

NEW JERSEY ASSEMBLY AREA 36

MEETING MINUTES – NOVEMBER 6, 2021

Ann Marie Z. called the meeting to order at 10:00 AM via Zoom. The meeting opened with the Serenity Prayer.

Ann Marie reminded attendees that Group Representatives (GRs) are here to represent their group but also to represent Al-Anon as a whole.

Ann Marie indicated the theme for this Assembly was Concept One, and read the concept.

This was followed by Sue H. reading the Twelve Traditions. Katie O. read the Twelve Concepts of Service and the General Warranties of the Conference. Ann Marie welcomed new people here for the first time.

Ann Marie Z. read from Page 86 of the Service Manual regarding dual members in Al-Anon service. There was a vote count. Attendees were requested to indicate their affiliation after their name for vote count.

There were 76 participants.

Chairperson: Ann Marie reminded all of etiquette procedures for Assembly.

Each speaker would have 2 minutes to speak and was reminded to stay on topic, one at a time, no need to repeat an opinion or topic, if anyone needs to leave before end, please let Jennifer know.

Chairperson report from Ann Marie Z. was included in packet. Highlights include:

- Gave a description of Chairperson position and responsibilities.
- July 10: Attended Al-Anon's 70th Anniversary, held virtually, and gave report.

- July 17: Attended virtual workshop held by Arizona Al-Anon and gave report.
- August 23: Participated in Zoom call regarding calendar and Alagram.
- September 9: Attended NJ Al-Anon Assembly Trustee Zoom meeting.
- September 11: Participated in 2019 and 2020 audits.
- September 27: Participated in annual Budget Committee meeting.
- Gave report of need for independent trustee meeting:
 - Independent meeting
 - Regularly scheduled
 - Requested legal advice and review of documents of Pro Bono Attorneys
 - Have had more than 3 meetings
 - New Panel can continue to work with Pro Bono Attorneys
- Donna asked if officers were giving brief descriptions of position/duties. Ann Marie indicated yes.

Delegate: Donna S

Donna gave report. Report included in packet. Highlights include:

- Donna gave a description of her position and responsibilities and thanked the Assembly for the opportunity to serve.
- July 10: Attended Al-Anon's 70th Anniversary virtually and gave report.
- August: Participated in video conference call with WSO Executive Committee, Delegates, and Trustees to review the July Chairperson of the Board (COB) Letter and Policy Committee, Conference Leadership Team and Finance Committee reports and gave report.

- September: Attended Trustee/Officer meeting and participated in Budget Committee meeting.
- Participated in LinkedIn Campaign and gave status report.
- Participated in video conference calls with Thought Force: Diversity Today. Presentation forwarded to Board of Trustees for review. Once approved, will be presented to 2022 WSC.
- Reviews postings to AFG Connects for information relevant to Area, particularly "Permanent Electronic Meetings."
- 2021 Road Trip to Cleveland postponed.
- Gave report from WSO, including 2022 WSC information (April 25-April 30, 2022); Equalized Expense Report for 2022 (\$2,137); At-Large Committee Members Resume Solicitation Timeline; 2021 WSC Summary availability; and Group Contribution Report.
- Donna thanked everyone for their support and the great learning experience.
- There was a question as to the meaning of various acronyms used in reports; Donna referred to Service Manual index.

Alternate Delegate: Katie O. gave report; included in packet. Highlights include:

- Gave description of her position and responsibilities.
- Reported *Forum* has new editor, Carol C., who is encouraging members to write; Page 2 of Katie's report includes Writing Guidelines.
- Analyzed May and September *Forum* sales reports.
- *Forum* subscriptions have begun to increase slightly. Total subscriptions: 245. Total copies: 260 Numbers do not reflect electronic subscriptions.
- Continued to ask GRs to encourage groups to subscribe to *Forum*. Members can purchase electronic subscriptions through *al-anon.org* website, or through Amazon.

- Attended WebEx Conference for Forum Coordinators and gave report.
- Did not receive information regarding NJAIS meeting.
- September 9: Attended NJ Al-Anon Assembly Trustees meeting.
- September 11: Attended Audit Committee meeting
- September 27: Attended Budget Committee meeting (Virtual).
- October 16: Attended Al-Anon Online Convention.
- Sent facility requests to Middlesex County Fire Academy for 2022; however, the Academy remains closed to the public for the foreseeable future.
- A copy of the *Forum* order form was included with Katie O.'s report.
- Question: How to obtain *Forum* electronic subscription; referred to NJAl-Anon.org.
- Question: What is the difference in two sets of meeting dates? Meetings are AWSC and NJ Assembly; AWSC meets before Assembly; GRs vote at Assembly.

Treasurer: Audrey gave report; included in packet. 2021 highlights include:

- Audrey gave a description of her position and responsibilities.
- YTD Income (2021): \$9,282.77
- YTD Expenses (2021): \$4,338.22
- Net Difference: \$4,944.55
- Donations coming in on a very consistent basis.
- Fewer expenses because of pandemic.
- Looking for new areas to spend, e.g., outreach.
- Question: Ken asked about relationship between income and expenses (report indicates \$1 spent for every \$2 in income). Audrey indicated pandemic has kept expenses low and that there were year-end expenses yet to be tallied.
- Question: Ken asked about funds in savings account, any need to withdraw to

cover expenses? Audrey indicated not in her three years.

- Question: Ken asked if money drawn down indicates more money in expenses; Audrey indicated that is the case.
- Cari asked if groups receive acknowledgement for donations to Assembly and WSO. Audrey indicated donation information included in Treasurer Report.
- Sue H. requested group record information be updated every year to keep reporting accurate.
- Kathy B. indicated next appeal letter will report what groups have sent to date.
- Donna indicated groups need to include group number or address when sending donation.
- Ann Marie indicated that groups will receive receipts; individuals typically do not.

Recording Secretary: Mary F. gave a description of her position and her responsibilities. Mary F. reminded anyone who had not submitted a report for packet to speak slowly when giving report.

- Kalpana asked about timing of Minutes and requested they be submitted for approval sooner. Ann Marie indicated next Panel can address this issue.

Corresponding Secretary: Jennifer gave report. Included in packet. Highlights include:

- Corresponding Secretary position not up for election in November.
- Gave Group Records report but indicated number of groups is continually changing due to pandemic.
- 280 active Al-Anon groups; 318 Active Al-Anon meetings.
- 8 active Alateen groups.

Gave COVID-19 Update:

- 44 Meetings suspended.
- 95 Meetings have published Temporary Electronic Meeting links.

- 150 groups are meeting face-to-face.
- 29 hybrid meetings.

Group records can be updated using form on WSO website. Link is provided to the form from the NJ Assembly website. Please check the status of your group on the WSO website and inform Jennifer of any changes. Reminded groups returning to face-to-face meeting that temporary electronic meeting information will be removed.

- Provided LinkedIn Task Force with breakdown of meetings.
- July 24: Attended GRC WebEx call with WSO
- September 9: Attended Trustee meeting.
- Started NJ Annual Update in July; efforts on-going.
- September 25: Submitted 292 Group mailing labels for Alagram and Calendar.
- Provided GR and CMA email addresses to Alagram.
- Thanked everyone for help in updating meeting information.

Jennifer gave clarification about meeting types:

- If on Zoom: Temporary.
- Hybrid: Electronic component available.
- Face-to-Face: In person only.
- Requested any new GRs update their contact information.
- Question: Kalpana requested WSO clear up confusion between Electronic and Temporary Electronic meetings.
- Question: Ezra asked whether electronic meetings are part of NJ Area. Ann Marie indicated this will be discussed in New Business.

Alagram: Kalpana submitted her report. Included in packet. Highlights include:

- Gave definition of Alagram and its purpose.

- Fall 2021 Alagram mailed to groups along with free calendar and handout about open positions.
- Alagram also posted to NJ Assembly website.
- Report also emailed to available Group and CMA email addresses.
- Gave description of Alagram Coordinator position.

Archives: Mike gave report; included in packet. Highlights include:

- Continuing to digitize paper archives onto hard drive.
- If any groups have old literature, please send to Mike for Archives.
- Archives will be retained at the Assembly level.
- Still has Braille copy of ODAT. Asked GRs if anyone knows a visually impaired member who could use it.
- Mike included blank forms for long-time members as well as for group histories with his report.
- Mike's contact information is included with his report.
- Question: Liz asked if Archives/Alagram coordinator positions are available to dual members. Answer was they are not, as coordinators vote at AWSC.

Public Outreach: Karen P. gave report; included in packet. Highlights include:

- Karen described her position and responsibilities and expressed gratitude for the opportunity to serve.
- Public Outreach very busy since summer is over and September was National Recovery Month.
- September 11: Table at Hope Sheds Light Walk in Seaside Heights.
- September 19 and 26: Table at sessions on Alcoholism and Substance Abuse at St. Luke's Catholic Church in Toms River.

- October 8: Table at NJ Counselors Association Fall Conference in Edison.
- Answering emails, mostly questions about meetings and requests for literature.
- Phone line has been very busy, 1-2 calls per day; many looking for face-to-face meetings.
- Please let Karen know what your group or district is doing for public outreach.

Karen thanked everyone for the opportunity to be of service.

Alateen: Tim S. gave report; included in packet. Highlights include:

- Described his position and responsibilities.
- 2 Alateen groups meeting face-to-face, Cherry Hill and Hamilton Square.
- Wayne meeting virtual.
- Iselin meeting closed.
- 4 active meetings suspended due to COVID.
- Currently 22 certified AMIAS.
- Karen P. looking for certified AMIAS in Toms River to restart Alateen meeting.

AAPP: Frank did not submit a report but gave the following information:

- Position includes working with WSO, including group records and Alateen coordinators.
- Manages 6/15 deadline for AMIAS certification.
- Enrolls new groups and new AMIAS.
- Position does not have a vote, so open to dual members.

Website: Martha gave report, included with packet. Highlights include:

- Gave description of position and skills required.
- Number of users and new users declined somewhat.

- Meetings continue to change from temporary electronic to hybrid or return to face-to-face; groups asked to use online change forms to submit changes and corrections.
- Purchased Wordfence Security for website.
- Continuing to update website, and relaunched Professionals page, aka LinkedIn landing page.
- Currently running on Wordpress 5.8.1.
- Renewed website domain registration, Website Essentials, and updated website to Wordpress 5.7.2.
- Question: Is a list of districts going to be added to Contact Us page? Martha indicated list will be updated after November Assembly.
- Question: Cari wanted to know how a Spanish group register. Ann Marie indicated Aura from Spanish Intergroup at Assembly today can assist her privately.

Literature: Lori-Jo gave report, included with packet.

- Gave description of her position and responsibilities.
- 2022 calendars mailed to CMAs for all Al-Anon Family Groups registered in NJ. Also included Alagram and a flyer for positions put to vote today.
- Welcome Newcomer eBooklet available online in multiple formats, Item eK-10.
- Discussed the issue of use of male pronouns referring to God brought before WSO and WSO's response.
- Gave literature updates from WSO:

Currently accepting sharings from Alateen members for new Just for Tonight Alateen bookmark. Please encourage Alateens to write. Provided addresses for sending sharings.

Holiday Special Alateen bundle: \$20 for four pieces of literature.

Question: Mary wanted to know what the four pieces are in the Alateen bundle. Lori-jo listed Alateen A Day at a Time, Alateen Hope for Children of Alcoholics, Alateen Speaks Out, and Alateen Just for Today.

Question: Branca asked if date could be removed from Al-Anon Faces Alcoholism. Lori-Jo indicated this has already been done.

DISTRICT REPORTS

District 2 Morris County: Angela R. gave report, included in packet. Highlights include:

- Last District meeting October 12; next meeting, February 2022.
- District has 11 Groups and 13 Meetings; one group closed after submitting her report.
- 2 suspended meetings; 6 temporary electronic meetings; 5 face-to-face meetings; 1 hybrid meeting.
- District Treasury: \$ 732.10.
- Held District elections for all positions in October. Ken S. District Rep, Charlotte M. Secretary, Alternate DR and Treasurer positions still open.
- 5 groups have responded to NJ Area AFG Group Records Update; 7 have not.
- Angela report this is her last Assembly as DR; thanked everyone for the opportunity to serve.

District 3 Hunterdon/Warren Counties: Katie O. gave report, included in packet. Highlights include:

- District met in September via Zoom.
- 5 face-to-face meetings; 3 temporary online meetings; 2 permanent electronic meetings; 2 hybrid meetings; 1 suspended meetings; 2 closed. 2 Alateen meetings in district have closed.
- Completed public outreach project, distributing 2021 *Al-Anon Faces*

Alcoholism to 10 treatment centers; also sent meeting lists and a cover letter.

- Also sent copies of AFA to each of local groups meeting in person or hybrid.
- Working with groups to establish a contact email list for the group, and a registered GR.
- District is financially healthy (\$738.13 as of September 26).
- Next District meeting, November 19.

District 4 Morris, Passaic, Sussex: Christina gave report; included in packet. Highlights include:

- Gave status of all District 4 meetings: 2 hybrid, 1 in person, 2 virtual.
- Upcoming district meetings, via Zoom: 11/18 and 12/16
- Current DR term expires 12/31; no one has expressed interest; district may go dark.
- Treasury balance: \$561.73.

District 11 Middlesex and Union counties: Angela O. submitted report but needed to leave early; report included with packet. Highlights include:

- Meetings mostly returning to fact-to-face, although attendance has decreased and some meetings changed locations.
- 8 face-to-face, 1 electronic, 1 inactive, 3 pending confirmation. 2 new meetings registered.
- Outreach has slowed, but do distribute literature to police and fire stations throughout the district.
- Planning to complete group updates and encourage groups to elect a GR, and hold a district meeting in the near future to discuss direction for district.
- Contact information for Angela O. can be gotten from Ann Marie if you need to contact her.

District 19: No report

District 20/21 Trenton, Hamilton, Princeton: Mary K. gave report; included in packet. Highlights include:

- Last district meeting September 26, 2021 via Zoom, attended by 8 GRs, 1 Alternate GR, 1 visitor.
- Treasury balance: \$989.46
- Alateen group at St. Gregory the Great created Alateen flyer for distribution to counselors in area schools and given to GRs.
- Public Outreach projects on hold due to COVID-19.
- Have opportunity to start new meeting at Congregation Beth Chaim in Princeton.
- Working with Jennifer, Group Records Coordinator, to update district's group records.
- October 30 was district Unity Fellowship Day, in Princeton; 2 sessions, 3 workshops each. Also AA and Al-Anon speaker. Attended by approximately 40 people face-to-face.
- Term ends this year; district elections November 2021.
- Thanked District for opportunity to serve and for all of the growth in service.

District 22 Burlington County: No report.

District 23 Northern Ocean County: Sue H. gave report; included in packet. Highlights include:

- District off for summer; district meetings in September and October.
- 4 GRs and 2 visitors at September district meeting; a few more GRs in October.
- Public outreach on-going, to judges, police departments, and libraries.
- Continuing to update meeting lists; sent to all GRs to copy for their groups.
- Treasury is substantial; activities on hold during pandemic.
- Most meetings in district are face-to-face, some with hybrid option.
- Called every group in district and did encourage one new GR; may be another new GR who could attend Assembly in afternoon.

- Mary K. from District 20/21 attended October district meeting to share how to encourage more GRs to attend.
- No one has stepped forward to fill DR position; Sue H. chairing district meetings until position is filled to keep district active.

District 26: No report submitted.

District 27 Cape May and Atlantic Counties: Holly attended and submitted report, included in packet. Highlights include:

- District now has 7 face-to-face meetings, a total of 15 meetings. One hybrid meeting has over 30 people attend on a regular basis.
- Last district meeting was 11/1 in Marmora. Final district meeting will be in December.
- District has several new GRs unaware that district terms were expiring. Holly asked them for help in finding a replacement DR. The possibility of continued virtual AWSC and Assembly meetings was helpful.
- Treasury has over \$1,000, so district discussing how to spend. Many wonderful ideas presented. Hoping to have a decision by last meeting.
- Holly thanked everyone for the opportunity to serve.

Jen S., GR from District 8 had a general question for the group regarding help for running a hybrid meeting.

DID YOU KNOW:

“Did you know...How Rotation of Service Works in Al-Anon?” Ann Marie Z. gave presentation which included descriptions of positions available.

Lunch Break from 12:00 to 12:30PM

Jal-Con: Diane S. submitted report; included with packet. Highlights include:

- Report on Jal-Con 2021: *Courage in a Changing World*, October 16, 2021; full day; 8 topic meetings, guided meditation session, 4 speakers, Annual Business Meeting. Second virtual convention using a tech firm, which went very well. Total of 250 registered guests, but usually 110 guests at any given time slot. Still waiting for all online feedback from survey.
- Provided information for members to donate if they desire.
- Kept expenses to a minimum, approximately \$3,000; total budget was \$8,000; audit to be completed and filed by December 31, 2021 deadline.
- Annual Business Meeting highlights are need of three new Trustees, need for Tech Trainee, need for new Chair, and need for Venue Liaison if live event in 2022.
- New URL: njalacon.org.
- Corporation name remains Jal-Con, Inc.
- Trustees working to change By-Laws and Policy Book to reflect changes brought by pandemic.
- Thanked everyone for the opportunity to serve and hoped to return for additional service.

NJIS: No report. No one attended.

Spanish Intergroup: No report.

OLD BUSINESS:

Task Force for Using LinkedIn for Public Outreach:

Ken K. and Kalpana K. prepared report, included with packet. Highlights include:

- Campaign launched October 19 and mimics WSO campaign currently running.

- LinkedIn page is active at <https://www.linkedin.com/company/nj-al-anon>.
- Landing page for Professionals is <https://www.nj-al-anon.org/professionals/>.
- Results as of Assembly:
214,674 impressions in 13 days.
169 clicks to Call to Action.
Click Through Rate of .08%.
- Gave PowerPoint presentation to highlight campaign (submitted with report).
- Recommended \$5,000 budget for 2022.

Report followed by discussion on the success of the program and how to translate this into action. NJ Al-Anon campaign is separate from WSO campaign. NJ Al-Anon now has its own LinkedIn page, and Kalpana will create LinkedIn Coordinator position, with description of position and responsibilities.

Next step is an engagement campaign to maximize contacts with professionals.

Ken and Kalpana thanked all who assisted, including Delegate, Donna S., Recording Secretary, Jennifer, and Webmaster, Martha.

Audit Committee:

Audrey presented Audit Committee Report, included with packet. Two years, 2019 and 2020 were presented. Highlights include:

- Held in person 9/11/2021.
- Committee held each audit separately.
- Gave recommendations for amendments for each year.
- 2021 Ample Reserve determined to be \$14,668.92.

There were some questions and discussion about procedure for audit and who has authority to review financial records, also how many sign checks. Ken requested that future audits include review of financial controls in place for Assembly. This was noted by Ann Marie and will be recommended to next Panel.

Insurance Coverage for Groups:

Audrey gave report.

After researching though 3 different agencies, the average cost to provide insurance for all groups in the state is \$30,000.

Information required by insurance carriers includes meeting place, safety controls, pandemic controls.

A few groups have found insurance for their sites, ranging from \$300 to \$500 per group.

Some agencies do not want to insure entire state.

Rich M. questioned whether we are approaching insurance companies correctly and if all groups need coverage.

Audrey indicated our current insurance only covers Assembly, AWSC, and Public Outreach. No individual groups are covered.

This was followed by a discussion as to how to determine if groups need insurance, why individual groups cannot pursue their own coverage, if cost is \$300 throughout the state.

Ann Marie and Audrey recommended next Panel establish Thought Force/Task Force to investigate further.

Broke for lunch 12:02PM

Reconvened 12:25PM

A vote count was taken: 49 voting GRs. (12:36PM)

NEW BUSINESS:

Approval of Minutes from 6/5/2021 Meeting:

After two amendments, a motion was made to approve the minutes as amended:
Yes: 46 No: 0 Abstain: 0

Motion passed.

Assembly Election of Board of Trustees and Officers:

Facilitated by Ann Marie, Chairperson

Ann Marie gave description and history of elections (held every two years). Article 5, Section 3 of By-Laws.

Read officer qualifications from Policy Manual to assist those voting.

Read qualifications for Delegate from Service Manual.

Gave summary of election procedures.

Voting commenced.

Chairperson

Donna S. stood for position with no other nominees. Gave qualifications. Received supportive comments and recommendations. Discussion followed regarding rotation of service, procedure, other members' experiences. Vote taken at 1:09 PM 44 in favor.

Donna S. elected Chairperson

Delegate

Katie O. stood for position. Gave qualifications. Received supportive comments and recommendations. Further discussion followed regarding rotation of service, nominating procedure, how abstentions are counted. Vote taken. 41 in favor.

Katie O. elected Delegate.

Alternate Delegate

After discussion of qualifications and responsibilities, after several nominees declined to accept nomination, Liz K. volunteered to stand for Alternate DR. Roberta then nominated Scott A., who gave qualifications. Members spoke in favor of each candidate. After first two votes did not result in substantial unanimity, third vote was 28 for Liz, 11 for Scott. As Liz received substantial unanimity, Liz elected Alternate Delegate.

Treasurer

Ann Marie gave qualifications and importance of position to NJ Assembly.

Mary K. stood for position and gave her qualifications. No others stood for position. Vote taken. 36 in favor.

Mary K. elected Treasurer.

Recording Secretary

Ann Marie gave description of position, as legal secretary of the corporation. After a number of comments and nominees declined, Scott volunteered and gave his qualifications. Vote taken. 35 in favor.

Scott elected Recording Secretary.

Summary:

Chairperson: Donna S.

Delegate: Katie O.

Alternate Delegate: Liz K.

Treasurer: Mary K.

Recording Secretary: Scott

Approval of 2022 Budget

Audrey G. presented 2022 budget.

Ann Marie read charge from Handbook and motion from AWSC:

The AWSC recommends to the Assembly to approach the Budget as presented.

Ann Marie explained the Right of Appeal.

Ken gave a lengthy discussion as his minority Right of Appeal, questioned whether Budget represents fiscal responsibility.

Greg also presented minority discussion as budget did not appear to be realistic and did not appear to correspond with Treasurer's report.

Audrey addressed these issues with history of Assembly budgeting process, audits, and the impact of expenses not yet submitted for 2021.

Katie gave additional history of budgeting process and explained limited expenses in 2021.

Tim S. indicated this was not the correct forum for the discussion of budgeting process and needed to be directed to AWSC.

Scott indicated some concern about excess funds.

Donna S. and Ann Marie gave additional insight into budget process and made suggestions for new Panel to amend budget reporting.

Vote taken:

Yes 28

No 5

Abstained 2

Budget passed.

Thought Force on Excess Funds

Report included in packet which addresses need for Thought Force and its procedure.

Donna S. to chair and gave history. Ann Marie to put together a charge. Mary T. asked how Thought Force worked. Ann Marie indicated would present to AWSC.

Tim S. volunteered to be on Thought Force. Karen and Ezra also volunteered.

Some discussion followed about issues for Thought Force to consider.

Task Force on Redistricting

Report included with packet which addresses background and recommendations of Thought Force.

Task Force was established: Angela and Christina to co-chair; Task Force includes Sue H., Liz K., Jen B., Kalpana, Debbie F.

Motion: The AWSC recommends to the Assembly that the Area link directly to WSOs meeting list be made permanent.

After discussion regarding meaning and relevance of this motion, a vote was taken. 30 in favor. Motion passed.

Task Force Regarding Permanent Electronic Meetings

Report included with packet which addresses background and need for Task Force.

Discussion followed on the process and what the Task Force will hope to accomplish.

Donna S. will chair; Ann Marie will co-chair,

Vote taken. 29 in favor of Task Force going forward.

Ask It Basket: No Questions

Motion to adjourn at 3:44PM. Closed with Al-Anon Declaration

Minutes Submitted by
Mary F. - Recording Secretary