



Region 5 2023 Spring Assembly

Location: Edinburgh, IN

Saturday, March 11, 2023 – Morning Session

- 1) The 2023 Spring Assembly Saturday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:30 AM ET, 7:30 AM CT. Opened with:
 - a) The OA Responsibility Pledge, a moment of silence for those who are still suffering, and the Serenity Prayer.
 - b) For Today was read by Barbara H.
 - c) The 12 Steps were read by Mellissa B.
 - d) 12 Traditions were read by Cecelia S.
 - e) Welcomed the everyone, especially the visitors.

2) Credentials Report:

- a) The Credential Report Roll Call was conducted by the Region 5 Vice-Chair – Deanna B.
- b) Counts were:

Voting Reps Present:	20
Voting Officers Present:	4
Eligible Voters Present:	24
Non-voting Alternates, Guests	3
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	29

- c) The full Credentials Report can be found in Packet C: "C03_Region 5 2023 Spring Assembly Credentials Report".
- d) The Region 5 Chair declared a quorum to be present.
- e) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

3) Standing Rules:

- a) Announced update/change to the Standing Rules. Packet A, Page 58, Item 9.
 - i) Update in bold: Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing or electronically prior to 12:30 pm on the Saturday of the Fall Assembly and prior to **5:30 pm** on the Saturday of the Spring Assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at the Assembly.
- b) The Standing Rules, distributed in Packet A, were read by Bylaws Committee Chair – Pam P.
- c) Hearing no objections, the Standing Rules were adopted, with the bolded update from above.

4) Agenda:

- a) House cleaning corrections announced for the Proposed Agenda for the Assembly.
 - i) Correct Central Time to Eastern time under the session headings on pages 2 and 3.
 - ii) Remove all listed meeting rooms, as they continued to change until Friday evening. Rooms announced verbally in sessions for clarity.
 - iii) Change "New Business Motions" note at the bottom of page 2 to say 5:30 pm, as discussed in the Standing Rules section of the Minutes.
- b) Hearing no objections, the Assembly Agenda was adopted, with the corrections listed above.
- c) The adopted Agenda will be in Packet C as file "C04_Region 5 2023 Spring Assembly Adopted Agenda".

5) Consent Agenda:

- a) The Consent Agenda (CA), distributed in Packet B (Packet Page 27), will now only include the Motion B1. B3 is being removed from the CA and added back to the original Motions in Packet A, which will be reviewed on Sunday morning.
 - b) Hearing no objections, the Consent Agenda was adopted, with the change discussed above.
- 6) Responses to 5 Minute Writing Exercise (From Fall Assembly) – Scheduled, but did not do this during the session.
- 7) Mini-Countdown for years of Abstinence was conducted.
- 8) Introduction of Assembly Newcomer Reps (Green Dots) was conducted.
- 9) Former Region 5 Officers and Trustees were introduced.
- 10) Volunteer Services:
- a) Minutes Approval Committee – Mary Ann M. and Pam L.
 - b) Timer – Sheryl G.
 - c) Copy Coordinator – Mike B.
 - d) Nominating Committee – Kathy C. (KY), Cecilia S. (MI), Pam L. (IN), Melissa B. (OH), Lisa O. (IL), Lynn H. (WI). Deanna is the Committee Liaison.
- 11) Executive Committee Reports and Q/A.
- a) Region 5 Chair
 - i) Nothing additional to report and no questions.
 - b) Region 5 Vice-Chair
 - i) Nothing additional to report and no questions.
 - c) Region 5 Secretary
 - i) Nothing additional to report and no questions.
 - d) Region 5 Treasurer
 - i) Linda has a receipt book for anyone that paid cash for Registrations at Assembly.
 - ii) Announced that there are updated forms in the back for Donations, PIPO funding, and Funding Assistance.
 - iii) Q and A discussion.
 - iv) No additional questions.
 - e) Region 5 Trustee
 - i) Reminded Reps to make sure all meetings are signed-up as R5 or will automatically go to Virtual Region.
 - ii) Discussed updated links, literature, etc. that was in her report.
 - iii) Q and A discussion.
 - iv) No additional questions.
- 12) Announcements were made.
- 13) The 2023 Spring Morning Assembly was adjourned at 9:35 AM ET, 8:35 AM CT for Business Committee Meetings and then lunch, with the Seventh Step Prayer.
- 14) Business Committee Meetings met in their established locations.
- a) Bylaws Committee
 - b) Convention Committee
 - c) Finance Committee
 - d) Media Committee
- 15) Luncheon at 12:00 PM ET, 11:00 AM CT.

Saturday, March 11, 2023 – Afternoon Session

- 1) The 2023 Spring Assembly Saturday Afternoon Session was called to order by the Chair – Eileen C. at 1:30 PM ET, 12:30 PM CT. Opened with:
 - a) The OA Responsibility Pledge followed by the Serenity Prayer.

- b) OA Concepts 1-7 were read by Preston F.
- c) OA Concepts 8-12 were read by Laura H.
- 2) Eileen C. shared 2022 Fall Assembly Five Minute Writing Exercise responses.
- 3) Credentials Report:
 - a) The Credential Report Update Roll Call was conducted by Region 5 Vice-Chair – Deanna B.
 - b) Counts were:

Voting Reps Present:	20
Voting Officers Present:	4
Eligible Voters Present:	24
Non-voting Alternates, Guests	5
Parliamentarian	1
Region Trustee	1
Total Attendance	31

- c) The full Credentials Report can be found in Packet C: “C03_Region 5 2023 Spring Assembly Credentials Report”.
- d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- 4) Minutes Approval for the 2022 Fall Assembly.
 - a) No corrections were proposed.
 - b) As there were no objections to the 2022 Fall Assembly Minutes as presented, the Minutes were approved by the Assembly.
- 5) Linda P. instructed the Assembly on how to make a 7th Tradition donation. 7th Tradition was collected.
- 6) Parliamentarian Moment was presented by Gerri M.
 - a) Explained why we do Credential Reports.
 - b) Discussed some responses to the Survey.
- 7) Outreach Committee of the Whole goals discussion, brainstorming, and vote for the coming year.
 - a) Reviewed the updated “Important Points Region 5 Inventory.”
 - b) Selected tasks to support the primary goals for R5.
 - c) Divided into two task Sub-Committees, IG2IG and PIPO.
- 8) Outreach Committee of the Whole Sub-committee Meetings.
 - a) IG2IG Sub-committee.
 - b) PIPO Sub-committee.
- 9) Announcements were made, including:
 - a) Information about the ENB Motions that the Assembly will review on Sunday morning.
- 10) The 2023 Spring Saturday Afternoon Assembly was adjourned at 4:58 PM ET, 3:58 PM CT with The OA Promise.

Sunday, March 12, 2023 – Morning Session

- 1) The 2023 Spring Assembly Sunday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:31 AM ET, 7:31 AM CT. Opened with:
 - a) The OA Responsibility Pledge and the Serenity Prayer.
 - b) For Today was read by Ed L.
 - c) The OA Diversity Statement was read by Mike B.
- 2) Volunteer Services:
 - a) Timer – Sheryl G.

3) Credentials Report

a) The Credentials Report Update Roll Call was conducted by the Region 5 Vice-Chair – Deanna B.

b) Counts were:

Voting Reps Present:	20
Voting Officers Present:	4
Eligible Voters Present:	24
Non-voting Alternates, Guests	3
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	29

c) The full Credentials Report can be found in Packet C: “C03_Region 5 2023 Spring Assembly Credentials Report”.

d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

4) Business Committee Reports:

a) Bylaws Committee

i) Report presented by the Bylaws Committee Chair – Pam P.

ii) No questions.

b) Convention Committee 2022

i) Report was presented by the Convention Committee Co-Chair – Mary Ann M.

ii) Q and A discussion.

iii) No additional questions.

c) Media Committee

i) Report presented by the Media Committee Chair – Kevin F.

ii) No questions.

d) Finance Committee

i) Report presented by the Finance Committee Chair – Linda P.

ii) Q and A discussion.

iii) No additional questions.

e) Nominating Committee

i) Report presented by the **acting** Nominating Committee Chair – Deanna B.

ii) Need to find a Rep for thus Chair position.

iii) Q and A discussion.

iv) No additional questions.

5) Committee of the Whole Reports:

a) IG2IG Sub-committee

i) Presented by Sub-committee Chair – Cecelia S.

ii) Q and A discussion.

iii) No additional questions.

b) PIPO Sub-committee

i) Presented by Sub-committee Chair – Melissa B.

ii) No questions.

6) New Business:

- a) **Bylaws Motion B2.** The Chair has ruled Motion B2 to be out of order and so it will not be considered. The Motion is out of order because it conflicts with the World Service Bylaws.
- b) **Bylaws Motion B3.**

MOVE TO AMEND:

ByLaws ARTICLE VII. A.5 - page B-6 to remove the requirement of residency of Trustee Liaison.

SUGGESTED LANGUAGE: *Delete item #5.*

5. ~~All Region 5 trustee nominees shall live within the boundaries of Region 5.~~

- i) Did not require a second because it is from the Bylaws Business Committee.
 - ii) The Bylaws Motion B3 was reviewed by the Bylaws Committee and approved to move forward.
 - iii) The Bylaws Motion B3 was presented as pro by the creator, Bylaws Committee Chair Pam P.
 - iv) The proposed Bylaws Motion B 3 was debated pros and cons.
 - v) The proposed Bylaws Motion B3 was allowed five to seven minutes for Q and A discussion.
 - vi) The proposed Bylaws Motion B3 was brought to a vote.
 - vii) The Bylaws Motion B3 was adopted with a vote of 24 out of 24.
- c) **Policy Motion P1.**

MOVE TO AMEND:

Policies & Procedures I.C, page 6, add #8 to clarify a Trustee Liaison nominee's expense coverage to WSBC.

SUGGESTED LANGUAGE: *Add item #8.*

8. If the Trustee Liaison nominee is a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by the nominee's intergroup, supplemented by Region 5 as necessary. If the Trustee Liaison nominee is not a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by Region 5.

- i) Did not require a second because it is from the Bylaws Business Committee.
- ii) The Policy Motion P1 was reviewed by the Bylaws Committee and approved to move forward.
- iii) The Policy Motion P1 was presented as pro by the creator, Bylaws Committee Chair Pam P.
- iv) The proposed Policy Motion P1 was debated pros and cons.
- v) The proposed Policy Motion P1 was allowed five to seven minutes for Q and A discussion.
- vi) The proposed Policy Motion P1 was brought to a vote.
- vii) The Policy Motion P1 was adopted with a vote of 24 out of 24.

7) Emergency New Business:

a) **Emergency Policy Motion ENB1.**

MOVE TO AMEND: Revise the Secretary Position information from the Responsibilities and Duties of Officers and Reps of R5 Section.

SUGGESTED LANGUAGE: *Update section as follows.*

II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5

D. Duties of the Region 5 Secretary

1. Region Assembly

- a. Records minutes of Region 5 assemblies and executive board meetings and collects all reports.
- b. Maintains mailing list of intergroups and region representatives with current phone numbers, postal and email addresses.
- c. Makes above list available to region board and ~~newsletter editor~~ and is distributed with the minutes of each assembly.
- d. Updates mailing list at Region 5 assemblies and distributes ~~at~~ following assembly.
- e. Assembles minutes and all reports; produces and distributes same along with the updated mailing list to all intergroups and region representatives.
- f. Gives notice of Region 5 assemblies.
- g. Assembles, ~~emails or mails packet consisting of:~~ and emails links to the posted online Packets (housed on the R5 website), consisting of:
 1. Secretary letter of introduction and current information.
 2. Proposed Agenda.
 3. Minutes of previous assembly including committee reports and credentials report.
 4. Copy of Standing Rules.
 5. Updated bylaw, policy or Convention Guidelines changes, if any.
 6. New business motions or proposals, if any.
 7. Officer candidate applications, if any.
 8. Hotel reservation information.
 9. Current Region 5 board reports.
 10. Assembly registration information. ~~form with pre-addressed envelope when email address is unavailable.~~
 11. Any other current pertinent information.
- h. Assists with online Assembly registration when needed.
- i. Prepares ~~sign-in sheets, name tags, forms, and committee member lists,~~ digital check-in materials, and the R5 iPad with installed Apps for check-in and registration at each assembly.
- j. Prepares a list of new region representatives and sends to Trustee Liaison.
- k. Receives assembly registration fee forms with checks and forwards the checks to Region 5 treasurer to deposit.
- l. Assembles and ~~has posted a~~ emails links to the posted online packet for the Summer Board/Committee Update Conference Call (no fewer than 14 days prior to meeting) consisting of:
 1. Officer Reports,
 2. Trustee Report,
 3. Financial Reports (1/1 through 5/31),
 4. Business Committee Reports,
 5. Outreach Sub-Committee Reports,
 6. Day in the Life write-ups,
 7. Any applicable forms (support fund applications, assembly funding request, officer application forms), etc.
- m. Perform duties as designated by chair.

2. Management

- a. Maintains knowledge of the Digital Community Coordinator's (DCC) duties and will act as back-up for this work, as needed.
 1. Trains DCC in their duties and provides access to all of the digital information (accounts, Apps, locations, logins, etc.)
 2. Assigns DCC work when needed (online registration forms, etc.).
 3. Stays informed about the DCC project requests and assists with establishing deadlines, as needed.
- b. Coordinates with the Webmaster to manage, create, update, and change information and elements for the Region 5 website.
 1. Enlists the DCC for website assistance, as needed.
- c. Maintains legal, historical and current files:
 1. Bylaws.
 2. Minutes and reports.
 3. Standing Rules for Region 5 Assemblies.
 4. Letterhead, logo and other original forms.
 5. Handbooks, guidelines and other materials produced by Region 5.
 6. Correspondence pertinent to Region 5.
 7. Other pertinent records.
- d. Keeps and maintains all appropriate Region 5 equipment.
- e. Digitally maintains and archives R5 information, via the Secretary's Microsoft One Drive, whenever possible.

3. Other Functions

- a. Answers mail, email and phone calls and initiates correspondence as needed.
- b. Shall conduct workshops as in **Region 5 Policies and Procedures** Article II, Section E, Responsibilities and Duties of the Officers and Representatives of Region 5.
- c. Attends Region 5 Convention

- i) The Emergency Policy Motion ENB1 was reviewed by the Bylaws Committee and approved to move forward and read by Bylaws Committee Chair Pam P.
- ii) The Emergency Policy Motion ENB1 was presented as pro by the creator, R5 Secretary Keri E.
- iii) The proposed Emergency Policy Motion ENB1 debate of pros and cons started.
 - (1) Con presented that the Motion should not name a specific online storage drive.
 - (2) Moved to Table ENB1 discussion for the creation of a new Amendment to ENB1 **item 2. e.** (changed from 5 to 2 with housekeeping adjustment).
 - (3) Cecelia S., maker of the Amendment to 2.e., read the proposed wording, as noted above with the highlighted strike-though.
 - (4) The proposed Amendment to 2.e. was debated pros and cons.
 - (5) The proposed Amendment to 2.e. was allowed five to seven minutes for discussion.
 - (6) The proposed Amendment to 2.e. was brought to a vote.
 - (7) The proposed Amendment to 2.e. was adopted with a vote of 24 out of 24.
- iv) The FULL, UPDATED proposed Emergency Policy Motion ENB1 was brought back to debate pros and cons.
- v) The proposed Emergency Policy Motion ENB1 was allowed five to seven minutes for discussion.
- vi) The proposed Emergency Policy Motion ENB1 was brought to a vote.
- vii) The Policy Emergency Policy Motion ENB1 was adopted with a vote of 24 out of 24.

b) **Emergency Policy Amendment ENB2.**

MOVE TO AMEND: Update the Digital Community Coordinator Position information from the Responsibilities and Duties of Officers and Reps of R5 Section.

SUGGESTED LANGUAGE: *Update section as follows.*

II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5

J. Digital Community Coordinator

The Digital Community Coordinator is responsible for assisting with the Region 5 online presence, including virtual meetings, -website support, online event registrations, and email distribution lists.

The Chair appoints a Digital Community Coordinator to fulfill the following duties:

1. Manage the R5 Host Email accounts and Zoom calendar.
2. On request schedule meetings for the Region 5 executive board, committees, intergroups, and groups.
3. Sends out invitations for scheduled meetings.
4. Provides meeting hosting or establishes co-hosting privileges for co-hosts, as requested.
5. Hosts the Region 5 Assemblies, Summer Conference, and Convention, as needed.
6. Aids in connecting to a virtual meeting.
7. Supports broadcasting one or more sessions at the Region 5 Assembly, as needed.
8. Assists Region 5 Secretary with Website support, as needed.
9. Maintains Region 5 email distribution lists. ~~Supports broadcasting events being produced by a Region 5 Board or Committee.~~
10. Assists Secretary with the creation of and use of Region 5 Online Registrations, as needed.
11. Reports to the ~~Region 5 Board~~ Secretary.
 - a. May be outsourced to professional service or employee.
 - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
 - c. OA members may serve a maximum of eight (8) consecutive years.
12. May be invited to Region Executive Board Meetings as needed on request.
13. Digital Community Coordinator will have at least one year of continuous abstinence and declared themselves practicing 12 steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service."
14. Digital Community Coordinator will be appointed by the Region 5 Chair to a 2-year term, with a limit of 8 years of total service. Term commences at time of appointment.

- i) The Emergency Policy Amendment ENB2 was reviewed by the Bylaws Committee and approved to move forward and read by Bylaws Committee Chair Pam P.
- ii) The Emergency Policy Amendment ENB2 was presented as pro by the creator, R5 Secretary Keri E.
- iii) The proposed Emergency Policy Amendment ENB2 was debated pros and cons.
- iv) The proposed Emergency Policy Amendment ENB2 was allowed five to seven minutes for discussion.
- v) The proposed Emergency Policy Amendment ENB2 was brought to a vote.
- vi) The Policy Emergency Policy Amendment ENB2 was adopted with a vote of 24 out of 24.

c) **Emergency Policy Amendment ENB3.**

MOVE TO AMEND: Revise the Webmaster Position information within the Responsibilities and Duties of Officers and Reps of R5 Section.

SUGGESTED LANGUAGE:

1. Reports to the Region 5 ~~Digital Community Coordinator~~ Secretary.

- i) The Emergency Policy Amendment ENB3 was reviewed by the Bylaws Committee and approved to move forward and read by Region 5 Chair Eileen C.
 - ii) The Emergency Policy Amendment ENB3 was presented as pro by the creator, R5 Secretary Keri E.
 - iii) The proposed Emergency Policy Amendment ENB3 was debated pros and cons.
 - iv) The proposed Emergency Policy Amendment ENB3 as allowed five to seven minutes for discussion.
 - v) The proposed Emergency Policy Amendment ENB3 was brought to a vote.
 - vi) The Policy Emergency Policy Amendment ENB3 was adopted with a vote of 24 out of 24.
- 8) Unfinished Business.
 - a) 2024 Convention bid discussion and reminder to the Reps.
 - 9) Recognized outgoing Representatives.
 - 10) Announcements were made.
 - 11) Chair's Drawing was conducted.
 - 12) New Representative Graduation (Green Dot) Ceremony was conducted.
 - 13) The 2023 Spring Assembly was adjourned at 10:18 AM ET, 9:18 AM CT.

Keri J. Evans

Region 5 Secretary