

New Jersey Al-Anon Assembly

Minutes

6/4/2016

Concept #4: “Participation is the Key to Harmony”

Chairperson Rich M. called the meeting to order. We started with the Serenity Prayer and read the Traditions and Concepts and the General Warranties.

Rich welcomed all new members.

Officer Report:

Chairperson Rich M. gave his report. Rich introduced Sue C. as the new Alateen Coordinator. Rich explained that we still need to fill the position of Corresponding Secretary, reminding us that it is a 2 year term. We also need a Literature Coordinator, Public Outreach Coordinator and Archives Coordinator.

Rich also advised that he and Stacey were now on the Wells Fargo records as persons who can sign check.

Rich was on the Audit Committee and we completed same. Thanks to all who participated.

Rich is looking forward to Ann's report from WSC.

Alternate Delegate Donna S gave her report. Donna attended and participated in the 2015 Financial Audit that was held on March 19, 2016. Donna also requested and received approval or use of Dining Room B for the April 23, 2016 AMIAS training.

Donna reviewed information post on the AFG Connects e-community relating to the Forum and the WSO structure.

The March 2016 Group Forum Subscription report shows that between December 2015 and March 2016, NJ lost 2 groups but the number of paid

subscriptions fell by 9. Please encourage your groups and its members to subscribe to the Forum.

Donna was not able to attend the SJIS trustee meeting or SJIS meeting.

Treasurer Stacey P. provided the Treasurer's report. Stacey provided us with the Balance Sheet as of 5/29/2016. The report showed that the total Assets were \$20,769.90. The Liabilities and Equity are \$20,679.90. April's Reconciliation showed the Beginning Balance was \$4,979.33. Checks amounted to \$494.97 with an Ending Balance was \$4,484.36. Your records Uncleared Transactions – Current Balance is \$4,484.36. Checks and Payments are -\$1,1316.55, Deposits and Other Credits \$1,017.48. Register Balance as of 5/29/2016 is \$4,185.29 which is the Register Ending Balance.

Recording Secretary Barb C. gave her report stating that the Alagram was mailed later than expected. The AWSC minutes were completed and posted. The Audit Report was completed and sent to Stacey P.

Corresponding Secretary – Position is still open but Millie is acting Coordinator and filed her report. WSO No Mail Status – the current list includes three groups. Copies of the list will be available for perusal and given to the Liaisons for NJIS and SJIS. These will be researched and correct action taken. WSO Groups with Bounced email – the current list included 9 groups. Copies of the list will be available for perusal and given to Liaisons for NJIS and SJIS. These will be researched and correct action taken.

Electronic Communication – Always remember that anonymity must be maintained at the public level. For example, when the newsletter or any other Al-Anon information is sent to a distribution list, it is important to BCC it so that members personal e-mail addresses are not shown. Information about anonymity can be found in the Anonymity section beginning on page 91 of the 2014-2017 Al-Anon/Alateen Service Manual.

Does your home group have its own e-mail address yet? It is important, and for several reasons. WSO is attempting to take care of dissemination of most information electronically. Also, the address does not change when the GMA and/or GR changes, and there is no loss of anonymity. Does your District have an e-mail address?

NJ Assembly Access Database

Returned Mail - The Treasurer posts copies of all returned mail addresses to the Corresponding Secretary via the AWSC Yahoo! Group; None were posted since last Assembly. When posted, they are researched and corrected/deleted. WSO, NJ Assembly Website Coordinator, NJIS and SJIS are notified of any changes.

Address Labels – Address labels and return address labels were prepared for the Alagram Coordinator and for Jal-Con for their second mailing. Comparison of the AWSC Access files with WSO resulted in the number of labels printed from 358 to 373, including Alateen groups.

Conflict of Interest forms will be available for all the AWSC members and those who do not have a current one on file.

Coordinator Reports

Literature Coordinator Report – Kathy Boyd. Kathy gave her report and stated that Electronic Al-Anon Conference Approved Literature is available online and provided a list of approved literature.

Al-Anon/Alateen e-books

Alateen – Hope for Children of Alcoholics

Courage to Change

How Al-Anon Works

Having Had a Spiritual Awakening

The Forum

Al-Anon/Alateen audiobooks

One Day at a Time in Al-Anon

Courage to Change

How Al-Anon Works

Public Outreach Coordinator - Karen P. Carole M. and I attended the NJPN Annual Addiction Conference on Friday, April 29, 2016 at the Atlantic

City Convention Center and spoke to many Addiction counselors about Al-Anon.

May 1, 2 and 3rd 2016 Carole M. and myself attended the Social Workers Conference at the Borgota in Atlantic City. There were about 4,000 attendees or more. We again gave out a lot of literature and spoke to many social workers from all over the state of New Jersey asking questions about Al-Anon and where there were meetings in their area.

We still need coordinator.

Website Coordinator – Angela R. Angela provided a report on Website Traffic. There are 4 major areas tracked.

Unique Visitors: the approximate number of different people to reach the website, tracked by the IP address.

Number of Visits: a new visit is a connection to the Web site who has not connected the previous 60 minutes

Pages: the number of times a page is viewed. Only counts pages, no images or files.

Hits: the number of times a page, image or file is viewed or downloaded.

January

Unique Visitors	6,498
# of Visits	9,405
Pages	54, 106
Hits	468,054

February

Unique Visitors	4,876
# of Visitors	7,026
Pages	50,316
Hits	423,883

March

Unique Visitors	4,827
# of Visits	7,066
Pages	43,827
Hits	393,308

April

Unique Visits	7,278
# of Visits	11,130
Pages	50,198
Hits	400,001

There have been several requests for changes to be made to the meeting list online. All group records are maintained by the Corresponding Secretary and are confirmed prior to being published on the website to keep the records as accurate as possible. Please send any meeting updates needed to njcorrsecy@nj-al-anon.org.

Events are being added to the Calendar as received, and flyers are added once approved. Al-Anon is spelled with a hyphen. Personal names, email addresses and phone numbers cannot be published.

The Spanish Meeting list was updated on 3/5/16.

There are for meetings lists published online:

Meeting Finder – Lists

Meeting Finder – Maps

Meeting Finder - Spanish

Meeting Finder – Alateen

Angela hopes to combine as many of these lists as she can.

The newly approved By-Laws from November 2015 will be uploaded to the website shortly.

District Reports

District 3 – Katie O.

Our third district meeting was held on Friday, May 20, 2016 in Washington Township.

Mary S., Alternate DR, designed a business card listing all the local meetings in the district. We are purchasing 500 cards. As an ongoing public outreach project we will be giving a business card and AI-Anon Faces Alcoholism 2016 to each treatment center, police department and community organization.

One third of the local groups in are districted donated funds in the first quarter of 2016. Only one group has donated funds during the second quarter. We are solvent but need to establish a prudent reserve.

The “Getting to Know You Potluck Luncheon and Silent Auction” was held on April 9 and was a great success. We will have it again next year on April 8.

A card thanking Delegate, Ann Z., for her service was sent to her at WSC. In an effort to support Alateen, I attended the AMIAS training on April 23. The WSO invited me and I’ve logged onto AFG Connects for DRs.

I routinely attend the local meetings in our district. Our next district meeting will be Friday, September 30th. I’ve asked each local group to send just one representative.

District 4 – Robin

The district meeting was held Tuesday, April 26 @ 7pm. This is my last year as District 4 Representative. GRs and DRs. serve a three year term. I received an email from our Delegate suggesting that our District choose another DR. The GRs in my district will allow me to complete my full term.

We spoke of Assembly positions that need to be filled of Public Outreach, Archives and Literature. To invite members of their groups to attend Assembly meetings to stimulate interest.

Pot Luck Brunch and Writing workshop have been tentatively scheduled for October 2016. Please contact Lynne M. (lynneomatict@yahoo.com) if you are interested in participating.

West Milford A.A. Day of Sharing with Al-Anon participation is scheduled for June 25, 2016 in West Milford. Open A.A. and Al-Anon meetings will be held every hour.

We discussed A.A. events with Al-Anon/Alateen participation.

A representative from A.A. reached out to one of the AMIAS in my district, as well as 2 groups from a neighboring district to attend the Garden State Young Peoples A.A. Speaker Jam and Picnic on May 14 in Morristown.

District 16 – Diane S.

At a recent business meeting of the Middletown group an idea was discussed concerning something I took back from the last AWSC and Assembly meetings regarding Public Outreach. It was supplying the Al-Anon Faces Alcoholism pamphlet as a tool to local police departments. The group decided to explore getting copies, which they are planning to order the 2017 issue.

In a business meeting for Holmdel group the idea of financially supporting the District was brought up and the group decided to contribute quarterly.

By the time of the next assembly I plan to visit more of my groups with the ADA 2017 idea. I will also speak to the Jal-Con committee. A Speaker from District 16 will be the Al-Anon speaker at Jal-Con.

District 20/21 – Kate O.

Our most recent district meeting was held on Sunday, April 24 with 5 GRs attending.

The topic of District Outreach was well received along with the need for groups to financially support those efforts. As we specifically identify projects we will undertake, the GRs believe that their groups will fund them. We looked at another districts business card and began to consider ways to use them in 12th Step Work. Of particular interest was in reaching out to police departments.

Having some kind of gathering to foster unity in our district was mentioned. I introduced having a Day of Sharing to be held in the fall. Other ideas are encouraged and will be added to the discussion at our next meeting in

June. Grs were asked to get a sense to see if their groups would participate and ask for possible venues.

I continue to visit meetings in our district. When a group celebrates their Anniversary, I make every effort to be there.

In my travels, I have learned about the need to attract young people to our two Alateen meetings in Hightstown and Hamilton and the efforts our members are making. There is great concern and desire to build up teen attendance. Two Al-Anon members have expressed interest in first time AMIAS training.

October 8, 2016 will be the Rocky Hill Birthday Party and a flyer will be out in August.

District 25 – Chichi

Meeting updates from our last meeting on April 20, 2016. Thursday meeting at Stratford has grown in the past few months. Thursday afternoon Haddonfield celebrate 34 years. Saturday evening Haddon Heights is steady with small numbers. Monday evening in Berlin is struggling with very few members and no money to buy literature. It is the closest meeting for people living in Hammonton and the Winslow area. There are a number of newcomers who come to the meeting and are not receiving meeting lists or Newcomer packets.

Discussion of Issues – Chronic lateness was discussed. The following suggestions were proposed: Doing a group inventory where the topic would come up and shared. Have opening statement as a topic for the meeting to be shared.

Project Discussion – A group conscience was taken and it was decided to order walled cards with meeting lists for the groups in our district. Chichi will investigate and share with GRs by email so a decision about the number to order can be made. It was decided to move forward with sending outreach letters to middle and high schools in the district for Alateen. Mary will obtain the letter to send, Debbie will get address for the middle and high schools in the district, Al will purchase stamps when we know how many will be need to be sent.

Next meeting is tentatively set for August 24.

Since the meeting on April 20 the following has occurred: SJIS can help support the Berlin group by providing some literature for newcomers. Also, 2 groups have voted to redistribute their funds in order to give a larger percentage to WSO and Assembly.

Jal-Con Report – Lois G.

Jal-Con 2016 with the theme “Reaching Out in Recovery” is coming together quite nicely. Registration forms were mailed to all the registered groups and were sent to past attendees who had indicated a willingness to be contacted. Registration forms were also on hand for distribution at the NJ Area 45 convention and the Connecticut Al-Anon convention and the AWSC meeting in May. The information has been posted to NJ Assembly website.

At the moment the biggest concern of the Jal-Con Trustees is the poor attendance at the last two Annual Meetings. Because of the poor attendance and the need for nominations for Trustee positions, Jal-Con decided to return the Annual Meeting to the convention site. The meeting will be July 23, 2016 from 12:30 to 1:30. Notice of the meeting will be sent 30 days prior to all registered groups.

Each Al-Anon and Alateen is entitled to elect a Jal-Con representative to serve as the group’s voice in Jal-Con matters and report back to their groups. Terms are 3 years and there is one meeting a year. The Annual Meeting is open to any Al-Anon/Alateen member who wishes to attend.

As the situation in many service arms of Al-Anon, Jal-Con is in need of volunteers for service beyond the group level. Jal-Con is particularly in need of volunteers for the position of Trustee for upcoming years. We have two three-year open as of November 1, 2016 and there are other positions open as well. The Trustee commitment involves 8 or 9 meetings a year, beginning at noon on the second Saturday of the month. Meetings are generally no more than 2 ½ hours. Trustees run the “business” of Jal-Con and we must have at least 4 Trustees in order to do business.

In addition to the Election of Trustees, the Annual Meeting this year will host a discussion of the future of Jal-Con. Fixed cost need to run the convention, i.e.: insurance, storage, mailbox, etc., have constantly risen, yet attendance remains static and we have suffered revenue losses. We are in the process of negotiating a hotel contract for 2017 but whether there will be a convention in 2017 will depend on the attendance at the convention in 2016. We cannot continue to run a convention with losses or to run a convention whose attendance remains static.

Also under consideration will be that in 2018, the AI-Anon International Convention will be held from July 5-8 in Baltimore, three weeks prior to what is expected to be the date of the NJ AI-Anon Convention in late July. Attendance at Jal-Con has been affected in the past when either AA International or AI-Anon International conventions have been within several hundred miles of NJ. Since Baltimore is much closer to NJ than any of those other conventions, we need to consider whether to hold a NJ AI-Anon convention in 2018.

Delegate's Report – Ann Marie - World Service Conference 2016

Ann sent her thanks to all the individuals, groups and districts that sent me notes at WSC!

Ann gave a detailed report on how each day of the conference.

Monday

9-11 Orientation Meeting for New Conference Members and WSC rules.

1-1:25 Presentation on roles of various members of Selected Committees, Task Force/Thought Force and Work Groups. Ric Buchanan has retired as Executive Director of WSO, WSO organizational structure changes.

1:30-3 Selected Committees and Task Force, Public Outreach Committee, Literature Committee, CCT/Nominating Committee (I am on), Task Force: Spirituality in Group Money Discussions, Task Force: Spirituality in District Money Discussions, Task Force: Spirituality in Area Money Discussions, Overview of Nominating Process and CCT Orientation, Explanation of Scoring and Ranking Process, Review of Objection Process

3:15 to 6:15 Sharing Area Highlights. The area highlights that we sent in were accumulated into a document and distributed. We spent time talking and getting to know each other.

6:30 to 8:30 Opening Dinner with Speaker

Tuesday

8am 2016 WSC Goals

1. Conference members will purpose of the Conference, relationships within the structure and be able to articulate Conference discussions and decisions.
2. The spiritual tone of the Conference will prevail by the demonstration of mutual respect and acceptable conduct.
3. Knowing that our Higher Power is present in the expression of our group conscience, Conference members will presume goodwill.

Roles at the WSC – Delegates, Trustees, Executive Committee Members, Voting Staff, International Representative – voice only, Executive Committee Real Property Management Chairperson – voice only, Non-voting staff. Seating Motion for non-voting staff, Roll Call, Announcements, Sharing Ourselves – Panel 54 Delegates, Welcome, Twelve Traditions, Conference Goals, Orientation, Voting Procedures.

11am Alateen Survey Report Back, Ran from March 1 to March 20, 2016. 292 started survey – 170 Alateen completed. 58 not in Alateen – 20 that were not <21-44 that did not complete. Average age 14.26, 70% heard about Alateen from parents, 10% referred by professional, 19% had an Alateen sponsor. The most important things to the teens was the people. Technology received the least number of votes in importance.

1pm Sharing Ourselves

1:15pm Central American Zonal Meeting Report - "Un Solo Pais" – One single Country. 17 Representatives from 6 countries. "Where there is Higher Power's help there is hope"

1:25pm Concept Eleven Descriptive Text – To amend the description of Concept Eleven on pages 207-214 in the 2014-2017 Al-Anon/Alateen Service Manual.

3:45 Policy Discussion – Memorial Contributions – To amend text on page 95 of the "Financial Matters" section in the Digest of Al-Anon/Alateen Policies section of the 2014-2017 Al-Anon/Alateen Service Manual.

5pm WSC Agenda Items Breakouts – Alateen, Balance, Groups

7pm Public Service Announcement Presentation – the New PSA was played in Spanish, French and English

7:15pm Motions – Seating Motion, Concept 11 Descriptive Text, Memorial Contributions Text

7:45pm Unanswered Questions/Reflections

8:15pm Meet the Board Event – Saturday October 22, 2016 in Fayetteville, Arkansas. 3 year trial from 2014-2016, Extending another 3 years, Need a new name – handed out slips for suggestions

Wednesday

8am Reading of the Twelve Steps

8:30am Sharing Ourselves

9:30-9:45 Al-Anon Faces Alcoholism Magazine – 387,425 copies in 2015. Revenue neutral project. How can we encourage use? Hand out to beginners?

10:00am 2016 Proposed Budget – Expenses will exceed Revenues by \$184K. What can we do? Buy a book you weren't intending to buy and pay it forward to a new member, sponsor, etc. Have the group send in \$20 more than last year. Personal contributions on the WSO website.

10:45am Overview of the Regional Trustee Plan Process – 2017 Regional Committee on Trustees (RCT) – Out of Region Delegate Selection – Election of the RCT Chairpersons and Alt. Chairpersons –

Conference Committee on Trustees (CCT) – Nominating Committee – Regional Trustee Affirmation Process – all affirmed (US Northeast, Southeast and North Central) – Trustee at Large Process (1 of 4 not affirmed) – Board Officer/ECRPM Affirmations – all affirmed

1:00pm Literature Committee Recommendation – KDBM – Should the WSC give conceptual approval to remove the “Prayer for Today” from Conference Approved Literature? After lengthy discussion a consensus vote was taken on Friday to continue the conversation. Delegates will take the information back to their Areas and discussion will resume at 2017 WSC.

2:00pm Finance Committee Presentation of 2016 WSC Index of Financial Resources to help Delegates explain the budget and audit to our areas.

3:15pm Approval of the Annual Report

3:45pm Policy Discussion – Conventions and Other Events – Postponed

5:00pm WSC Agenda Item Breakouts – Alateen, Balance, Groups

7:00pm International Representative from Mexico – Lourdes Maria Coello shared her story.

7:10pm Motions – To approve the 2015 Audited Financial Report, the 2016 Finance Committee Report (Budget), the 2016 Annual Report

7:40pm Unanswered Questions/Reflections

8:15pm Open Board of Trustees Meeting

Thursday

8:00am Reading of the Twelve Concepts

8:10am Sharing Ourselves

8:25am Task Force Meeting Types

9:25am TEAM Events Task Force – TEAM Events are designed to energize members spiritual quest, activate members’ creativity and expand

members' understanding of Al-Anon. TEAM events are also an opportunity to meet WSO staff and Trustees.

10:15am Task Force: Communication and Strengthening the Links of Service – more information to be shared at November Assembly

11:15am Policy Discussion – Conventions and Other Events. Proposed, revised language for pp. 85-86 of the 2014-2017 Al-Anon/Alateen Service Manual (p24-27). This recommended language seeks to clarify what can and cannot be announced at Al-Anon/Alateen meeting. After extensive discussion and revisions to text it was decided to send the language back to the Policy Committee to be resubmitted to the 2017 WSC. Lois W said “We are prepared to give away many things but not our good name”.

1:00pm Time to network

2:00pm Finance Breakouts

3:30pm Finance Breakouts Report backs

4:15pm Policy Discussion continued

5:00pm Open Policy Meeting – Discussed the terms “open” and “closed” and whether they are confusing potential members.

7:00pm European Zonal Report – Held at monastery in Belgium – 12 structures represented

7:10pm Motions – none today

7:40pm Unanswered Questions/Reflections

8:10pm 2018 Al-Anon International Convention Update – Baltimore, MD, July 5-8, 2018

Friday

8:00am Reading of the Warranties

8:10am Sharing Ourselves

8:25am Task Force: Acceptance of Communities, Cultures and Beliefs – more information to be shared at the March 2017 Assembly

9:45am Chosen Agenda Item – How can we adapt and evolve to attract and retain younger members (under 40) while staying true to our purpose,

traditions and concepts? Lois W said “I can’t break Al-Anon and I can’t fix it. Al-Anon will be here as long as it is useful to our Higher Power”. PSA in local theaters. Outreach at local community college. Be welcoming to young women with small children (as long as they are not disruptive).

10:45am Task Force: Technology and Anonymity – Avoid using an email address that can identify you.

11:45am AFG, Inc. the Organization vs. AFG the Fellowship

1:00pm The Forum – A discussion on subscriptions

1:30pm WSC Agenda Items – Reports

2:00pm 2023 International Convention Bid Process – 6/30 to 7/2 of 7/7 to 7/9 – Site has to be capable to handle between 4k and 5k attendees and 30 simultaneous workshops. Need at least 100 local 100 Al-Anon members to volunteer. Bid questionnaire needs to be submitted by 12/1/2016.

2:45pm Ibero-American Zonal Meeting – 8 countries represented with 2 members each

3:15pm General Session

4:15pm Unanswered Questions/Reflections

4:45pm 2017 WSC Site Announcement 4/24 to 4/28/2017

6:30pm Closing Dinner with Spiritual Speakers

Saturday

8am Annual Open Board of Trustees Meeting – Legally pass/approve motions voted on at WSC

There was an Open House and a Closing Banquet which I did not attend.

Ann also included information on the Motions that were included:

Motion #2 Concept Eleven (Vote 92 yes 0 no 0 abstentions 0 voids)

To amend the descriptive text of Concept Eleven on pages 207-214 in the 2014-2017 Al-Anon/Alateen Service Manual (P24-27) as follows:

(Italics indicate deletion; bold and underlined indicate new text; moved text is only underlined)

Concept Eleven

The World Service Office is composed of selected committees, executives and staff members.

While the Trustees hold final responsibility for Al-Anon's world service administration, they should always have the assistance of the best possible committees, executives, staff and consultants. This means careful consideration of these committees, the personal qualifications of their members, the manner of their induction into service, the way in which they relate to each other, and the special rights and duties of our executives, staff, and consultants.

The long-range success of our World Service Office (WSO) will rest not only on the capabilities of the Trustees but also upon the competent leadership and harmonious association of those *non Trustee* committee members, service directors, executives, and staff members who actively carry on Al-Anon's world services. Their quality and dedication, or their lack of these characteristics, will make or break our structure of service. Our dependence on them will always be great.

Staff members are in direct contact with Al-Anon worldwide through correspondence and/or travel. Their performance is constantly on view by visitors to the WSO. They perform most of the routine tasks and carry on most of our services. They often develop and implement new plans and policies. Because this group is the visible image of world service, most Al-Anons members evaluate our service by what they see and feel in them. These *servants* staff members not only support the world leadership of the Trustees, they share world leadership with them.

With the approval of the Board of Trustees, its Chairperson annually appoints committee Chairpersons. The committee Chairpersons, in consultation with staff liaisons, select the at large or advisory members who are then approved by the Board. The Chairperson of the Board and the Executive Director are ex officio members of each committee. Staff members are represented on each committee. Conference Delegates also serve on a number of these committees.

Selected Committees

Admissions/Handbook**

Alateen Advisory

Archives Advisory_{__}**

Canadian Public Outreach

Conference **Leadership Team (formerly Conference**)**

Conference Committee on Trustee (CCT)

Finance*

Forum Editorial Advisory

Group Services _{__}**

International Coordination

Literature

Nominating

Outreach to Professionals Advisory

Policy*

Public Outreach

Regional Committee on Trustees (RCT)

Regional Service Seminar_{__}**

None of these service committees are executive in character. They do not manage or conduct active affairs of the service departments.

*The Admission/Handbook***, *Canadian Public Outreach* and *Conference Committee on Trustees* are subcommittees of the Conference, *Public Outreach* and *Nominating Committees* respectively.

The Admissions/Handbook is a subcommittee of the Conference Committee**, Conference Committee on Trustees and Regional Committee on Trustees are subcommittees of the Nominating Committee.**

Advisory committees and subcommittees make recommendations to their parent committees. Other committees make recommendations to the Executive Committee or to the Board of Trustees. From time to time, ad hoc committees and/or task forces may be

established to fulfill a specific, limited purpose. Ad hoc committees and task forces report to the entity which appointed them.

Policy Committee: This is perhaps the most important of all the World Service Office (WSO) committees. It can exercise authority over issues or projects that involve Al-Anon policy, public relations, or the traditions, as these may arise in other WSO committees. It is empowered to consider any issues or projects submitted by an Al-Anon member, or to reconsider a decision already made if any part of the fellowship dissents.

The Policy Committee makes recommendations to the Board of Trustees and also reports minority views. In an emergency, when immediate action is necessary its decision is binding so far as that particular incident is concerned. But this decision does not necessarily become part of the overall policy, unless approved by the Board of Trustees and the World Service Conference. (See Appendix for A.A.'s General Policy Committee.)

The Policy Committee is composed of a Chairperson, all members of the Board of Trustees, members of the Executive Committee, *the Chairperson of all WSO committees**, and the Conference members of the WSO administrative staff. It meets quarterly in advance of the Trustees' meeting.

Finance Committee: The primary function of this Committee is to see that our World Service Office (WSO) operation remains financially sound, always aligning the use of our money with the spiritual principles of our program.

The Committee conservatively estimates each year's income. It develops plans for increasing our revenues and keeps a watchful eye on expenditures. It scrutinizes the annual budgets of estimated income and expense submitted by the WSO, and makes revisions when necessary.

The Committee also sets literature pricing in a way that adequately supports the needs of the service structure.

This committee may be compelled to risk temporary deficits. However, uncontrolled spending could result in the collapse of vital services. On the other hand, fearful hoarding could result in the severe curtailment of such services. Both should be guarded against with great care.

When appropriate, the Finance Committee recommends that the Board of Trustees set aside sums in *our the* Reserve Fund (Warranty One) with the assurance of the immediate availability of those funds.

This Committee is composed of a Chairperson (Treasurer of the Board of Trustees), the Chairperson of the Board of Trustees, the Chairperson of the Executive Committee, the Executive Director, and a volunteer member of either the Board of Trustees or the Executive Board and approved by the Trustees each year at the Annual Meeting. The Director of Business Services is an ex officio member of the Committee.

Nominating Committee: This Committee aids the Trustees in discharging their prime obligation to see that all vacancies within the Board of Trustees or its Executive Committees are filled with those of the greatest possible competence, stability, and industry.

This committee makes recommendations that will determine, to a large extent, the continuous success of our services.

In making the recommendations for Trustee at Large **and Regional Trustee candidates., the Nominating Committee** it evaluates and reviews the written input of each member of the Conference Committee on Trustees **and the Regional Committee on Trustees** as part of the careful deliberation.

The Nominating Committee refuses to accept casual recommendations in its selection of candidates for Trustee at Large, **Regional Trustee**, and at-large members of the Executive Committees **(see also Concept 8)**.

Conference Committee on Trustees: In 1984m the Conference Committee on Trustees (CCT) was formed. The CCT, a subcommittee of the Board's Nominating Committee, is composed of World Service Conference Delegates and elects its own Chairperson annually.

The members of the CCT independently review and evaluate resumes submitted for Trustee at Large *openings* **and resumes for at large members of the Executive Committee for Real Property Management.** A compilation of their reviews is provided to the Nominating Committee to assist it in the selection of candidates to be presented to the Board.

Regional Committee on Trustees:

The process for the election of Regional Trustees, accepted by the 2010 WSC, includes the formation of a Regional Committee on Trustees (RCT) for each of those regions nominating a Regional Trustee in that year. The RCT is a subcommittee of the Board's Nominating Committee, and is composed of all World Service Delegates from that region plus additional Delegate(s) from outside the region. Each RCT elects its own Chairperson.

The members of each RCT independently review and evaluate resumes submitted by Areas, within that region, for candidates for Regional Trustee. A compilation of their reviews is provided to the Nominating Committee.

International Coordination Committee: In 1976, the International Coordination Committee (ICC) was formed as an avenue of communication to support the international growth **and to perpetuate world-wide unity** of Al-Anon and Alateen.

The ICC, **is** an advisory committee to the Board of Trustees, *works to perpetuate world wide unity*. The Committee coordinates the International Al-Anon General Services Meeting (IAGSM) and reviews the activities of the World Service Office (WSO) as they relate to those individuals, groups, and service arms outside the areas served by the World Service Conference (WSC) structure. It also considers first-time requests for permission to reprint Conference Approved Literature (CAL) outside the WSC structure.

The ICC provides guidance to groups worldwide as they endeavor to form General Service Office structures within their own countries.

Conference *Committee* **Leadership Team (Conferences)**: The Conference *Committee* **Leadership Team** has the responsibility to prepare a World Service Conference agenda that facilitates the active voice and effective group conscience of our fellowship.

To foster communication regarding the work of the Conference. Conference **summaries are available to all members** *and groups receive a summary of the Conference sessions.*

Admissions/Handbook Committee^{**}: The Admissions/Handbook Committee^{**} is a subcommittee of the Conference Committee^{**}. The

Committee reviews and recommends requests for seating non-voting participants at the World Service Conference (WSC). It determines if an Area meets the criteria for seating at the WSC and reviews requests for and Area name change. It makes recommendations for changes in the World Service Handbook section of the Al-Anon/Alateen Service Manual.

Archives Advisory Committee^{**}: This Committee is concerned with preserving and organizing historical Al-Anon/Alateen material. It recommends to the Executive Committee current preservation and archival record management techniques to further the ongoing maintenance of those materials. It also acts in an advisory capacity to the World Service Office (WSO) in making the archives available to the staff, volunteers, membership and researchers.

Forum Editorial Advisory Committee: This Committee selects sharings suitable for publication, and through a process of review and assessment, recommends to the editorial staff articles for inclusion in various sections of the magazine. The Committee critiques previous issues. In reporting to the Executive Committee, it suggests reader surveys, reviews proposed survey text and considers the results.

Group Services Committee^{**}: In 1996, this Committee was created to respond to the needs expressed by our fellowship as a whole. The Delegate Committee members bring the shared experience of their Areas so that the Committee can offer recommendations to the World Service Office (WSO) on how to best serve the membership.

Alateen Advisory Committee: The Alateen Committee was restructured as an advisory committee to the Group Service Committee. The committee identifies and articulates the needs of teenage members of the fellowship to assure that Alateen interests are considered in Group Service Committee decisions and activities. This Committee is composed of members of both Al-Anon and Alateen.

The Literature Committee: *These Committees are responsible for all Conference Approved Literature (CAL). They create material to meet new needs or changing conditions. They are also charged with the revision of existing books and pamphlets. Broadly speaking, their mission is to see that every aspect of the Al-Anon program of recovery is presented in comprehensive written material for our members, friends, and the world at*

large. This Committee is responsible for all Conference Approved Literature (CAL) and its mission is to see that every aspect of the Al-Anon program of recovery is presented in comprehensive written material for our members, friends, and the world at large. The Committee suggests creation of material to meet new needs or changing conditions and is charged with the revision of existing books and pamphlets. Our literature is a principal means for facilitating Al-Anon growth, unity and service. The influence of the many thousand books and pamphlets *shipped* **distributed** each year is incalculable. **For these reasons Al-Anon's policy is to produce only high-quality literature.**

Our policy is to aim at only the best, Cheap looking and poorly conceived literature is not in Al-Anon's best interest.

Public Outreach Committee: This Committee is the umbrella under which we try to reach families and friends of alcoholics and professionals who work with them, through a variety of media and communication vehicles.

The Committee assists in the development of educational tools for our members to use with a variety of outside audiences to inform them of what Al-Anon/Alateen is and how it can be an effective resource for families and friends of alcoholics, and attract new members to our fellowship without compromising our Traditions.

Canadian Public Outreach Subcommittee: DELETED IN IT'S ENTIRETY

Outreach to Professionals Advisory Committee^{**}:The Cooperating with the Community (CPC) Committee was restructured as an advisory committee to the Public Outreach Committee. The work of outreach to facilities and institutions was also delegated to this Committee.

This Committee follows Bill W.'s suggestion of being friendly with our friends, the professionals. The broad objective of the Committee is to make Al-Anon/Alateen's purpose better known to professionals at a national level.

The Committee works to improve cooperation between Al-Anon and the professional community, institutions, and organizations at a national level by providing information about who we are, what we are, and how we can cooperate with them.

Regional Service Seminar Committee^{**}: This Committee shares ideas from region to region and recommends ways to make the Regional Service Seminars more effective.

Executives – Any active service, to function well, must be managed by a competent Executive. It must always be directed by one person, supported by such staff as needed. This function must be delegated to an individual with ample freedom and authority to do the job without interference so long as the work is done well.

Good executives possess a special combination of abilities, one of which is the ability to lead by example, thus securing willing cooperation. If that cooperation is lacking, action must be readily taken without favor or partiality. An executive is often the one who takes the initiative in planning. When making new plans and putting them into operation, consultation must be held with those whose experience and wisdom are actually or officially required.

A good executive knows when to ask for specific definitions and directions and when to make decisions. This choice is structurally guaranteed by Concept Three (Right of Decision). If there is an error in judgement or if authority is exceeded, the decision can be reviewed.

Staff Members – Certain key people at the World Service Office (WSO) must be Al-Anon members. Some of these key paid personnel have a vote on our Committees and Corporate Boards. It is not a requirement that clerical staff be Al-Anon members. It is important that all be treated fairly. As in the management of any business, the prime consideration is getting the job done well.

*In our Al-Anon structure of service, **At our World Service Office,** we treat our paid workers in all respects as we do our volunteers. Our employees are part of the team. The fact that our employees receive a salary from the WSO should never, consciously or unconsciously, be used as a lever against them. To do so would be neither good spiritual practice nor good business. When we can afford it, every employee should be compensated in relation to those offering similar services and abilities in comparable not-for-profit organizations.*

No organizational structure can fully guarantee the WSO against the possible damage done by clashing personalities. If, however, *they* **our paid staff** cannot or will not do their jobs, we can and should let them go.

By our sustained willingness to practice spiritual principles in all our affairs we can realize these ideals.

*Committees having permanent status, often **sometimes** referred to as standing committees.

****This Committee is no longer used in World Service Conference structure however the Committee may be functioning in worldwide General Service Offices or evolving structures that look to the WSC for guidance.**

Motion #4 (84 yes, 5 no, 1 abstention, 2 void) – Carried

To amend the text on page 95 of the “Financial Matters” section, “Memorial Contributions” in the “Digest of Al-Anon and Alateen Policies” section of the 2014-2017 Al-Anon/Alateen Service Manual (P-24-27) as follows:

(Italics indicate deletion; bold and underlined indicate new text, moved text is only underlined)

Memorial Contributions

Any Al-Anon or Alateen member may make contributions to the WSO in memory of anyone who is deceased. (Contract the WSO for details)

The World Service Office accepts contributions in memory of deceased Al-Anon members from “family” who are not Al-Anon members. The Fellowship recognizes that accepting such contributions can give comfort to families as described in Tradition Five.

The World Service Conference defines family as anyone who has a close relationship of loving care and concern for another. The individual donor defines his or her relationship to the deceased member.

This one time gift of gratitude is limited to an amount no greater than \$500. Memorial contributions by non-members are not solicited.

NJIS Report to Assembly

The NJIS office continues on a more solid financial footing because of the contribution it received at the end of last year. 10% of one years operating budget was put into the checking account and the balance of \$18,000 was out into an Interest Baring checking account.

The NJIS website was redesigned, a new computer was purchased as well as new office chairs and new software.

Member contributions were up 11% for the first quarter of 2016 but expenses were up 11.5%.

March Assembly Minutes were included and a motion passed to accept with one correction.

The New Jersey Al-Anon Assembly Audit was completed on March 19, 2016. In attendance were – Angela – Past Treasurer, Donna S. – Alternate Delegate, Stacey P. – Treasurer, Diane – District Rep, Barb C. - Recording Secretary, Karen- Group Rep, Katie O. – District Rep, Carol M. - Past Delegate, Rich M. – Chairperson

Ending Balance	2014 Checking Account	\$ 7,178.89
	2014 Savings Account	\$ 16,573.58

Book Balance \$6,686.42 Year End Balance \$23,260.00

Recommendation:

Run Checking and Savings Statements Separately

Issue of checks being received without proof of membership to Al-Anon.

What should we do with checks? We have not deposited since July.

Carole M. said we should have deposited them. Needs to be discussed at AWSC. Carole recommends that we send check back to senders with note that we don't accept monetary contributions from non-members.

Closing Balance Savings 12-31-2015 \$ 16,581.89

Closing Balance Checking 12-31-2015 5,241.22

Interest Earned through 12-31-2015 \$8.28

Combined Book Balances Wells Fargo Checking and Savings Accounts
Total 12-31-2015 \$21,823.08