

**REGION V ASSEMBLY MINUTES**  
**November 13th & 14th, 2009**  
**FORT WAYNE, INDIANA**

The business meeting convened at 8:30 am with the Serenity Prayer.

The readings were: *For Today* (read by Lori M.), The Twelve Traditions (read by Barbara D.), and the Standing Rules (read by Christen M.).

**Roll Call and Credentials Report:** was taken by Chris B., Vice Chair. There were 37 representatives and 3 officers eligible to vote. There were 9 non-voting alternates and guests. With the Parliamentarian, Chairperson and Trustee, the total attendance was 52.

**Mini Countdown** was taken, using either years in program or years of abstinence.

**New Representatives:** There were 6 new reps recognized: Eileen C. (Greater Cincinnati), Jan G. (NW Indiana), Anne O. (SNI), Barb D. (Greater Detroit), Bonnie M-Z. (Central IL) and Christen M. (Greater Ann Arbor).

**Former Region Officers' Recognition:** There were former Region Officers recognized: Marilyn A. (former Region V Vice Chair and former RV Trustee), Bonnie L. (former Region V Secretary and Region V Vice Chair), Allen B. (former Region 7 Chair), Beverly B. (former Region 7 Vice Chair) and Craig R. (former Region V Treasurer).

**Agenda Approval:** The agenda was approved as presented.

**Minutes Review Committee:** Denise K. and Lexie S.

**Copy Coordinator:** Lori M. and **Timer:** Gerry M. were introduced.

**Treasurer's Report:** Denise O. – (*See attached report.*) Some highlights: Total contributions for the fiscal year (November 2008 through October 2009) were \$21,075.65. The 2009 Convention Report is included; however, there will be a slight adjustment due to some late expense receipts that were just turned in. A reminder that the mail forwarding orders will soon expire, so all reps are asked to remind their treasurers to use the Region V mailing address: **PO Box 47187, Indianapolis, IN 46247.**

**Vice Chair's Report:** Chris B.

- Thanked hosting Intergroup Chicago West Intergroup Far-Out.
- We are in need of a hosting Intergroup for the March Assembly. Western Michigan will host in July, and Cleveland Central IG will host in November.
- Our room block number for 2010 is 51 (of this number 85% or 43 room nights becomes our minimum number. In July we had 47 rooms booked and we have 54 booked for this weekend.
- In 2011 our block is 50 room nights, with 43 being the minimum number.
- The sleeping room rate will increase to \$104 (from \$99) throughout 2010 and 2011.
- Reminder to make hotel reservations early. Cutoff on room reservations at the contract price is February 12, 2010. Suggest that reps book their rooms before they

leave this weekend. It is easier to cancel a reservation than to try to reserve a room late.

- Chris expressed his gratitude for the opportunity to serve as Vice Chair for the past two years.

**Secretary's Report:** Judy W.

- Thanked the reps for getting their registrations in by the deadline date and asked for everyone to get them in on time in February as she is going on vacation at the end of February.
- Explained why she has chosen to run for another term.
- Lunch tickets are in back of badge holder.
- Any reports or applications to go in the next mailing must be received by Jan 13<sup>th</sup>.
- The deadline for return of registrations will be Feb. 13, 2010.
- The roster clipboard is being passed around. Please make any changes to your Intergroup information, cross out past reps and write in any new reps.
- Thanked Chi-Wif for their service at the registration table.

**Trustee's Report:** Craig R.

- Craig passed around several copies of the new lifeline format.
- There are 10-12 new pod casts on the OA website. They can be downloaded from the website as well as from I-tunes. One is a sample OA meeting with BOT members sharing their experience, strength and hope.
- Virtual meetings continue to increase. There are many issues arising that will be addressed in a forum at WSBC.
- There will be a demo of a streaming video presented at WSBC. This may be a possibility at future Conferences, however, it will take 2-3 years to develop and there are many issues to consider, especially those regarding anonymity.
- This will be Craig's last conference as Region 5 Trustee.
- Noted that there is a Bylaws check list on the back of his written report. This involves the change from bylaws having to be in "conformity" to WSO bylaws to bylaws "not being in conflict." It is the responsibility of each Intergroup to send significant bylaw changes to WSO for approval.

**Chair's Report:** Bonnie L.

- The contract with the Hilton North in Indianapolis has been signed for the 2011 Region 5 Convention. The dates are Oct 28-30, 2011.
- As Region Chairs Co-Chair, Bonnie will be involved in the Forum at WSBC. The theme will be "How Does Service Serve Us."
- She will meet with the Region Chairs in Albuquerque in May and July. The October traveling meeting location has not been decided for 2010, but Bonnie will not be able to attend due to a conflict with the Region V Convention in Detroit. This would be an opportunity for the Region V Vice Chair to attend in her place. A possible incentive for someone to stand for the Region V Vice Chair position.
- Have concerns about the number of unaffiliated groups in our Region. In September there were 82 unaffiliated groups. The Intergroup Outreach committee is working on this. She encouraged intergroups to consider adopting a nearby Intergroup that has not been attending the Region Assemblies.

- The number of intergroups that have not had a Service, Traditions, and Concepts Workshop in the last 3 years has dropped from 45% to 25%.
- We will continue to monitor the Region V toll free phone line and try to come up with solutions.
- Lifeline has started a weekly update on-line free to all subscribers.
- Noted that the *RUBY reality show* on cable TV will have an episode in which a counselor advises her to attend an OA meeting. Are we ready for the newcomers that may be generated by this publicity?
- Encourage use of the Strong Meeting Checklist to make sure our meetings are welcoming and retaining newcomers.
- Talked about the need for website templates and noted that in our region the following intergroups do not have a website: Akron, Bluegrass, Crossroads of Hope, Greater Canton, Jackson, Louisville, Milwaukee, Rock River, SW Ontario, Toledo, and Central Indiana.
- Check out the “Sponsor by Mail” program on the OA website. A service opportunity for those who cannot do a lot of other kinds of service. There is a \$10 fee to do this service.
- The Region Chairs Committee has proposed adding e-mail contact information to all groups and intergroups. It is the responsibility of each group to keep meeting information current and updated on the OA website.
- Craig noted that templates are available from John C. Region 2 Webmaster. See Craig for further information.
- Bonnie did an exercise identifying all reps that had qualifications to hold a Region office or qualifications for Region V Trustee. She then asked those people to pray and search their hearts to put in an application for the vacant positions before 1 p.m.

**Special Committee Appointments:** Established as follows:

- **Emergency New Business:**
- OH: Beth K.
- MI: Eric G.
- IN: Kim L.
- IL: Maria L.
- WI: Mike B.
- ONT: Ginny S.
- KY: Harriette F.

**Nominee Presentations:** There are no nominees for Vice Chair. Applications will be accepted until 1 p.m. Bonnie read bylaws section C2 regarding vacancies. If no application is received, a vacancy will be declared. The position will be “appointed by the Board” until the next assembly. If no one steps up the position shall remain vacant. If there is no applicant for Region Trustee, the World Service Board can appoint someone from anywhere in any region.

Judy addressed the assembly as a candidate for Secretary and answered questions presented to her.

Chris gave “A Day in the Life of the Vice Chair” presentation.

Craig presented the responsibilities of the Region V Trustee, which involve traveling to four board meetings a year, 3 Region Assemblies, and the Region 5 Convention.

Committees assembled at approximately 10:30 a.m..., and resumed after lunch if they needed the extra time.

Following lunch, the assembly re-convened at 2:30 p.m.; opening with the Serenity Prayer, the reading of the 12 Concepts of Service by Nancy T., and the reading of the Standing Rules by Mary K.

**Roll Call and Credentials Report** was taken by the Vice Chair, Chris. There were 36 representatives and 3 officers eligible to vote. There were five non-voting reps and guests. With the Chair, Trustee and our Parliamentarian, Dick Weber, total attendance was 47.

The **minutes from the July assembly** were **approved** as distributed with the addition of the word *Central* to define Central Illinois Intergroup in the Vice Chair's report of Service & Traditions workshops he had presented in summer.

Chairman noted that we do not have a candidate for Vice Chair. She stated that by amending the policies, we could accept nominations from the floor. Still no one stepped up.

**Time Out for Robert:** Dick Weber talked about the procedure that will have to be followed because we will have two vacant offices.

**Elections:** Election for the office of Secretary was held. Marilyn A. and Gerry M. distributed and collected the ballots. They then retired to count the ballots. Judy Webster is the new Region V Secretary for a two year term. 38 votes were cast. There were 38 yes votes.

**Committee Reports** are attached.

### **New Business:**

#### ***Proposed General Policies Amendments:***

Motion submitted by AdHoc and Bylaws Committees and mailed with packets was **adopted.** Move to **add** to Region V General Policies "Responsibilities and Duties of the Officers and Representatives of Region V"

#### **L. DUTIES OF THE REGION V DELEGATE TO WSBC**

##### **1. FUNDING**

- a. **The** Board will approve the number of delegates to be funded in July, contingent upon adequate Region V funds. Intergroups will be notified at the end of the July assembly that they may submit applications.
- b. **If** adequate funding is available, region delegates should attend the Region V March assembly.

##### **2. APPLICANTS**

- a. Preference will be given to intergroups, which have not sent delegates to WSBC for two years.
- b. It is preferable that delegates come from different intergroups.
- c. In the event an insufficient number of applications have been filed, nominations for WSBC delegate(s) will be accepted from the floor during the November Assembly.
- d. If there is a vacancy between the time of the November Assembly and WSBC, the Board may appoint members to fill the position(s).

##### **3. APPLICATION AND SELECTION PROCESS**

- a. Applicants will file a written application.

- b. Applications shall be submitted to the Region V Board 30 days before the November Region V Assembly in the year(s) Region V is eligible to send delegates.
- c. The Board will screen applications to determine eligibility and then select delegates by a random drawing.
- d. The term of service of the Region V WSBC delegate(s) shall be one year.

4. **RESPONSIBILITIES**

- a. Complete paperwork required of WSO to attend WSBC (including approval signatures).
- b. Commit to attend all sessions at WSBC.
- c. Participate in a committee at WSBC and throughout the following year.
- d. Submit a written and oral report to their home Intergroup.
- e. Write an article for “Freedom from Bondage” sharing their personal experiences as a delegate to WSBC. (Articles are due the first of the month preceding the assembly.)
- f. Submit an expense report to the Region V treasurer complete with all receipts for reimbursement. (Region V will be responsible for half the room cost.)

***Motions submitted out of committee:***

Motion #1 (***Submitted by PI/PO Committee***). Motion made to divide question **adopted**.

***Motion #1 Move*** to continue having a toll free number for a period of one year (to be revisited for the next three assemblies). **Adopted**

***Motion #2 Move*** to discontinue manning the phone system and returning calls, have a message stating that the caller has reach OA, that we are no longer returning calls, and provide the [www.oa.org](http://www.oa.org) website and WSO phone number. **Defeated**

***Motion #3 (Submitted by Bylaws Committee)***

**Move** to **add** C7 in General Policies and Procedures manual to read: In the event that there are no applicants for Region Trustee at a fall assembly where applications are need, or if a vacancy occurs where there is no Region Assembly prior to the date required for submission of applications, the following options may be taken:

- a. The Region Board will solicit applications from Region V Intergroups.
- b. All requirements set by the World Service Office must be met prior to the Region V Board considering completed application(s).
- c. A majority vote of the Region V Board will constitute affirmation of the applicant(s).
- d. Notification of affirmation process results shall be sent to Region V Intergroups.

**Adopted**

***Motion #4 (Submitted from the floor by Harriette F..., seconded by Eric G.***

**Move** that Region V develop a Technology Task Force to assist committees and intergroups in implementing and evaluating appropriate technology. **Adopted**

***Motion #5 (Submitted by the Finance Committee)***

**Move** to **delete** the following: Policies and Procedures Manual page C-5

**#8, A. (4)** The Intergroup or assigned entity responsible for handling the toll free number answering service shall be compensated at two hundred dollars (\$200.00) per month. **Adopted**

***Motion #6 (Submitted by the Finance Committee)***

**Move** to add after “prudent reserve” on page C-4. Section H, #4” This includes maintenance of bank accounts at a level to avoid transaction fees. **Adopted**

*Motion #7 (Submitted by the Finance Committee)*

**Move** to accept Region V Budget 2010. (Copy attached to Treasurer’s report) **Adopted**

*Proposed Bylaws amendments (Submitted by the Bylaws Committee)*

*Motion A:* **Move** to amend Article VII, A, 1. Line two-delete “groups” and substitute, therefore “intergroups.” **Adopted by** 90% vote.

*Motion B:* **Move** to amend Article VII A, 4. (page B-7:

.....five (5) years of continuous abstinence to .....five (5) years of **current** continuous abstinence. **Adopted** by 90% vote. (This brings Region V Bylaws into conformance with OA, Inc. Bylaws Subpart B).

*(Secretary’s note: All revisions to General Policies and Procedures and Bylaws are being made.)*

**Affirmation of Convention 2010 Chairperson:** Kathy C. was affirmed as Chairperson for the 2010 Convention in Detroit.

**No emergency new business.**

**Outgoing delegate recognition:** Susan L., Crossroads of Hope was thanked for her service.

**Outgoing officer recognition:** Denise O.. presented a gift to Secretary, Judy W. and to outgoing Vice Chair, Chris B, thanking them for their service during their term of office.

**Technology Task Force:** Craig R., Eric G., Kevin G. and Mike B. volunteered to be on the task force.

Chairperson’s Drawing was held. Chairperson thanked the copy coordinator, Lori M., and timer Gerry M. for their service. She also thanked the Hosting Intergroup – Chi-Wif.

Meeting adjourned at 5:10 p.m. with the OA Promise.

Respectfully submitted:

Judy Webster  
Region V Secretary

## COMMITTEE REPORTS

**PUBLIC INFORMATION/PROFESSIONAL OUTREACH:** Meeting opened at 10:37 a.m. with Serenity Prayer. Mary K. agreed to act as Secretary, taking minutes. Present were: Mary K., Donald V., Ron M., Beverly B., Lexie S., Sue C., Beth K. Committee purpose was read by Sue C. Minutes of last meeting read by Lexie.

### **Old Business:**

- Survey from 2008 asking intergroups about PI. Results were mostly negative, but our committee will use them to help improve PI/PO.
- Cookie poster is not OA approved, pricing- black & white laminated \$3.50-\$4.25 each.
- Reorganizing PI best practices on OA.org by creating template for new best practices to submit by Intergroup for posting.
- Reaching out to educators by letter. (Word Service is working on this also)
- Creation of skits.

### **New Business:**

- **PI:** Long-term goal that Region 5 has links on website for Spanish contact- pod casts, meetings, etc. Urge all intergroups to get the word out by encouraging groups to distribute posters.
- **PO** Outreach packet given out Friday night with sample letter and more. Suggestions: Survey for delegates attending next assembly, invite professionals to open meetings, acquire specific practices from IG for consideration.
- Next assembly focus – Form letter for intergroups to use, with instructions for individual groups, practical suggestions to give to person.
- We will have PO Packets for all intergroups at next assembly.

Meeting adjourned at 2:15 p.m. closing with the Serenity Prayer.

**12<sup>TH</sup> STEP WITHIN:** Meeting opened at 10:40 a.m. with the serenity prayer. Tory R. agreed to act as Secretary, taking minutes. Present were: Harriette F., Jennie J., Linda J., Eileen C., Jan G., Tory R. Purpose of this committee was ready by Harriette F. Minutes of the last meeting read by Eileen C.

### **Old Business:**

- Linda distributed updated speaker list. Harriette and Jan will update IN, Eileen – WI and ONT, Jennie – MI, Tory – IL. Send updates to Linda by Jan 1, 2010. Linda will update for distribution in March.
- Linda will e-mail draft of new 12<sup>th</sup> Step Within brochure to committee by 1/1/10.
- Discussion followed regarding media library and how it can best serve the Region. Harriette will talk with Bonnie using unaffiliated group list to inform them about library. Eileen will speak with Tony about his continuing service and how much volume he gets. A “straw poll” was taken during the report to determine if Region wants to continue the media library.

### **New Business:**

- Recommend that PI/PO, 12<sup>th</sup> Step Within and Intergroup Outreach Chairs meet to reach a consensus of where the responsibility for the Region V Toll Free Phone system belongs. Question if the phone service can be phased out.
- Read and pass out flyer sent by WSO regarding “12-12” 12<sup>th</sup> Step Within Day.

Meeting adjourned at 11:52 a.m., closing with the OA Promise.

**INTERGROUP OUTREACH:** Meeting opened with Serenity Prayer at 10:45 a.m. Rena agreed to act as secretary taking minutes. The bylaws and policies that affect the IG Outreach Committee were read.

- Region Chair asked this committee to consider handling the calls coming into the "800" number. Discussion followed. on the importance of continuing with the Region toll free number. Consensus, keep phone answering system going for a period of time with some modifications.
- Distributed a summary of the responses to the July outreach letter. to absent intergroups and unaffiliated groups. Two of previously absent intergroups are at this assembly. Various reasons for non-attendance, mostly lack of available, qualified members. Bonnie M-Z and Rena will collaborate to write a letter to absent intergroups encouraging their attendance after the minutes have been uploaded to the Region V website. Included in the letter will be information on how to find minutes on the website, personal reflection about Region Assembly experiences, and a copy of the funding assistance form and directions on how to download and print the form.
- Letters will be sent to approximately 20 unaffiliated groups who responded to the July outreach mailing. The mailing will include a short response letter and the OA pamphlet "*OA Handbook for Members, Groups, and Intergroups*" Clarify that affiliation with an Intergroup does not require them to send money. Remind them about the spot on the OA.org website to update their meeting information and how to search for the closest Intergroup.
- Received the latest Unaffiliated Groups list from the Region V Trustee, Craig R., to continue the committee outreach. Craig will work on a program to adapt the list to an excel format.
- Update the IG Outreach area of the Region 5 website. Tabled for work at next assembly.
- Use state maps to pinpoint where the various Intergroups are located in order to connect unaffiliated groups to a nearby intergroup. Bonnie M-Z and Rena will work on this during the next 3 months.

Meeting adjourned at 11:50 with the OA Promise.

**BYLAWS:** Meeting opened with the Serenity Prayer at 10:45 a.m. Dave C. agreed to act as Secretary, taking the minutes. Present were Craig R., June L., Barb W., Dave C., Suzanne B.

**Unfinished Business:**

- Continue working on grammar in the Policy and Procedures Manual.

**Tabled Business:**

- A motion was tabled moving that the July Assembly be eliminated after the current hotel contract expires. This motion will be included in the March Assembly mailing.

**New Business:**

- Put together proposal to section C7 of the general policies for applications for trustee if there are no applicants at the fall assembly or if a vacancy occurs after the fall assembly.
- Propose to amend Bylaws article VII, A. 1 to delete "Groups" and change it to "Intergroups."
- Propose to change Article VII A. 4 from five years of continuous abstinence to five years current abstinence.

Meeting adjourned at 2:20 p.m. closing with the Responsibility Pledge.

**NEWSLETTER:** Meeting opened with the Serenity Prayer at 10:45 a.m. Nancy L. agreed to act as Secretary, taking the minutes. Present were: Kathy D., Nancy L., Joan S. and Judy W. Joan S. read the committee purpose and the minutes of the last meeting.

**Old Business:** The November newsletter will be available online by Monday Nov. 16<sup>th</sup>.

**New Business:** Themes for future newsletters will be "Giving Back" for March. "Virtual Meeting Experiences" for July and "Stepping through the Holidays" for November.

Clipboards were distributed to collect members' comments for the March theme. The submission date for other articles is Feb. 12<sup>th</sup>. E-mail address for submissions is [sch6ze@rogers.com](mailto:sch6ze@rogers.com)

Joan met with Kevin G. from 1:30 – 2:15 to work on technical issues. Morning meeting adjourned at 11:55 a.m. with the Serenity Prayer.

**FINANCE COMMITTEE:** Meeting opened with the Third Step Prayer at 10:41 a.m. Shirley L. agreed to act as Secretary, taking the minutes. Present were: Chris B., Kim L., Shirley L, Anne O., and Denise O. Purpose of this committee was read by Kim L. Minutes of last meeting were read by Kim L. Treasurer gave the Checking account balance as \$42,118.31. Savings Account balance is \$17,852.05.

**Old Business:** Credit card bill of \$12,110.67 will be paid this week (the bulk of this amount are Convention 2009 expenses.) Budget requests for 2010 were received and processed in July 2009.

**New Business:**

- Motion to **delete** the following: Policies and Procedures Manual, page C-5, #8, A 4 **“The Intergroup or assigned entity responsible for handling the toll-free number answering service shall be compensated at two hundred dollars (\$200.00) per month.”**
- Motion to **add** the following: Policies and Procedures Manual, page C-4 H 4(**insert after... “prudent reserve.”**) **“This includes maintenance of bank accounts at a level to avoid transaction fees/charges.”**
- The Region V Budget 2010 was discussed and prepared for proposal to the Assembly for adoption.
- Review of checkbook completed by Kim L. and Anne O.

Meeting adjourned at 1:58 p.m., closing with the Serenity Prayer.

**CONVENTION 2010:** Meeting opened with the Serenity Prayer at 10:30 a.m. Nancy T. agreed to act as Secretary, taking the minutes. Present were: Kathy C., Nancy T., Christen M., Joan W., Denise K., Gerry M., Eric G., Kevin G., Maria L., Marilyn A., Ginny S., Bonnie L., Allen B., Patty K., Barbara D.

**Old Business:** Bookmarks are ready for distribution at back of meeting room.

**New Business:**

- Registration forms were tweaked to include some changes and will be ready by March assembly.
- Entertainment will do presentation at March assembly.
- “Save the Date” flyers will be submitted in February for approval at March assembly.
- Information on the bookmark will be put on website for now.
- All sub-committees and chairpersons will recruit co-chairs for continuity.
- Several suggestions made by 2009 chair and co-chair were discussed to add to Region V Hotel Guidelines.
- Scholarship program difficulties were discussed. (1<sup>st</sup> come, 1<sup>st</sup> served basis).

Meeting adjourned at 2:15 p.m., closing with the Serenity Prayer.