

REGION V ASSEMBLY MINUTES
November 11th & 12th, 2011
FORT WAYNE, INDIANA

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

The readings were *For Today* (read by Carol D.), The Twelve Traditions (read by Sue S.), and the Standing Rules (read by Stella S.).

Roll Call and Credentials Report: taken by Chris B (acting on the Vice Chair's behalf). There were 41 representatives and 3 officers eligible to vote. There were 7 non-voting alternates and guests. With the Parliamentarian, Chairperson and Trustee, the total attendance was 54.

Mini Countdown: Attendees shared years of abstinence rather than years in OA. Only two attendees had less than one year of abstinence.

New Representatives: There were 10 new reps or voting alternates recognized: Shelly VA. (Central Ohio Service IG), Sue S. (GDI), Susan M. (SNI), Penny W. (NEWI), Stella S. (SW MI), Mona T & Mary Jo A (CSSI), Lee S. VA (GrCinci IG), Jean P. & Vickie N (CCI).

Former Region Officers' Recognition: There were four former Region Officers recognized: Allen B. former Region 7 Chair, Bonnie L. former Region 5 Secretary and Region 5 Vice Chair, Chris B. former Region 5 Vice Chair, and Tony A. former Region 5 Treasurer.

Agenda Approval: The agenda was approved as mailed.

Minutes Review Committee: Stephanie O. (Western MI) and Susan M. (SNI).

Copy Coordinator: Pam S. and **Timer:** Brenda R. were introduced.

Treasurer's Report: Denise O. – (*See report on the website.*) Some highlights: A preliminary Convention Report was circulated. Total income was \$30,716.87. All of the expenses have not been received and even the hotel bill wasn't received until November, therefore, all of the Convention expenses won't show up in the 2011 financial records. The secretary will send an e-mail with the final Convention report as soon as it is available. At the end of October, available cash balance was \$46,442.00. Seventh Tradition contributions for the fiscal year were \$17,343.43. This is under the projected budget amount so the 2012 budget will reflect a more realistic amount. She reviewed several items on the draft of the 2012 budget that will be finalized in the Finance Committee.

Vice Chair's Report: Joan S.

- Thanked the hosting intergroup and Chris who assisted with service this morning, due to a hotel glitch in the audio equipment.
- Apologized for the two excused absences during the last two assemblies.
- Contracts have been signed with the Merrillville Hilton Garden Hotel to start in July 2012. The cancellations have been made with the Ft Wayne Hilton.
- Stressed that meal tickets must be displayed on the tables at lunch.

Secretary's Report: Judy W.

- Has been busy updating files and getting things ready for the new secretary and for the changeover to an electronic mailing.
- Thanked the reps for getting their registrations in by the deadline date.
- Distributed the address roster for additions or corrections.
- No applications for the secretary's position were received by the deadline. One application was received this past week and copies were available on the registration table.
- Reminder that the March assembly will be held the third weekend in March rather than the second, Dates will be March 16 & 17.
- Visitors may attend any committee they choose.
- She thanked the NW Indiana IG for hosting this weekend.

Trustee's Report: Allen B.: *(Full report will be posted to the website).*

- Commended all the new reps and visitors.
- Touched on the World Service Convention to be held in August of 2013 in Cleveland. The theme will be *Recovery to Rock the World*. The 2013 convention will be in a newly built large downtown convention center; while the Region 5 Convention that is also in Cleveland in October of 2012 will be held at a suburban hotel.
- Encouraged use of the Lifeline and asked groups to consider having a Lifeline rep. and ask each group sign up for a Lifeline subscription. Noted that there is a coupon for two free issues of Lifeline in each Newcomer's packet.
- Talked about new pieces of literature that are available through WSO. He has a supply of these items for sale later this weekend.

Chairperson's Report: Bonnie L.: *(Full report posted on the website)*

- In the near future, "A Day in the Life of each officer:" will be posted to the website.
- Our policies state if no applications for an office are received before the mailing deadline applications may be made from the floor on the morning of the November assembly. If you choose to run, Judy has application forms that must be received before 1 p.m. today.
- She noted that tent cards explaining the service structure and the area that each region consists of are available. One has been provided for each group in the region. There is an envelope for each intergroup at the back of the room. She asked reps to take an envelope for any intergroup that is not present and either mail it to them or take it in person.
- Explained the process for choosing a hotel to host the Region Convention. All of the steps have been streamlined. We are still looking for a bid to host the 2013 Convention.
- Talked about her experience at the recent Region Chairs Committee meeting and Convention in Colombia, SA recently. She brought back many ideas that she picked up at that convention in addition to some unique items for the Chairperson's drawing.
- Suggested using a projector during Saturday afternoon session of assemblies to make it easier to vote on amendments.
- Spoke about putting a button for donations to Region on the website.
- Reminded intergroups that the officers and trustees are prepared to present Service, Traditions, and Concepts workshops throughout the region. Their expenses are covered by either the Region or the World Service.

- Her position as Region Chairs' Committee Chairperson has been extended until September of 2012.

Special Committee Appointments: Established as follows:

- **Emergency New Business:**
- OH: Sandi M.
- MI: Eric G.
- IN: Pam L.
- IL: Linda J.
- WI: Larry S.
- ONT: none
- KY: Harriette F.

Bonnie asked for two volunteers to act as tellers during the voting process this afternoon. They are Diana C. and Cheryl R.

Nominee Presentations: Joan and Christen addressed the assembly and answered questions regarding their applications as a candidate for the two-year term of Vice Chair. There was no candidate for Secretary.

The morning session was closed with the Third Step Prayer.

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 Susan M., and the reading of the Standing Rules by Penny W.

Roll Call and Credentials Report was taken by the Vice Chair, Joan. There were 39 representatives and 3 officers eligible to vote. There were six non-voting reps and guests. With the Chair, Trustee and our Parliamentarian, Dick Weber, total attendance was 51. Two delegates were late for roll call precipitating a motion to suspend the Standing Rules for this session only to allow them to vote. The motion was defeated

Minutes from the July assembly were **approved** as distributed.

Seventh tradition basket was circulated.

Time Out for Robert: Dick Weber spoke about the newly revised 11th edition of "*Robert's Rules of Order*".

Elections: Our general policies on page C-2 state that a candidate for election must be present at the time of election, therefore, the office of Secretary will be declared vacant and an interim Secretary will be appointed by the Board until March at which time an election for Secretary will be held.

Election for the office of Vice Chair was held. 42 votes were cast for the Vice Chair position. 22 votes were required to elect (majority of Yes votes). Christen received 23 Yes votes and was elected Vice Chair.

While the tellers were counting the votes, Kevin the Webmaster gave a demonstration of the new electronic registration process. Pertinent Q&A regarding this process:

- PayPal can be used with either credit card or can be sent directly to a checking account.

- Packet could be downloaded by anyone in the intergroup at any time.
- An e-mail will be sent to each rep and intergroup that is on the current roster.
- The PayPal fee will be absorbed by the Region.
- A space will be made on the roster to request a hard copy of the packet.

Other items now on the website:

- 2004 Convention Speakers are ready to download, and he is working on the 2005 speakers.
- The Lifeline Weekly is on the website, along with a subscription form.
- A recent updates section has been added.
- Also a bulletins section is on the right side of the website, with links to general interest items.
- Bookmarks for the 2012 Convention are available to print out.
- Plans to add a button where donations to Region through PayPal can be made.
- Another project is to add a scholarship donation option.
- There will be a link to various Region 5 Intergroup Newsletters.

New Business:

No motions were sent with the mailing.

A Short Break was taken before Committee Reports.

Committee Reports are attached.

Motions submitted out of committee:

Motion #1 (Submitted by PI/PO Committee)

We move that Region 5 discontinue providing toll free telephone access to Region 5. The Region 5 Board will take appropriate action to modify Region 5 bylaws, Policies (C5, section 8) materials to reflect the discontinuation of this service. The Board will notify Region 5 Intergroups of this change.

Adopted

Motion #2 (Submitted by Pi/PO Committee)

We move that Region 5 support the following motion: We move that WSBC initiate a toll-free telephone access for WSO.

Defeated

Motion "A" (Submitted by Bylaws Committee)

Bylaws Article XV-Parliamentary Authority (page B-10)

The way it reads now: The rules contained in the latest edition of "*Robert's Rules of Order Newly Revised (10th Edition)*...

Proposed wording: (Move to change wording as follows):

The rules contained in "*Robert's Rules of Order Newly Revised 11th Edition*".

Adopted by 2/3 vote

Motion # 3 (Submitted by Finance Committee)

Motion to approve budget as presented,

Adopted

Convention 2013 A bid to host the 2013 Convention was presented by Mike B. on behalf of the Milwaukee Area Intergroup with the following stipulations: That it would be held April 5-7, 2013 and that the Sheraton Brookfield Hotel would be approved by the Region Chair. The bid was unanimously accepted.

No emergency new business.

Seventh Tradition : \$137.35

Outgoing delegate recognition: Patty K.(CII), Susan L. (Crossroads of Hope), Pam L. (CII)

Outgoing officer's recognition: Joan S. (Vice Chair) and Judy W. (Secretary) were thanked and given a gift in recognition of their service to the region.

Chairperson's Drawing was held. Chairperson thanked the copy coordinator, Pam S. (NWII), and timer Brenda R. for their service. She also thanked our tellers: Diane C. and Cheryl R. and the Hosting Intergroup: Northwest Indiana.

Meeting adjourned at 6:05 p.m. with a circle of "glow lights" and the OA Promise.

Respectfully submitted:

Judy Webster
Region 5 Secretary

COMMITTEE REPORTS

PUBLIC INFORMATION/PROFESSIONAL OUTREACH: Meeting opened at 10:35 a.m. with Serenity Prayer. Ron M. agreed to act as Secretary, taking minutes. Present were: Mary Jo A., Robin K., Cassidy S. (Acting Chair), Dianne M., Ron M. Cassidy S. read purpose of committee.

Old Business:

- None of the committee website changes that were proposed at last assembly has been made. Ron will follow-up with Kevin.
- PI/PO Committee owns literature. It has been inventoried. The committee has the box. Some items are available on the rear table for the taking. Much was retained. The remaining materials will be offered to the 2012 Convention for its literature sales.

New Business/Ideas for next Assembly:

- Region 5 toll-free number supplier IBOCS is discontinuing its service in January. The first question is should Region 5 provide a toll-free contact number. After discussion, the committee drafted a motion to discontinue the toll-free service.
- The PI/PO committee drafted a motion asking that Region 5 support a motion to encourage WSO to provide a toll-free number for use by persons who do not have internet access.
- The PI-PO committee will pursue providing information to intergroups with an option for providing telephone access so they can replace the current Region 5 toll-free number with their own telephone number by associating it with an e-mail address.

Meeting adjourned at 2:15 p.m... with the OA Promise.

12TH STEP WITHIN Minutes of the 12th Step Within Committee held on November 12, 2011

Opened with the Serenity Prayer at 10:25 am

Carol D. agreed to act as our Secretary, taking the minutes.

Present were Jan G. (Chair), Carol D., Lee S., Dan V., Susan M., Sandy W., and Harriette F. Susan M read purpose of this committee. Minutes of our last committee meeting read by Carol D.

Old Business

- Distribution of TSW Handbooks will continue by making them available to committee members to read and share with intergroups.
- Jan presented the updated TSW Speaker's list.
- Committee members were assigned to call speakers for any updates and corrections for the March Assembly. Deadline to complete assignment is January 15, 2012.
- It was decided to add a column indicating if speakers would like to sponsor, transforming the list to one for Speakers and Sponsors. Speakers on the list will also be asked if they know of anyone else who would like to be a speaker in their area. This idea was approved by a Region 5 officer.
- Three intergroups currently have sponsorship workshops pending.
- In March we will revisit adding sponsors/contacts on meeting directories.
- No relapse meetings have been started since July. We decided to rename this project "Relapse & Relapse Prevention" for either a meeting or workshop format.

New Business/Projects

- The TSW "Speakers List Application/Verification" form is being adapted for Region 5 use. The webmaster will be asked to create a link to this document.
- Committee members have been asked to review the Region 5 webpage to see if the TSW Committee page needs revision or updating. Deadline to get this done is Jan 15, 2012.

Meeting adjourned at 11:45, closing with the Serenity Prayer.

INTERGROUP OUTREACH: Opened with the Serenity Prayer at 10:30.

Linda J. agreed to act as our Secretary, taking the minutes.

Committee members present: Jim B (Chair), Brenda R., Penny W., Shirley L., Shelley, and Mona T.

Jim read the Intergroup Outreach Committee purpose from Region 5 Policies Manual. Committee is charged with maintaining contact with groups that are not affiliated with an intergroup AND with those Intergroups who are not represented at Region Assemblies.

Old Business

- Jim mailed letters to unaffiliated groups about convention, abstinence definition, "Designated Downloader" and a speakers list.
- Various committee members contacted intergroups who don't come to Region Assemblies.
- As reported at Friday night Intergroup Sharing meeting, 4 intergroups are represented at this assembly that did not come to the July assembly.
- The committee wants to revise our Purpose statement.

New Business/Projects

- Jim will send tent cards along with a cover letter to intergroups who are not in attendance at this assembly.
- We discussed main reasons intergroups do not attend assemblies: driving distance, lack of abstinence requirements, burnout, or cost.

- The IG Outreach Committee voted and recommends that we rotate the July assembly meeting starting in 2014, in order to encourage attendance by "no show" intergroups and local members throughout the Region.
- We worked on Top Ten Reasons to attend Region 5 Assembly.
- The committee was assigned the task of writing a list of "Duties of Region Reps", adapting the document supplied by Region 7.

Meeting adjourned at 12:00 noon, closing with the OA Promise.

BYLAWS:

We Opened with the Serenity Prayer at 10:40 AM

Stephanie O. agreed to act as our Secretary, taking the minutes.

Present were: Michael B, (Chair), Stephanie O., Linda L., Chris B., Dave C., Cheryl R., and Dick Weber – Parliamentarian. Bonnie , Allen, and Judy made visits throughout the meeting.

Linda L.read purpose of the committee. Minutes of our last committee meeting read by Chris B.

Old Business:

- Parliamentarian, Dick Weber discussed "*Robert's Rules of Order 11th Edition*", indicating that it is printed with clarification and simpler language.
- Discussed the wording of a Bylaws motion for Parliamentary Authority.
- Discussed wording changes in the Convention Guidelines.

New Business/Projects

- Discussed Region 5 Bylaws changes to bring them into compliance with WSO.
- Policies and Procedure changes to be addressed before the March 2012 Assembly.
- Suggested change to the Intergroup Sharing Meeting Format was discussed and committee voted not to make any changes.
- Moving the duties of Officers from the Bylaws to the Policies and Procedures only, will be addressed at the July 2012 Assembly. Currently, there is much redundancy

Meeting adjourned at 2:17 PM with the Serenity Prayer

Minutes submitted by Stephanie O.

NEWSLETTER:

Meeting opened with the Serenity Prayer at 10:40 a.m.

Diane C. agreed to act as Secretary, taking the minutes.

Present were: Nancy L., (Chair), Deanna E., Terri W., Christen M., and Diane C.

Purpose of this committee was read by Christen M.

Minutes of our last committee meeting read by Deanna E.

Old Business:

- Current 2011 issue on "Gratitude" has eight articles and announcements, plus a "What would your Sponsor say." Articles are shorter. Suggestion for articles is 300 words.
- Theme for March 2012 – "Grace and Surrender". Deadline is February 1st. There will also be a description of what a Region Rep does and an article about service beyond the group level, plus an article about attending World Service Business Conference.
- July 2012 – "What the Concepts Mean to Me"
- Nov 2012 – "Sponsorship"
- March 2013 – "Tools" with emphasis on "Action Plan" and the changed Abstinence Definition.

New Business/Projects

- It was suggested that each group have a "Designated Downloader" who would be responsible to print out bulletins and announcements and let the fellowship know when "*Freedom from Bondage*" is available for downloading.
- A motion has been prepared for the March mailing to change the name of the Newsletter to "*Freedom*".

Meeting adjourned at 11:54, closing with the Third Step Prayer.

FINANCE COMMITTEE Minutes of the **Finance Committee** held on November 12, 2011
Opened with the Third Step Prayer at 10:30 am. Susan L. agreed to act as our Secretary, taking the minutes.

Present were: Joan S (Chair), Denise O, Tim B., Tony A., Frank F., Stella S., and Susan L..

Purpose of this committee was read by Joan S.

Minutes of our last committee meeting read by Denise O.

Old Business:

- Denise reported that some of the Funding Assistance Money had been returned from some intergroups to the Region. She will audit the records and reimburse them for those amounts.
- The current checking account balance is \$33,880.19
- Savings account balance is \$13,646.29

New Business/Projects

Most of the time was spent reviewing the budget draft as presented by Denise.

Items of interest:

- Line 4 Increase donations to \$19,000.
- Line 8 leave Assembly costs the same.
- Line 13 Equipment Maintenance – Increased to purchase new computer for Secretary.
- Line 32 Add a line for Web service in amount of \$750.
- Line 22 Decrease donation to WSO for Professional Exhibits Fund to \$1000 from \$2000.
- Add Region Delegate Support Fund in amount of \$1000.
- Line 21 decrease donation to WSBC Delegate Fund to \$1000 from \$2000.
- Line 9 Convention expenses for 2012 increased to \$21,000. to compensate for the 2011 Convention expenses that came in too late for 2011 budget.
- Line 10-Officers' expenses are increased to allow for Lifeline subscriptions to be used as door prizes at ST&C workshops and for the Chairperson's Drawing at Assembly.

Other:

- Investigate selling Region 5 daily journals at the Convention similar to the Region 7 journals that were sold at the last Convention. This would be a money-raising project.
- The committee audited the checkbook and found everything in order.

The formal meeting adjourned at 2:25 p.m. closing with the Serenity Prayer.

Denise reviewed the above-mentioned items and answered any questions prior to presenting the motion to approve the budget.

CONVENTION 2011/12: Meeting opened with the Serenity Prayer at 10:33 a.m. Sue S. agreed to act as Secretary, taking the minutes. Present were: Patty K.(2011 Chair), Sandi M.(2012 Chair), Barbara D., Cary B., Eric G., Jean P. Larry S., Pam L., Sue S., Vickie N., Becky B., Kevin G. and Allen B.,

Old Business: Patty K. gave a Report on 2011 Convention.

The Goal of the 2011 Region 5 Convention was as follows:

- To bring people together from groups within our Region and distant areas: We had members from as far away as Florida, California, MA, NY, NJ, Tennessee, Virginia and Canada.
- To contribute to a greater understanding of the OA program and invite the public, professionals and the media. We also provided an opportunity for the staff at the Hilton to see our program in action.
- To provide opportunities to experiment with new ideas: 20 minute speakers, a Sponsorship breakfast, and an information booth.
- To provide a variety of program options: We provided a variety of topics and even included relationship issues, such as dating, divorce and long term relationships in recovery.
- We raised money for the Region and final numbers are yet to be determined.

As I look at these goals we did accomplish all of them. Here are some highlights:

- We had 366 paid registrations, 275 were preregistrations, 91 were walk-ins. We had 19 that did not attend, 8 canceled at the last minute and 11 no shows.
- We utilized 316 volunteer hours.
- The majority of the members heard about the convention at meetings or from last year's convention.
- The evaluations sheets were overall positive. Members liked the hotel amenities and accommodations; and the speakers and the overall organization of the convention. The sponsorship breakfast and the information booth were both new this year and well received.
- Ideas for next year for improvement and session topics are in the binder and on the CD / flashdrive. All of this information has been forwarded to Cleveland.
- Central Indiana intergroup had a goal to increase its attendance at the convention by 10%; in 2009 CII had 33 attend; in 2010 we had 20 attend, and this year, CII had 95 attend. We far exceeded our goal of increasing by 10%.
- Patty and Becky thanked the assembly and each officer individually for their assistance in making the Convention a success.

New Business: (Sandi M. 2012 Chair

- There was much discussion about scholarship assistance for the Convention. The committee voted to continue scholarship donations on an individual basis using the website as a venue to make donations to the scholarship fund. The scholarships will be for registration only, all scholarship funds will be disbursed at the full registration rate.
- Deadline for requesting scholarship assistance will be July 1st.
- Prototype flyer will be ready for Board approval prior to the March Assembly so it will be ready for distribution at the March Assembly.
- Lots of bookmarks are available to take back to intergroups and meetings.
- Kevin will put some links on the website for donations, a "save the date" link and a paper registration form for scholarship requests.

The meeting adjourned at 2:04 p.m., closing with the 3rd Step Prayer.