresome; as a general rule, three or four such meetings are sufficient in a weekend convention.

**3 Panels.** Many program chairpersons schedule workshops and panel sessions to provide suitable convention activity without overloading the program with open meetings.

Workshops and panels may take a variety of forms; one popular arrangement is to set up a panel with three speakers and a chairperson. Each speaker may be assigned a topic and a time limit. The session may be followed by a short question-and-answer period, if time allows.

On the subject of panels, experience has shown that topics such as "How the General Service Office Works" or "Why G.S.O.?" attract only a small audience and therefore do not carry the message in a satisfactory fashion. G.S.O. staff members can best be used as speakers on regular panels-where their familiarity with A.A. worldwide can add an extra dimension to the presentation.

Any one of the trustees (especially your own regional trustee) would be invaluable on such topics as "A.A. and Responsibility." They are in a crossroads position where they are aware of our Fellowship-particularly on the public level-and also have an overall perspective on our purposes, strengths, and weaknesses. They can be of great value in helping us learn more about worldwide A.A.

Don't forget your own G.S.R.s, committee members, and delegates. From their work in carrying the message outside their own groups, they'll have many ideas on such subjects as "Is A.A. Changing?," "A.A. at Work, Then and Now." Many other A.A.s oldtimers and not-so-oldtimers- also have worthwhile information and thoughts on such subjects.

Here are some suggested topics appropriate for workshops and panels:

Correctional Facilities

Treatment Facilities

Public Information

Cooperation With the Professional Community

Sponsorship

Service

G.S.R.s

Twelve Traditions

Twelve Concepts

Intergroups and Central Offices

A.A. Grapevine

(Some program committees select phrases from A.A. literature as workshop or panel topics.)

"Balance" and "flow" are two key words in the planning of a convention program, particularly in setting up the panels. It's important that the program flow smoothly, with one feature following another in a pleasant, logical series. It's also important that the panel topics and participants be balanced, so as not to give the audience too much of any one subject, too many speakers from one area, or too many panel participants of similar experience and viewpoint.

# Area 75 Assembly Actions

One effective way to insure maximum interest and participation in the convention is to farm out each meeting, workshop, or panel to a different group or area within the convention territory. Thus, the groups themselves plan and organize the meetings, always working closely with the general program chairperson to assure balance.

**4 Care of Speakers.** Most conventions feature speakers from out of town, sometimes A.A. members living a thousand miles or more from the convention site. This means that program chairpersons have a responsibility to see that certain important matters are properly handled on the speakers' behalf:

a. **Expenses.** It should be clear, when the speakers are booked, what terms are being made for expenses. Unless it's otherwise specified, speakers have a right to assume that all their travel, meal, and hotel expenses will be paid for the entire trip. Speakers will also expect hotel or motel accommodations as a matter of course; if they're to be guests in private homes, this should be explained before their arrival.

b. **Speaking Arrangements.** Speakers should know when they're expected to speak and whether their presence is also required elsewhere in the convention. (Some speakers may be unable to attend the entire convention.) No other commitments besides speaking should be made for speakers without their knowledge and consent. Most speakers will also appreciate knowing something about the conditions under which they'll speak; let them know whether there'll be a podium, public address system, etc.

c. **Speaker Hosts and/or Hostesses.** Responsible members from the local group should be assigned the duty of being host to the visiting speakers and making sure that they have proper accommodations, as well as transportation and other conveniences.

## PROVIDING SERVICES FOR A.A.s WITH SPECIAL NEEDS

### For Deaf Members

A.A. members who are deaf or hard of hearing may need special considerations when attending an A.A. conference or convention. For those who have a fair amount of hearing and/or who read lips, seating near the speaker may be all that is required. Others who are deaf may require the use of a sign language interpreter. Here are some points to consider when planning a conference or meeting that will be attended by deaf or hard of hearing A.A.s.

1 Reserve interpreters well ahead of time because they are in great demand.

2 Budget the interpreting expenses. Find out early what the estimated cost will be, whether by the hour or by the day. If you are holding concurrent workshops, you may need more than one interpreter at the same time. If your event is small (and short) you may be fortunate to find a qualified volunteer, but do not expect to rely on volunteers.

3 In arranging preferred seating for deaf or hard of hearing members, designate the reserve area clearly: "Please reserve for hearing-impaired members."

4 Sensitize workshop leaders and meeting chairpersons to the use of the interpreter.

5 Stick with your plans once you have announced that an event is sign-language accessible. Deaf people are very likely to travel far for the few events that are interpreted. If the event is a large one with concurrent meetings and workshops, plan for continuous availability of several interpreters.

6 If you are listing the event with the General Service Office, your local intergroup, or in any A.A. publication, specify that it is sign language interpreted. If possible, have a T.D.D. number that deaf people can call for more information.

### For A.A.s With Other Special Needs

For blind people, some convention committees provide programs in Braille.

Also, if meetings are wheelchair accessible, this may be noted in the program.

## GUARDING AGAINST ANONYMITY BREAKS

When A.A. conventions are being covered by members of the press, it's customary to begin meetings by asking their cooperation in protecting members' anonymity. Such an announcement might go like this:

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"Our anonymity, like our sobriety, is a treasured possession. We ask the help of our guests-especially those representing the press or broadcasting media-in protecting the anonymity of all alcoholics present or mentioned here today.

"We hope you hear something at this meeting which you can take away with you and use. We respectfully request, however, that you eliminate any mention of names in reference to members of Alcoholics Anonymous."

It's hardly likely that any newspaper or broadcasting station these days will fail to cooperate with this request; not only is the A.A. principle of anonymity well known generally, but our G.S.O. in New York City has advised the press and broadcasters year after year of A.A.'s position on this matter.

But it's possible that members' anonymity may be violated through indirect methods. There's a likelihood, for example, that too much promotional zeal on the part of the convention committee may lead them to reveal a great deal of information about speakers without actually disclosing last names. This means, in the case of some well-known individuals, that their anonymity is technically protected but actually broken, since their identity can be readily recognized by anybody remotely familiar with them or their work.

In one case, for example, a university professor had been invited to address a large A.A. banquet in the same state where he lived and worked. Only his first name, nickname, and last initial appeared on the announcement posters, but the name of his school and a previous academic connection were fully displayed. The professor's actual identity couldn't have been more clearly revealed if his last name and photograph had been included.

Is there a safe way to avoid making such de facto anonymity breaks? Well, one good procedure is to ask speakers how they wish to be listed on posters and advance notices. They'll know better than anybody else how much information about themselves ought to be revealed. In any case, whatever the speakers' feelings, the practice of using initials rather than last names should always be followed for the protection of A.A., as well as the individual.

## **MISCELLANEOUS TIPS ON GOOD CONVENTION MANAGEMENT**

When your committee is discussing the convention, try to go over the things you liked and didn't like at past conventions, especially matters that caused petty irritations and annoyances; most likely, they can be avoided. Here are a few suggestions:

**1 Badges.** A.A. conventions don't seem to be right without identification badges. See that they're in bold, colorful letters, so they can be read at a glance.

Try not to subject guests to more than a few minutes' wait in registering for the convention and picking up their badges. Organize the registration so the process will flow smoothly and quickly.

**2 Coffee.** It's an essential feature-plenty of coffee sessions throughout the convention. Don't forget, some A.A.s come more to talk to each other than to listen to speakers, so be sure they have lots of opportunity to gather 'round the coffeepot.

**3 Accessibility.** At large conventions, it's sometimes necessary to hold some of the open meetings in buildings other than the one used as convention headquarters. Try to plan the meetings so members do not have to go more than a few blocks for a meeting or panel session. One exception to this might be the last open meeting of the convention, from which the guests will most likely be making their departure.

**4 Hotel & Motel Registrations.** Often, printed lists of local accommodations, giving prices and other information, are available from local chambers of commerce and similar offices. If possible, send these lists out with the registrations and give members a chance to make their reservations long before the convention.

Don't assume, in sending out the lists, that all A.A.s intend to stay in medium- or high-priced accommodations; also include the lower-priced hotels and motels. In some places, camping facilities are also listed, for the A.A.s who may arrive in campers.

**5 Professional Assistance.** Don't hesitate to avail yourself of assistance from local chamber of commerce officials and convention managers. They already know all about the problems you'll be facing, and they can give invaluable advice and assistance.

**6 Displays.** You can pass along important A.A. information in an attractive way by using displays available from G.S.O. When you tell us the dates of your get-together, we will automatically send you two of these. One is the

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large "Inside A.A." poster, using pictures to explain our service structure. The other is a selection of pamphlets and book jackets to make up a literature display. Consult the Literature Order Form for listing of other useful material, or write to G.S.O. for suggestions.

**7 Don't Compete With Last Year.** While it's best not to try to compete with previous conventions, if you're the convention chairperson, you will naturally want to benefit **from the experience of** previous, convention committees.

## **A.A. AND AL-ANON**

The following questions often arise:

### **How may A.A. and All-Anon cooperate in area and regional conventions and get-togethers?**

In accordance with the Twelve Traditions, a convention would be either A.A. or Al-Anon—not both. However, most A.A. convention committees invite Al-Anon to participate by planning its own program, and the committee arranges for facilities for the Al-Anon meetings.

### **Should an A.A. convention committee make a contribution to Al-Anon from the financial profits of the convention?**

In accordance with the self-support Traditions of both Fellowships and to abide by the concept of "cooperation but not affiliation," it is suggested that A.A. should not make gifts or contributions to Al-Anon. By the same token, A.A. should not accept contributions from Al-Anon. If separate registrations have been kept for both A.A. and Al-Anon, however, income may be easily assigned.

## **TAPING GUIDELINES**

Shared experience makes it clear that taping of an A.A. convention cannot be left to chance. It is a difficult and time consuming job, including preliminary work with the speakers and decisions about who will tape the convention, the conduct of the taper during the convention, and his/her staff and follow-up after the convention. Following are some suggestions:

- 1** The taping chairperson may represent the convention in reaching agreements with the person who will be taping that particular convention, and in developing a written agreement.
- 2** The convention taping chairperson may develop a release form on which speakers agree to being taped or decline to be taped.
- 3** Experience shows that it is best to encourage speakers not to use full names and not to identify third parties by full names in their talks. The strength of our anonymity Traditions is reinforced by speakers who do not use their last names and by taping companies or tapers whose labels and catalogs do not identify speakers by last names, titles, service, jobs or descriptions.
- 4** The taping chairperson ensures that a taper has an understanding of the Traditions.
- 5** The agreement prepared by the convention committee determines what the taper sells or displays on-site.
- 6** The convention committee clarifies that taping is not an official part of the convention.
- 7** In keeping with a 1980 General Service Conference recommendation, it is suggested that speakers not be videotaped.
- 8** Convention committees discourage any taping royalties to the convention committee.

2/00

(Copied from the A.A. website – January 2002)

# Area 75 Conference Advisory Committee Guidelines

*Adopted by Assembly Action on March 3, 2002*

## **THE AREA 75 CONFERENCE ADVISORY COMMITTEE**

### **PURPOSE:**

To guide and cooperate with the hosting conference committee to provide an Area 75 conference sharing experience which incorporates the three legacies of Recovery, Unity and Service.

### **STRUCTURE:**

- The Committee is comprised of eight (8) members.
- Persons eligible to serve on the Committee must have significant conference experience, preferably as Chairperson or Co-Chairperson of a previous Area conference.
- It is suggested that Past Delegates assist the Committee, but this is strictly at the discretion of the Conference Advisory Committee Chairperson.
- The Committee meets at the Area Agenda Planning meetings, and as deemed necessary by the Conference Advisory Committee Chairperson.

### **SELECTION:**

- The initial eight members will be appointed by the Area Chairperson, in consultation with the Interim Conference Advisory Chairperson and Past Delegates, from the pool of past Conference Advisory Committee members and past Conference Chairpersons.
- For subsequent rotational vacancies, two members from each conference committee will be solicited as candidates for the Conference Advisory Committee at the conference wrap-up meeting.
- These names are then given to the advisor of that conference.
- The conference advisor submits the names to the full Advisory Committee.
- The full Committee appoints the candidate(s) as required to staff the committee.
- The full Conference Advisory Committee elects its own Chairperson. It is suggested that the Chairperson have served a two-year rotation on the Committee before election to that position.

### **TERM:**

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- The initial rotation of the Committee will be as follows: 4 members for one year and 4 members for two years.
- Subsequent to the initial rotation, members will serve a two-year rotation.
- The Chairperson serves a two-year rotation.

### RESPONSIBILITIES (COMMITTEE & INDIVIDUAL ADVISORS):

- Provides an advisor and a copy of the Area 75 Conference Guidelines to the hosting district as soon as the possibility of a bid arises
- Provides facility choice and contract negotiation assistance
- Gives approval for the Area Treasurer to advance seed money
- Guides the conference committee through all phases of the conference process as outlined in the Area 75 Conference Guidelines
- Regularly attends conference committee meetings  
NOTE: Attendance at the first two conference committee meetings is mandatory; attendance at subsequent meetings is strongly suggested. The input of the Advisor is needed throughout the conference planning process, including the wrap-up meeting.
- Reviews conference committee meeting minutes to insure the conference process is proceeding appropriately
- Retains copies of past conference reports and makes them available upon request
- Annually reviews the Area 75 Conference Guidelines document

### EXPENSES:

- Area 75 will reimburse mileage expense for one advisor to attend the first two conference committee meetings.
- Any further travel expense reimbursement for the advisor will be the responsibility of the conference committee.
- Any direct costs for copying, postage or long distance phone calls incurred by the advisory committee, and approved by the Conference Advisory Chairperson, will be reimbursed from the Area 75 Treasury and charged to the overhead budget.