



OVEREATERS ANONYMOUS – REGION 5 SECRETARY

March 20, 2025

RE: Region 5 2025 Spring Assembly - March 7th, 8th, and 9th, 2025

Dear Region, 5 Intergroups, Representatives, Officers, and Trustee Liaison.

The 2025 Spring Assembly Packet C has been posted on the Assemblies page of region5oa.org.

Region 5 2025 Spring Assembly Packet C Documents:

- **C01_Region 5 2025 Spring Assembly Secretary Letter**
- **C02_Region 5 2025 Spring Assembly Minutes**
- **C03_Region 5 2025 Spring Assembly Credentials Report**
- **C04_Region 5 2025 Spring Assembly Adopted Agenda**
- **C05_Region 5 2025 Spring Assembly 2025 Adopted Budget**
- **C06_ A02_Region 5 2025 Spring Assembly Adopted Motions**
- **C07_Region 5 Policies and Procedures_UPDATED 03-20-25**
- **C08_Region 5 Standing Rules_UPDATED 03-20-25**
- **C09_Region 5 Spring Assembly Business Committee Reports**
- **C10_Region 5 Spring Assembly Bridging Sub-Committee Reports**
- **C11_Region 5 Post Office Box Change Flyer**
- **C12_2025 Convention Basket Raffle Flyer**

Don't forget to mark your calendars:

2025

May 23, 24, and 25

Region 5 Convention, Milwaukee, WI, Sheraton Milwaukee Brookfield Hotel

July 18 – Due Date

No R5 Summer Conference Call this year. Board and Committee Chair Reports due to Secretary. We will then send out the information as updates to our Assembly attendees and Intergroups.

October 31, November 1, and 2

Region 5 Fall Assembly at Hilton Garden Inn, Chesterton, IN (**Board suggested, but the plans are not final.**)

If you have any questions, please don't hesitate to email me.

Thanks for a great Assembly!

Keri E.

Region 5 Secretary

R5Secretary@outlook.com



Overeaters Anonymous 2025 Spring Assembly Minutes

Location: Chesterton, IN

Saturday, March 8th – Morning Session

- 1) The 2025 Spring Assembly Saturday Morning Session was called to order by the Region 5 Chair – Pam P. at 9:31 AM ET, 8:31 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 Lois S.
 - c) The 12 Steps were read by Liz Z.
 - d) 12 Traditions were read by Thomas M.
 - e) Welcomed everyone, especially the visitors.

2) Credentials Report:

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

Voting Reps Present:	20
Voting Officers Present:	4
Eligible Voters Present:	24
Non-voting Alternates, Guests	4
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	30

- c) The full Credentials Report can be found in Packet C: “C03_Region 5 2025 Spring Assembly Credentials Report”.
- d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- e) The Region 5 Chair declared a quorum to be present.

3) Hotel Liaison:

- a) Thank you to Mike B. for his work as Hotel Liaison for the past 10+ years.
- b) Laurie L. has accepted the Hotel Liaison position (as a rotation of service) and is training with Mike at Spring Assembly and during the 2025 Convention.

4) Standing Rules:

- a) The Standing Rules, distributed in Packet A, were read by Acting Bylaws Committee Chair – Susan M.
- b) Discussion about proposed updates.
- c) Hearing no objections, the Standing Rules were adopted.

5) Agenda:

- a) Amended the room numbers for the Committee Meetings, because the hotel double booked a meeting room.
- b) Hearing no further objections, the amended Assembly Agenda was adopted.
- c) The adopted Agenda will be in Packet C as file “C04_Region 5 2025 Spring Assembly Adopted Agenda”.

- 6) Consent Agenda:
 - a) Consent Agenda (CA) presented in Packet B Page 39 as a list item (the original Motion was in Packet A Page 25).
 - b) Clarification about the original Motion and CA presented.
 - c) Vote taken to approve the CA as is and it was adopted by the Assembly.
- 7) Bylaws Motion B1 (Packet A Page 24):
 - a) Parliamentarian has removed this Motion for being out of order.
 - b) The Motion was addressed at the Fall Assembly.
 - c) We will not be voting on the Motion at Spring Assembly.
- 8) Countdown for years of Abstinence was conducted.
- 9) Introduction and welcome of Assembly Newcomer Reps (Green Dots) was conducted.
 - a) Mentors and mentees were encouraged to work together over the weekend.
- 10) Former Region 5 Officers and Trustees were introduced.
- 11) Volunteer Services:
 - a) Minutes Approval Committee – Kerry M. and Amy A.
 - b) Nomination Committee – Carolyn S.-IL, Megan P.-IN, Suzy R.-KY, Barbara D.-MI, Liz Z.-MN, Lois S.-MO, Marilyn D.-OH, Lynn H.-WI.
 - c) Copy Coordinator – Contact Mike B. for copies.
 - d) Timer – Becky F.
- 12) Executive Committee Reports and Letter with Q/A:
 - a) Region 5 Chair
 - i) Three important things report presentation.
 - ii) Q and A discussion.
 - b) Region 5 Vice-Chair
 - i) Three important things report presentation.
 - ii) No questions.
 - c) Region 5 Secretary
 - i) Three important things report presentation.
 - ii) Q and A discussion.
 - d) Region 5 Trustee
 - i) Three important things report presentation.
 - ii) Q and A discussion.
 - e) Region 5 Treasurer
 - i) Three important things report presentation.
 - ii) No questions.
- 13) Announcements were made.
- 14) The 2025 Spring Morning Assembly was adjourned at 10:49 AM ET, 9:49 AM CT for Business Committee Meetings and then lunch, with the Seventh Step prayer.
- 15) Business Committee Meetings met in their updated locations.
 - a) Bylaws Committee - Executive Boardroom, lower level.
 - b) Convention Committee – Room 3, lower level
 - c) Finance Committee – Coffee Creek, first floor
 - d) Media Committee – Room 303, 3rd floor.
- 16) Luncheon at 1:00 PM ET, 12:00 PM CT in the hotel lobby.

Saturday, March 8th – Afternoon Session

- 1) The attendees shared one word describing what they were feeling/where they were so far, for the Assembly.
- 2) The 2025 Spring Assembly Saturday Afternoon Session was called to order by the Chair – Pam P. at 2:33 PM ET, 1:33 PM CT. Opened with:
 - a) The OA Responsibility Pledge followed by the Serenity Prayer.
 - b) OA Concepts 1-7 were read by – Marilyn D.
 - c) OA Concepts 8-12 were read by – Amy G.

3) Credentials Report:

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

Voting Reps Present:	20
Voting Officers Present:	4
Eligible Voters Present:	24
Non-voting Alternates, Guests	4
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	30

- c) The full Credentials Report can be found in Packet C: “C03_Region 5 2025 Spring Assembly Credentials Report”.
 - d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
 - e) The Region 5 Chair declared a quorum to be present.
- 4) Minutes Approval for the 2024 Fall Assembly.
 - a) No corrections were proposed.
 - b) As there were no objections to the 2024 Fall Assembly Minutes as presented, the Minutes were approved by the Assembly.
 - 5) 7th Tradition for the Assembly was collected.
 - 6) Parliamentary Moment was presented by Gerri M.
 - 7) Region 5 Theme New Business Motion (Packet B Page 41) Approval.
 - a) Susan M., maker of the Motion, read the proposed new item.
 - b) The proposed Motion was debated pros and cons.
 - c) The proposed Motion was allowed time for discussion.
 - d) The proposed Motion was brought to a vote.
 - e) The proposed Motion was approved and passed by the Assembly unanimously.
 - 8) Outreach Committee Goals: brainstorming, discussion, and debate for the new sub-committees for 2025.
 - a) Meeting lead by Barb K. and Kevin F.
 - b) Theme Options:
 - i) Connecting our community to carry the message.
 - ii) Strengthening ties to promote the message.
 - iii) Creating pathways where acceptance unlocks opportunity.
 - iv) Transformation: Living beyond my wildest dreams.
 - v) One message, many voices.
 - vi) Building bridges, connecting, and spreading hope.
 - vii) Strengthening ties.
 - c) Took a physical vote on white board with dot stickers.
 - d) **Building bridges, connecting, and spreading hope** was the winning theme for Region 5 to use as a central focus.

- e) The full Assembly worked in small groups to decide on the sub-committee's focus.
 - f) Further discussion and Q & A.
 - g) Approved the tasks to support the primary goals for R5 with a vote.
 - h) Divided into the three approved Building Bridges Outreach Sub-committee groups (listed below).
 - i) Building Bridges Outreach Sub-committees for 2025 Meetings:
 - i) Bridge to Intergroup – **Intergroup 2 Intergroup Sub-committee** (*also covers Sponsorship*).
 - ii) Bridge to Professionals - **PIPO Sub-committee**
 - iii) Bridge to Members in Recovery - **12 Step Within Sub-committee** (*also covers Newcomers*).
- 9) Assembly Operational Options Discussion (continued from Friday night discussion and Q & A).
- a) Operational Options:
 - i) Stay the course: Spring – Face to Face (F to F), Summer Conference Call, Fall - F to F.
 - ii) Spring - F to F, Fall - F to F.
 - iii) Spring - F to F, Fall - virtual.
 - iv) Spring - virtual, Fall - F to F.
 - v) Spring - F to F, Fall combines F to F Assembly with F to F Convention.
 - vi) Spring - virtual, Fall - virtual.
 - b) Took a physical vote for final Option on white board with Post Its.
 - i) First vote tied and so we took another vote to break the tie.
 - ii) The option for Spring face to face and Fall virtual won the vote.
 - iii) We only need to meet twice a year based on the P & P.
 - iv) Discussion about when the Operational change should start (Fall 2025 or Spring 2026).
 - (1) A vote was taken, and it was decided that Fall 2025 will stay as F to F.
 - (a) Mike and Laurie will find a hotel for the F to F 2025 Fall Assembly.
 - (2) Beginning in 2026, Spring Assembly will be F to F and the Fall Assembly will be virtual.
 - c) Discussion about what dates the 2025 F to F Fall Assembly should be held.
 - i) The weekend of October 31st through November 2nd, 2025 was chosen by the Assembly.
 - ii) The history of Assembly hosting and rotation of service was shared.
 - iii) The Board will discuss possible locations that are more accommodating for the full slate of IGs for Region 5 in the future.
- 10) Announcements were made.
- 11) The 2025 Spring Saturday Afternoon Assembly adjourned at 5:54 PM ET, 4:54 PM CT with The OA Promise.

Sunday, March 9th – Morning Session

- 1) The 2025 Spring Assembly Sunday Morning Session was called to order by the Region 5 Chair – Pam P. at 9:31 AM ET, 8:31 AM CT. Opened with:
 - a) The OA Responsibility Pledge and the Serenity Prayer.
 - b) For Today was read by Diane M.
 - c) The OA Diversity Statement was read by Barbara D.
- 2) Volunteer Services:
 - a) Timer – Becky F.

3) Credentials Report:

a) The Credential Report Update Roll Call was conducted by the Region 5 Vice-Chair – Kevin F.

b) Counts were:

Voting Reps Present:	18
Voting Officers Present:	4
Eligible Voters Present:	22
Non-voting Alternates, Guests	3
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	27

c) The full Credentials Report can be found in Packet C: “C03_Region 5 2025 Spring Assembly Credentials Report”.

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

e) The Region 5 Chair declared a quorum to be present.

4) 7th Tradition Collection on March 8th = \$571

5) Business Committee Reports:

a) Bylaws Committee

i) Report presented by the acting Bylaws Committee Chair – Susan M.

ii) No questions.

b) Convention Committee 2025

i) Report was presented by the Convention Committee Chair – Judy W.

ii) Q and A discussion.

c) Finance Committee

i) Report presented by the acting Finance Committee Member – Liz Z.

ii) No questions

d) Media Committee

i) Report presented by the Media Committee Chair – Thomas M.

ii) No questions.

e) Nominating Committee

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

ii) No questions.

6) Building Bridges Outreach of the Whole Sub-committee Reports:

a) Intergroup 2 Intergroup Sub-committee

i) Report presented by acting Sub-committee acting Chair – Susan M.

ii) No questions.

b) PIPO Sub-committee

i) Report presented by Sub-committee Chair – Lynn H.

ii) No questions.

c) 12 Step Within Sub-committee

i) Report presented by Sub-committee member – Jeanne H.

ii) Q and A discussion.

7) New Business:

a) Policy Amendment/Motion P1 (Packet A Page 22)

Region 5 Policies Amendment

P1

Date: January 15, 2025

MOVE TO AMEND:

Region 5 General Policies, A – Date and Locations of Assemblies, Sections 2, 3, and 4 by striking and inserting as follows:

CURRENT WORDING

2. Assemblies will be held in a central location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held in a central location the hosting intergroup will be solicited by the vice chair from all intergroups within the following areas for each assembly:
 - a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky
 - b. During odd numbered years: Wisconsin, Indiana and Region 5 intergroups within Illinois.
4. When the Assembly is not held in a central location the local intergroup will be the hosting intergroup.

PROPOSED WORDING

2. Assemblies will be held in a ~~central~~ location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held, ~~in a central location~~ the hosting intergroup will be solicited by the vice chair from all intergroups ~~within the following areas for each assembly:~~ on a rotating basis.
 - ~~a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky~~
 - ~~b. During odd numbered years: Wisconsin, Indiana and Region 5 intergroups within Illinois.~~
- ~~4. When the Assembly is not held in a central location the local intergroup will be the hosting intergroup.~~
4. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
 - b. Coordinate the Friday afternoon and Saturday night OA meetings.
 - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

Finished Version

2. Assemblies will be held in a location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held, a hosting intergroup will be solicited by the vice chair from all intergroups on a rotating basis.
4. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
 - b. Coordinate the Friday afternoon and Saturday night OA meetings.
 - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

SUBMITTED BY: Susan M, Acting Bylaws Chair (susan.m.oe@gmail.com) 847-710-8823

INTENT: To eliminate the idea of central location and to update the rotation of hosting intergroups to include those new to Region 5.

IMPLEMENTATION: Update the Region 5 Policies and Procedures

COST: Nominal.

RATIONALE: When Region 5 was smaller, we generally had our Assemblies in a central location. This put undue responsibility on the Intergroup in the often-attended central location. To alleviate that responsibility, a rotation was set up to have other Intergroups perform the hosting. After the inclusion of Region 4 states, we do not have a central location. We suggest the Vice Chair solicit attending Intergroups on a rotating basis to spread the service opportunities to all intergroups.

- i) The proposed Policy Amendment/Motion P1 was read by R5 Chair Pam P.
 - ii) The proposed Policy Amendment/Motion P1 was reviewed by the Bylaws Committee, they had no concerns and approved to move forward.
 - iii) Pro presented by the maker and Bylaws Chair Susan M.
 - iv) The Policy Amendment/Motion P1 was allowed a debate of pros and cons.
 - v) The Policy Amendment/Motion P1 was allowed five to seven minutes for discussion.
 - vi) The Policy Amendment/Motion P1 was brought to a vote. Requires a majority votes cast OR 12.
 - vii) The Policy Amendment/Motion P1 was adopted by the Assembly unanimously.
- 8) Emergency New Business:
- a) **New/updated 2025 Budget Motion ENB1**

Region 5 New Business Form **ENB1**

Date: March 8, 2025

MOVE TO : Amend 2025 budget.

SUBMITTED BY: Finance Committee

Contact Name: Barb H **Phone #:** 502-821-7634 **Email Address:** r5Treasurer@outlook.com

INTENT: To restate the 2025 Budget to reflect updated spending projections

IMPLEMENTATION: Vote on the budget revision

COST: None

RATIONALE: We want the Region 5 budget to better reflect anticipated spending in a format easier to interpret.

- i) The new/updated proposed Budget Motion ENB1 was read by R5 Chair Pam P.
 - ii) The new/updated proposed Budget Motion ENB1 was reviewed by the Bylaws Committee, they had no concerns and approved to move forward.
 - iii) Pro presented by the maker and Finance Committee Chair (and R5 Treasurer) Barbara H.
 - iv) The new/updated Budget Motion ENB1 was allowed a debate of pros and cons.
 - v) The new/updated Budget Motion ENB1 was allowed five to seven minutes for discussion.
 - vi) The new/updated Budget Motion ENB1 was brought to a vote. Requires 2/3 of the votes cast.
 - vii) The new/updated Budget Motion ENB1 was adopted by the Assembly unanimously.
- 9) No outgoing Representatives.
- 10) Announcements were made.
- 11) Thanks to our volunteers and Parliamentarian Gerri M.
- 12) New Representative Graduation (Green Dot) Ceremony was conducted.
- 13) Chair's Drawing was conducted.
- 14) Midwest Crossroads Intergroup will be hosting the Convention in 2026.
- 15) Summer Conference Call.

- a) Decided not to have Conference Call as a group.
 - b) Board and Committees will need to submit updated reports in July. So that everyone can see where things stand.
 - c) Reports will be emailed out to the group.
- 16) The 2025 Spring Assembly was adjourned at 10:56 AM ET, 9:56 AM CT.

Thank you.

Keri E.

Region 5 Secretary

*Approved on 03/20/25 by the Minutes Approval
Committee (Keri E., Kerry M., and Amy A.)*

Region 5 Credentials Report - Spring 2025

Registered Intergroups: 27 Registered Groups: 532 Unaffiliated Groups: 30
 Total Groups: 562 Eligible # of Region 5 Reps: 66 Virtual Meetings in R5: 149

St/Prov	Intergroup Name	Number	Groups	Eligible Reps	Sat A.M.	Sat P.M.	SUN A.M.
IA	Promises of Eastern Iowa	9021	4	1	0	0	0
	Iowa		4	1	0	0	0
IL	Suburban North	9118	25	3	3	3	3
IL	Chicago West Intergroup Farout	9168	17	2	1	1	1
IL	Turning Point	9467	19	2	1	1	1
IL	Central Illinois	9482	8	1	0	0	0
IL	Chicago Suburban Southwest	9539	21	3	1	1	1
IL	Two Rivers	9690	14	2	1	1	1
					0	0	0
	Illinois		104	13	7	7	7
IN	Midwest Crossroads	9096	34	4	1	1	1
IN	Let Go Let God (LG2)	9642	5	1	0	0	0
	Indiana		39	5	1	1	1
KY	Louisville Metro	9022	20	2	2	2	2
	Kentucky		20	2	2	2	2
MI	Greater Detroit Intergroup	9026	36	4	1	1	1
MI	Southwest Michigan	9141	13	2	0	0	0
MI	Greater Ann Arbor Area	9251	25	3	0	0	0
	Michigan		74	9	1	1	1
MN	Northern Serenity	9422	9	1	0	0	0
MN	Unity	9589	51	6	1	1	1
	Minnesota		60	7	1	1	1
MO	Saint Louis Bi-State	9029	34	4	1	1	1
MO	Greater Kansas City Areaa	9525	18	2	1	1	0
	Missouri		52	6	2	2	1
ND	Red River Valley	9211	11	2	0	0	0
	North Dakota		11	2	0	0	0
OH	Greater Cincinnati	9040	18	2	0	0	0
OH	Cleveland Central	9041	40	4	2	2	2
OH	Greater Canton Area	9122	4	1	0	0	0
OH	Central Ohio Service	9134	19	2	1	1	1
OH	Greater Dayton	9175	11	2	1	1	0
OH	Crossroads of Hope	9274	7	1	0	0	0
	Ohio		99	12	4	4	3
WI	Milwaukee Area	9053	41	5	2	2	2
WI	Rock River	9073	9	1	0	0	0
WI	Madison Area	9161	19	3	0	0	0
	Wisconsin		69	9	2	2	2
Voting Reps Present			532	66	20	20	18
Voting Officers Present				4	4	4	4
Eligible Voters Present					24	24	22
Non-voting alternates, guests					4	4	3
Parliamentarian					1	1	1
Region Trustee Liaison					1	1	1
Total Attendance					30	30	27



**OVEREATERS ANONYMOUS
2025 SPRING ASSEMBLY
March 7th, 8th, and 9th 2025**

**Hilton Garden Inn
Chesterton, IN**

NOTE: Located in CENTRAL time zone.

Responsibility Pledge

Always to extend the hand and heart of OA
to all who share my compulsion;
for this I am responsible.

OA Promise

I put my hand in yours, and together we can do
what we could never do alone.

No longer is there a sense of hopelessness,
no longer must we each depend upon our own
unsteady willpower.

We are all together now, reaching out our hands
for power and strength greater than ours,
and as we join hands, we find love and understanding
beyond our wildest dreams.

Third Step Prayer

God, I offer myself to Thee - to build with me and to do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love and Thy Way of Life. May I do Thy will always!

7th Step Prayer

My Creator, I am now willing that you should have all of me, good and bad. I pray that you now remove from me every single defect of character which stands in the way of my usefulness to you and my fellows. Grant me strength, as I go out from here, to do your bidding. Amen.

ADOPTED AGENDA

2025 Region 5 OA Spring Assembly

FRIDAY (March 7, 2025)

All times listed are CENTRAL TIME

3:00 PM CT	Region 5 Board Meeting (Executive Boardroom, Lower Level, open to visitors)
5:15 PM CT	Open OA Meeting (Sand Creek, Lower Level, hosted by Milwaukee Area Intergroup)
6:15 PM CT	Check-in (Outside of Sand Creek, Lower Level, hosted by Milwaukee Area Intergroup)
6:25 PM CT	New Representative Orientation (Executive Boardroom, Lower Level, Region 5 Trustee Liaison)
7:00 PM CT	Evening Session - How do we operate (Sand Creek, Lower Level, Announcements, Region 5 Updates) <ul style="list-style-type: none">• Discussion on Theme/Goals, In person/Virtual, and Value Proposition (Strategic Plan).
8:15 PM CT	Break
8:30 PM CT	Intergroup Sharing Meeting (Sand Creek, Lower Level) Note: This session will be broadcast over Zoom for OA members who register in advance for this opportunity).
9:30 PM CT	State/Province Meetings

SATURDAY (March 8, 2025)

All times listed are CENTRAL TIME

7:00 AM CT	Hotel Kitchen Opens for Breakfast
7:45 AM CT	Check-in (Outside Coffee Creek, First Floor, hosted by Milwaukee Area Intergroup)
8:30 AM CT	MORNING BUSINESS SESSION (Coffee Creek, First Floor) <ul style="list-style-type: none">• Call to Order• Opening Ceremonies (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions) – <i>Readings assigned by Pam P. at the Assembly.</i>• Morning Business<ol style="list-style-type: none">1. Roll Call (Credentials Report in Packet B – PAGE 4)2. Adoption of Credentials Report3. Assembly Standing Rules (Packet A – PAGE 56)4. Agenda (Packet A – PAGE 4/5)5. Consent Agenda (Packet B – PAGE 39)6. Mini-Countdown (Years of Abstinence)7. Recognitions (New Representatives, Former Region Officers, Former Trustees)8. Appointments (Nominating Committee, Minutes Approval Committee, Copy Coordinator, Timer) – <i>Appointed by Pam P. at the Assembly.</i>9. Executive Committee Report Top Three Things Presentations with Q & A [Reports from Chair (Packet B – PAGE 6), Vice-Chair (Packet B – PAGE 8), Secretary Letters (Packets A & B – PAGE 1), Treasurer (Packet B – PAGE 10), and Trustee Liaison (Packet B – PAGE 29)].10. Announcements11. Adjournment
9:45 AM CT	Break
10:00 AM CT	Committee Meetings (Pre-Assembly Committee Reports, as received for their work since Fall Assembly, provided in Packet B and in the Committee folders) <ol style="list-style-type: none">1. Bylaws Committee (Executive Boardroom, Lower Level)2. Convention Committee (ROOM 3, Lower Level)3. Finance Committee (Front of Coffee Creek, First Floor, by treasurer)4. Media Committee (ROOM 303, 3rd Floor)
12:00 PM CT	Luncheon (Lobby)

3/20/25 – Updated KE

1:24 PM CT
1:30 PM CT

Round Robin – One word on how you are feeling (Coffee Creek, First Floor)

AFTERNOON BUSINESS SESSION (Coffee Creek, First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, OA Responsibility Pledge, Serenity Prayer, Concepts of Service 1-7, and Concepts of Service 8-12)
– *Readings assigned by Pam P. at the Assembly.*
- **Afternoon Business**
 1. Roll Call (Credentials Report in **Packet B – PAGE 4**)
 2. Adoption of Credentials Report
 3. Minutes Approval of the Fall Assembly (**Packet A – PAGE 11**)
 4. 7th Tradition Collection
 5. Parliamentary Moment (**Packet B – PAGE 33**)
 6. Assembly Vote to approve the new Region 5 Theme (from the Friday night discussion)

2:00 PM CT

Outreach Committee of the Whole (Coffee Creek, First Floor)

1. Discussion, brainstorm, and vote on Outreach Goals for the coming year (SMART Goal forms in **Packet A – PAGE 109**)
2. Select tasks to support the Goals
3. Divide into task Sub-Committees

3:00 PM CT

Break

3:15 PM CT

Outreach Committee of the Whole Sub-committee Meetings

1. Everything Intergroup Sub-Committee, IF IT CONTINUES (Executive Boardroom, Lower Level)
2. Sponsorship – Speakers Sub-Committee, IF IT CONTINUES (Sand Creek, Lower Level)
3. Communications Connectivity, IF IT CONTINUES (Coffee Creek, First Floor)

4:15 PM CT

Afternoon Session Continued (Coffee Creek, First Floor)

1. Region 5 Convention bids (If any)
2. Announcements
3. Adjournment

4:30 PM CT

Special Committee Meetings

1. Nominating Committee

5:00 PM CT

Emergency New Business Committee Meetings (reconvene, if necessary, in same locations)

5:15 PM CT

Dinner on Your Own

8:00 PM CT

Open OA Meeting (Sand Creek, Lower Level, hosted by Milwaukee Area Intergroup)

SUNDAY (March 9, 2025)

All times listed are CENTRAL TIME

7:00 AM CT

Hotel Kitchen Opens for Breakfast

8:30 AM CT

MORNING BUSINESS SESSION (Coffee Creek, First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement) – *Readings assigned by Pam P. at the Assembly.*
- **Morning Business**
 1. Opening Ceremonies
 2. Roll Call and Adoption of Credentials Report (Credentials Report in **Packet B – PAGE 4**)
 3. Business Committee Reports (Please be ready to report at the front microphone).
 - a. Bylaws Committee (Chair)
 - b. 2025 Convention Committee (Chair)
 - c. Finance Committee (Barbara H. - Pre-Assembly documents in **Packet B – PAGES 12-27**)
 - d. Media Committee (Chair)

3/20/25 – Updated KE

- e. Nominating Committee (Chair)
- 4. Growing Recovery Outreach Committee of the Whole:
 - a. Everything Intergroup Sub-Committee, IF IT CONTINUES (Chair)
 - b. Sponsorship – Speakers Sub-Committee, IF IT CONTINUES (Chair)
 - c. Communications Connectivity, IF IT CONTINUES (Chair)
- 5. New Business (Amendments and Motions in **Packet A – PAGE 21** and **Packet B –PAGE 41**)
 - a. Emergency New Business (if needed)
- 6. Unfinished Business (If any)
- 7. Recognition of Outgoing Representatives
- 8. Green Dot Ceremony
- 9. Announcements
- 10. Chair’s Drawing
- 11. Adjournment and OA Promise

10:30 AM CT

Good of the Order [*Front of the room, for Region 5 Officers, Trustee, Committee Chairs (current, outgoing, and incoming, all others are asked to leave the room)*].

11:00 AM CT

Hotel Checkout

REGION 5 TIMELINE

2025

May 23, 24, and 25

Region 5 Convention, Milwaukee, WI, Sheraton Milwaukee Brookfield Hotel

July 19

Region 5 Summer Online Conference – Zoom

TBD

Region 5 Fall Assembly (location TBD)

2025 Budget Proposal Compared To Actual 2024

<u>Accounts</u>	<u>2024 Actual (\$)</u>	<u>2025 Budget (\$)</u>	<u>Notes</u>
Income			
Assembly Income	0.00	0.00	
Registrations+Doc	2,176.00	2,800.00	
Collection	529.00	500.00	
Meeting Contributions	41,155.75	50,000.00	
Convention	44,726.78	40,000.00	
Registrations			
Market Place			
50/50			
Interest Income	4.74	6.00	
Miscellaneous Revenue	193.77	0.00	
Total Income	88,786.04	93,306.00	
Expenses			
EVENTS			
Assemblies			
Hotel Expense	5,001.80	7,000.00	
Officer Registration		430.00	
Officer Travel	5,498.37	6,000.00	
Parliamentarian/Hotel Liason Registration		100.00	
Parliamentarian/Hotel Liason Travel		2,000.00	
Officer Copies/Binder		500.00	
Intergroup Funding Assistance		3,000.00	

2025 Budget Proposal Compared To Actual 2024

<u>Accounts</u>	<u>2024 Actual (\$)</u>	<u>2025 Budget (\$)</u>	<u>Notes</u>
Outreach Committee of the Whole	548.06	4,000.00	
Region Convention Expenses - 2024	34,916.20		
Region Convention Expenses - 2025		30,000.00	
Host Region Seed Money	3,384.05		
Hotel / Food Expense			
Committee Expenses			
Officer Registration/Travel			
Hotel Liason Registration/Travel			
Other			
Region Convention Expenses - 2026			
Host Region Seed Money	2,000.00	2,000.00	
World Service Business Conference	1,692.84		
Chair Registration/Travel		200.00	
Copies/Binder		120.00	
Delegate Fund	3,478.33	1,000.00	
World Service Convention			
Chair Registration/Travel		2,000.00	
Basket Raffle donation		150.00	
Region Chair Reg/Travel to Other Regions	859.11	1,000.00	
Workshop Travel and Expenses		500.00	
Total Event Expenses			
Operating Expenses			
Insurance	1,211.00	2,000.00	
Bank Fees	42.45	40.00	
Postage, Mailing	466.00	400.00	

2025 Budget Proposal Compared To Actual 2024

<u>Accounts</u>	<u>2024 Actual (\$)</u>	<u>2025 Budget (\$)</u>	<u>Notes</u>
Print, Copying, Ink, Supplies	944.09	2,000.00	
Processing Fees		0.00	
WePay	1,836.57	2,000.00	
Webconnex	742.30	1,000.00	
Storage/Shredding	1,210.00	2,000.00	
Web Expenses			
Virtual Meeting Expenses	299.80	300.00	
Web Site Security	297.00	300.00	
Webmaster	4,204.00	5,200.00	
Website Hosting & Domain	644.50	650.00	
Facilities & Equipment	545.06	1,000.00	
Officer Expense Budget		1,000.00	
Software Subscriptions	285.29	500.00	
Tax	50.00	50.00	
Accounting Fees		2,000.00	
Appreciation Fund		600.00	
World Service General Fund	20,000.00	10,000.00	
Professional Exhibit Fund			31,040.00
Total Expense	90,156.82	91,040.00	
Total Net Income	-1,370.78	2,266.00	10% Prudent reserve, plus what was in checking account, 43742
End of year '24 and Current account balance	59,067.00		Checking + Savings
Predicted account balance			End of year amount in the bank

2025 Budget Proposal Compared To Actual 2024

<u>Accounts</u>	<u>2024 Actual (\$)</u>	<u>2025 Budget (\$)</u>	<u>Notes</u>
Prudent reserve - 1 yr of operating expense		33,000.00	
end the year		47,000.00	donate additional 6000 to ws

REGION 5 2025 Spring Assembly March 7, 8, and 9 2025

Adopted Motions

Contents

Region 5 NB1	2
Region 5 Policies and Procedures Amendment P1.....	3
Region 5 ENB1	5

Region 5 New Business

NB1

Date: January 26, 2025

MOVE TO: Accept a Region 5 Theme to apply to all committee and board work for the coming year. The Theme will be voted upon during the Spring Assembly before the Outreach Committee of the Whole is formed.

SUBMITTED BY: Region 5 Bylaws Committee

Contact Name:	Phone #:	Email Address:
Susan Mc	847-710-8823	susan.m.oa@gmail.com

INTENT: To provide targeted, cohesive focus for our Committees and Board members

IMPLEMENTATION: Vote on the Theme to be in effect for the next year

COST: None

RATIONALE: We want the Region to speak with one voice and move in the same singular direction.

Region 5 Policies Amendment

P1

Date: January 15, 2025

MOVE TO AMEND:

Region 5 General Policies, A – Date and Locations of Assemblies, Sections 2, 3, and 4 by striking and inserting as follows:

CURRENT WORDING

2. Assemblies will be held in a central location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held in a central location the hosting intergroup will be solicited by the vice chair from all intergroups within the following areas for each assembly:
 - a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky
 - b. During odd numbered years: Wisconsin, Indiana and Region 5 intergroups within Illinois.
4. When the Assembly is not held in a central location the local intergroup will be the hosting intergroup.

PROPOSED WORDING

2. Assemblies will be held in a ~~central~~ location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held, ~~in a central location~~ the hosting intergroup will be solicited by the vice chair from all intergroups ~~within the following areas for each assembly:~~ on a rotating basis.
 - ~~a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky~~
 - ~~b. During odd numbered years: Wisconsin, Indiana and Region 5 intergroups within Illinois.~~
- ~~4. When the Assembly is not held in a central location the local intergroup will be the hosting intergroup.~~
4. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
 - b. Coordinate the Friday afternoon and Saturday night OA meetings.
 - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

Finished Version

2. Assemblies will be held in a location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held, a hosting intergroup will be solicited by the vice chair from all intergroups on a rotating basis.
4. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
 - b. Coordinate the Friday afternoon and Saturday night OA meetings.
 - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

SUBMITTED BY: Susan M, Acting Bylaws Chair (susan.m.oa@gmail.com) 847-710-8823

INTENT: To eliminate the idea of central location and to update the rotation of hosting intergroups to include those new to Region 5.

IMPLEMENTATION: Update the Region 5 Policies and Procedures

COST: Nominal.

RATIONALE: When Region 5 was smaller, we generally had our Assemblies in a central location. This put undue responsibility on the Intergroup in the often-attended central location. To alleviate that responsibility, a rotation was set up to have other Intergroups perform the hosting. After the inclusion of Region 4 states, we do not have a central location. We suggest the Vice Chair solicit attending Intergroups on a rotating basis to spread the service opportunities to all intergroups.

Region 5 New Business Form

ENB1

Date: March 8, 2025

MOVE TO : Amend 2025 budget.

SUBMITTED BY: Finance Committee

Contact Name:	Phone #:	Email Address:
Barb H	502-821-7634	r5Treasurer@outlook.com

INTENT: To restate the 2025 Budget to reflect updated spending projections

IMPLEMENTATION: Vote on the budget revision

COST: None

RATIONALE: We want the Region 5 budget to better reflect anticipated spending in a format easier to interpret.

REGION

Serving areas in IL, IN, IA, KY, MI, MN, MO, ND, OH, & WI



REGION 5

POLICIES & PROCEDURES

Table of Contents

- I. REGION 5 GENERAL POLICIES4
 - A. Date and Location of Assemblies4
 - B. Events at the Assembly.....4
 - C. Elections5
 - D. Amendments to Standing Rules and Policies6
 - E. Miscellaneous6
 - F. Region 5 Convention6
 - G. Committees.....7
 - 1. Bylaws Committee:8
 - 2. Convention Committee:8
 - 3. Finance Committee:8
 - 4. Media Committee:.....8
 - 5. Outreach Committee of the Whole:.....8
 - 6. Nominating Committee:.....8
- II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 59
 - A. General Duties9
 - 1. Officer Expenses9
 - 2. Bills/Receipts9
 - 3. Bonding.....9
 - 4. Intergroup Sharing.....9
 - 5. Service, Traditions and Concepts workshops.....10
 - 6. Board Liaisons10
 - B. Duties of the Region 5 Chair10
 - 1. Region Assembly, Board and Special Meetings10
 - 2. Region Committees10
 - 3. Schedules and Chairs the Summer Board/Committee Conference Call.....10
 - 4. Region Convention.....11
 - 5. World Service Business Conference11
 - 6. Management.....11
 - 7. Traditions and Concepts.....11
 - C. Duties of the Region 5 Vice Chair.....11
 - 1. Region Assembly11
 - 2. Other Functions.11
 - D. Duties of the Region 5 Secretary12
 - 1. Region Assembly **Error! Bookmark not defined.**
 - 2. Management..... **Error! Bookmark not defined.**
 - 3. Other Functions **Error! Bookmark not defined.**
 - E. Duties of the Region 5 Treasurer.....12

1.	Management.....	13
2.	Region 5 Convention.....	14
3.	Mail.....	14
4.	Finance Committee.....	14
5.	Equipment and Supplies.....	14
6.	Other Functions.....	14
F.	Responsibilities of the Region 5 Representatives and/or Alternates.....	14
1.	Assemblies.....	14
2.	Region 5 Handbook.....	15
3.	Other Functions.....	15
G.	Webmaster.....	15
H.	Hotel Liaison.....	15
I.	Duties of the Region 5 Delegate to WSBC.....	16
1.	Funding.....	16
2.	Applicants.....	16
3.	Application and Selection Process.....	16
4.	Responsibilities.....	16
J.	Digital Community Coordinator.....	17
K.	Region 5 Delegate Support Fund.....	17
1.	Funding.....	17
2.	Applicants.....	17
3.	Intergroup Responsibilities.....	18
III.	INTERGROUP SHARING MEETING SUGGESTED FORMAT.....	18
IV.	SUGGESTED FORMAT FOR OPEN OA MEETING.....	18
V.	INSTRUCTIONS FOR LEADER OF FIRST TIME REGION 5 REPS ORIENTATION MEETING.....	18
A.	Introductions.....	19
B.	Format of Assembly Weekends.....	19
C.	Booklets available from Region 5.....	19
D.	Other Printed Sources of Information.....	19

Reminder: Any reference to ‘in-person’ or ‘hotel’ or ‘ballot’ is not applicable to a virtual/online event (Assembly, Convention, etc.).

I. REGION 5 GENERAL POLICIES

A. Date and Location of Assemblies

1. The Region 5 assembly will be held in the months of March or April and October or November where it does not conflict with a major US or Canadian holiday or scheduled Board of Trustees meeting or World Service Convention.
2. Assemblies will be held in a location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held, a hosting intergroup will be solicited by the vice chair from all intergroups on a rotating basis.
4. The hosting intergroup will
 - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
 - b. Coordinate the Friday afternoon and Saturday night OA meetings.
 - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

B. Events at the Assembly

1. The Intergroup Sharing Meeting will be held on Friday evening of the assembly weekend. The Region 5 Chair shall solicit volunteers and assign a leader for this meeting. (See suggested format in Article III.)
2. A presentation/discussion may be given at the assembly when time allows. The format will be the same as at WSBC if a presentation is planned. The Region 5 chair may appoint a committee to present the topic for discussion.
3. Saturday lunch at the assembly will be paid for by Region 5 for all Region representatives and alternates provided that registration fees are received by the deadline.
4. Region 5 will pay for the Region 5 Trustee Liaison's lunch at the assemblies.
5. An orientation meeting will be scheduled for all new representatives and alternates prior to the start of the assembly business meeting. The Region Trustee Liaison or other Region officer as determined by the Region chair will facilitate at the meeting. Parliamentary procedure pamphlets may be distributed to each new representative and alternate. The Region vice chair will be responsible for maintaining an inventory of *The Twelve Concepts of OA Service* (pamphlet). (See Instructions for Leaders of Orientation Meeting for First Time Region Representatives, Article V.)

6. The Saturday night open OA meeting will be facilitated by the hosting intergroup. (See suggested format in Article IV.)
7. Each officer is responsible to register for each Region 5 assembly but hotel reservations for officers are made by the hotel liaison.

C. Elections

1. Application Procedure for Region 5 Officer:
 - a. Application forms shall be posted with each scheduled assembly agenda.
 - b. Completed application forms must be received by the Region 5 Secretary at least sixty days prior to the election assembly. Applicants are required to attend the election assembly.
 - c. In the event that no applications are received for a position, nominations from the floor will only be accepted in the morning meeting of the election assembly.
 - d. It is required that applicants have regular access to email and virtual communication tools.
2. Elections shall be held during the Sunday morning session of the last region assembly of each year.
3. At the close of the election assembly, the outgoing officers' duties transfer to the newly elected officers. However,
 - a. The outgoing Secretary completes the minutes of that assembly and coordinates with the new secretary to post Packet C before the duties of that office cease.
 - b. The outgoing Treasurer shall satisfy the requirements set in the Region 5 Policies and Procedures Article II, Section E, Paragraph 6, subparagraph f no later than December 31 of the current year.
4. Rules for Questions/Presentation of Nominees
 - a. A Region 5 representative/alternate shall ask only one question of a nominee, unless there are no other questions and time allows.
 - b. Total time for a nominee's question and answer period is five (5) minutes, in addition to a three (3) minute presentation by the nominee.
5. Voting for all officers (and Liaison nominees when appropriate) shall take place simultaneously on one ballot listing all nominees (with spaces for write-ins, when nominations from the floor are necessary).
 - a. Each ballot counts as a single ballot.
 - b. Mark ballot only when instructed by the chair to do so.
 - c. If voting for a candidate, mark the ballot as instructed.
 - d. Do not vote for more candidates than instructed.
 - e. Submit ballot as instructed.
 - f. All eligible ballots collected by the teller or submitted electronically will be counted as votes cast.
6. If a vacancy is declared due to a lack of affirmative votes for any candidate, the executive board shall, at its next meeting or at a special meeting, appoint a member to the position. The executive board may ask each qualified member to submit an application for consideration. The member appointed will serve until the next assembly.
7. In the event that there are no applicants for Region Trustee Liaison at a fall assembly where applications are needed, 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 5 intergroups and representatives.
 - b. All requirements set by the World Service Office must be met prior to the Region 5 board considering completed application(s).
 - c. A majority vote of the Region 5 board will constitute affirmation of the applicants.
 - d. Notification of affirmation process results shall be sent to Region 5 intergroups.
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.

D. Amendments to Standing Rules and Policies

1. Standing Rules and General Policies may be amended with a majority vote with prior notice or by a two-thirds vote without prior notice.
2. Standing Rules and General Policies may be temporarily suspended by a two-thirds vote.
3. Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these policies. Changes cannot alter the intent or effect of the policy. Changes will be reported by the following assembly/conference call by the Region 5 Chair.

E. Miscellaneous

1. Only OA and AA Conference-approved literature may be sold at any Region 5 event.
2. A place shall be provided at Region 5 assemblies and conventions where intergroups can sell their goods at a time and place specified by the Region 5 board.
3. Only new or updated materials are to be distributed at Region 5 assemblies.
4. No mailing lists will be released other than for Region 5 business.
5. Items for discussion must be in motion form. Such motions may be made by a committee, an intergroup, a group, or a voting representative.
6. Registrations for assemblies are not refundable.
7. Registrations for conventions are not refundable after posted deadline.

F. Region 5 Convention

1. The Convention Committee is to be made up of at least one person from each state and province when possible.
2. Region 5 Convention expenses are paid for all current Region 5 officers. (After the election assemblies, the newly elected officers are considered the current officers.) One of the complimentary rooms negotiated with the hotel is to be used by the convention chairperson.
3. Only U.S. funds will be accepted.
4. Any profit from the convention is to be split: 25% to the hosting intergroup(s) and 75% to Region 5.
5. The Convention Committee will submit the registration form and the program to the board for approval. The board will review them for compliance with the Traditions and past practices.

6. Convention speakers must have a minimum of one (1) year of current, continuous abstinence.
7. The Region 5 Convention chair's assembly expenses are funded as follows: 75% by Region 5 and 25% by the hosting intergroup. This includes expenses for the two assemblies preceding a convention when the chair presides over the Region 5 Convention Committee and the assembly following a convention when the chair makes a report to the assembly. This shall apply only if the chair is not an official rep from the intergroup, and only for one chair.

G. Committees

1. There shall be the following Business Committees:
 - a. Bylaws
 - b. Finance
 - c. Convention
 - d. Media
2. The Outreach Committee shall be a "Committee of the Whole" to address issues regarding
 - a. Twelfth Step Within
 - b. Public Information/Professional Outreach
 - c. Intergroup Outreach

The Outreach Committee will meet during the Saturday afternoon session at each Assembly once the Assembly has been called to order, approval of the credentials report, approval of the minute's approval committee, a 7th Tradition collection and a 3 minute Parliamentary presentation.
3. The Chair shall appoint members to the following special committees:
 - a. Nominating Committee
 - b. Minutes Approval Committee
4. Each Region 5 business committee or ad hoc committee should have a representative from each state and province when possible.
5. Each committee must meet at least once during the assembly.
6. Only Region 5 representatives, voting alternates or a Region 5 officer (when provided for) may serve as committee chair; except the chair of the Convention Committee, may be a past Region 5 rep who has one (1) year of continuous current abstinence, is practicing the 12 Steps, who has been active in OA events or workshops, and who lives near the site of the convention.
7. Each committee chair shall give a verbal report to the assembly. A written report shall be given to the secretary by the end of the assembly.
8. Committee budget requests shall be given to the Finance Committee chair by three weeks before the Fall Assembly.
9. Committee chairs are responsible to keep a current statement of purpose for their committee and to develop and prioritize their own agendas.
10. Committee chairs shall maintain written and/or telephone contact with committee members when appropriate.
11. Each committee may recommend to the Region 5 chair an individual to be appointed as next committee chair.
12. Committee chairs will meet with the Region 5 chair immediately following the assembly.
13. To offer consistent and efficient functioning, committee appointments will be for a

one-year term.

14. The Executive Board may appoint an officer to be a board liaison to any standing or special committee.

H. Committee Purpose

1. Bylaws Committee:
 - a. Keep the Region 5 Policies and Procedures, Bylaws, and the Standing Rules pertinent and current.
 - b. Provide a mechanism for critical new business motions to be processed at Region 5 assemblies when delay of consideration would adversely affect the operations of Region 5 or OA as a whole within Region 5.
2. Convention Committee:

Hold an annual Region 5 Convention to provide personal recovery opportunities for the maximum number of the fellowship and to raise funds for the region.
3. Finance Committee:

Prepares the annual budget for approval at the last assembly of the year, as well as establishes and manages the prudent reserve. This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 treasurer serves as chair of this committee.
4. Media Committee:
 - a. To create, solicit, edit, and submit for approval and distribution and/or posting content pertinent for Region 5's media presence, including the newsletter *Freedom from Bondage*.
 - i. The newsletter Freedom from Bondage will be maintained as a webpage on the Region 5 website.
 - ii. Website will be updated regularly:
 1. All Content will be created by OA members and approved by the Region 5 executive board before being published to the website.
 2. Announcements will spotlight important upcoming Region / Intergroup sponsored events, content on OA.org, campaigns being conducted by Region 5 committees, and volunteer requests for service positions.
 3. When new content is posted the Secretary will send out a notification by email to OA members.
 - b. To give guidance and suggestions regarding best use of media and technology.
 - c. Perform other duties regarding technology and media as assigned by the Region 5 Board.
5. Outreach Committee of the Whole:

Meets during the spring assembly to determine the outreach goals of Region 5 for the following year and forms subcommittees to accomplish those goals. The subcommittees meet at each Assembly and the Summer Conference Call.
6. Nominating Committee:

Seek out qualified members who are willing to serve as a Region 5 officer or Trustee Liaison. A Nominating Committee will be appointed by the Region 5 chair at the

first assembly each year. This committee shall be chaired by a member appointed by the Region 5 Chair and shall consist of at least one member from each state or province when available. Such members will have at least one year of active service at the Region 5 level, when possible.

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

A. General Duties

1. Officer Expenses

All officers' expenses are to be paid by Region 5. Expenses shall include but not be limited to:

- a. Travel: All officers and positions as listed in this policy under "Officers" are to be reimbursed for their travel expenses to and from Region 5 events. (If an officer is traveling with another intergroup, it is suggested they share expenses.) Officers are careful guardians of our Region funds.
- b. Personal auto: Region 5 follows OA World Service Office mileage reimbursement standards plus all tolls and parking fees.
- c. Car rental: Region 5 will reimburse an officer for the use of a rental vehicle, tolls, and parking fees when necessary or the cost will be less than use of a personal auto or airline flight. It is the responsibility of the Officer to obtain the least expensive rental package.
- d. Air: Region 5 will reimburse airfare for an officer to get to and from Region 5 events, WSBC, and Chair activities as required. An officer may elect to travel by air when the location is in excess of 250 miles from the officer's home, or when a medical condition exists, or a business or personal schedule conflict occurs.
- e. Meals: Region 5 Officers shall be reimbursed for actual non-alcohol expenses. Region 5 will reimburse up to \$70.00 per day.
- f. Lodging: Region 5 will provide officers with individual rooms. When possible and appropriate, officers will share the room with another person who will be responsible for one-half the room cost and personal incidentals.
- g. Miscellaneous expenses: Postage, envelopes, printing, general office supplies, and gratuities (when and where appropriate) that are needed to fulfill the duties of the officer will be reimbursed by Region 5.
- h. These policies shall apply to all those who are receiving funds directly from the Region.

2. Bills/Receipts

All bills/receipts should be sent to the Region 5 Treasurer within 30 days of expenditure with an expense form for payment.

3. Bonding

All officers and Hotel Liaison will be bonded.

4. Intergroup Sharing

All officers shall attend the Intergroup Sharing Meeting whenever possible.

5. Service, Traditions and Concepts workshops
All officers shall be prepared to conduct Service, Traditions and Concepts workshops and any workshops for the purpose of strengthening meetings, abstinence, and sponsorship throughout the region. The officer shall be reimbursed for expenses incurred to facilitate such workshops over two (2) hours in length, or a retreat focused on these topics.
6. Board Liaisons
An officer may be appointed to serve as a board liaison to any special or standing committee. The liaison shall be a non-voting member of the committee. During and between Assemblies, the liaison may help prepare an agenda, call and attend the committee meetings.

B. Duties of the Region 5 Chair

1. Region Assembly, Board and Special Meetings
 - a. Requests agenda input from board members.
 - b. Establishes agenda in concert with Region 5 secretary.
 - c. Presides at Region 5 assemblies, board and special meetings as called.
 - d. Arranges for a parliamentarian.
 - e. May call emergency business meetings if and when necessary.
 - f. Perform duties as designated by the Region 5 Assembly.
 - g. Creates script for Assembly with input from Parliamentarian.
2. Region Committees
 - a. Serve as ex-officio member of all committees.
 - b. Either confirms or denies appointment of Region 5 committee chairs subsequent to consultation with committees or appointed region representatives.
 - c. Time permitting, visits each Region 5 committee during assemblies.
 - d. Meets with committee chairs immediately after the closing of the last general business session of the assembly and at other times as might become necessary.
3. Schedules and Chairs the Summer Board/Committee Conference Call.
 - a. Schedules call to be held no later than the first week of August.
 - b. Provides agenda to include (at the minimum):
 1. Time for questions of all reports
 2. Time for intergroup sharing
 - c. The agenda may also include time for meetings for all Business Committees and Outreach Committee of the Whole.
 - d. Except for Committee business, no motions or official business shall be conducted during this meeting.
 - e. Attendance shall be taken
 - f. Minutes of the call shall be made available on the Region 5 website.

4. Region Convention
 - a. Serves as liaison with Region 5 officers and Convention Committee.
 - b. Checks to ensure convention dates do not conflict with World Service Office meeting, Region Chairs Committee meetings, and local, national or religious holidays. Convention should not be scheduled within 3 weeks of the Region Assembly, if at all possible. Exceptions should be discussed and agreed upon by the Board.
 - c. Attends convention and works at walk-in registration with other R5 officers; handles money as necessary.
5. World Service Business Conference
 - a. Attends WSBC, Regional Chairs Committee meetings and represents unaffiliated groups within Region 5.
 - b. Prepares and presents a conference report to the Region 5 board and makes available to other interested members.
6. Management
 - a. Oversees the signing of all Trustee Liaison applications in accordance with WSO Bylaws.
 - b. Provides leadership to region officers and committee chairs.
 - c. Assists in the planning and implementation of activities designed to achieve the objectives of the region in an effective and timely manner.
 - d. Maintains ongoing communication with the Region 5 Trustee Liaison.
 - e. Keeps up to date about WSO/WSBC activities and information.
 - f. Helps with guidance and information about the application of the Twelve Traditions within the region.
 - g. Keeps a file of region correspondence and other pertinent notes and information.
7. Traditions and Concepts
 - a. Serves as guardian of the Twelve Traditions and brings attention and application of the Twelve Concepts of OA Service.
 - b. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.

C. Duties of the Region 5 Vice Chair

1. Region Assembly
 - a. Performs duties in the absence of the chair.
 - b. Act as liaison with host intergroup.
 - c. Takes roll call for Credentials Report.
 - d. Solicit a hosting intergroup per *Region 5 Policies and Procedures*, Article I, Section A, Item 3.
 - e. Performs duties as designated by chair.
2. Other Functions.
 - a. Attends Region 5 Convention.
 - b. Performs other region responsibilities in the absence of the chair, as needed.
 - c. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.

- d. Is the direct link between the Region 5 Executive Board and the Hotel Liaison.
 - 1. Presents hotel recommendations for Board approval
 - 2. Presents hotel contracts for Board approval.
- e. Chairs the Outreach Committee of the Whole during the Spring Assembly.
- f. Is a member of the Nominating Committee.

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 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 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.
 - 11. Any other current pertinent information.
 - h. Assists with online Assembly registration when needed.
 - i. Prepares name tags, forms, 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 checks and forwards the checks to Region 5 Treasurer to deposit.
 - l. Assembles and 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 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.
- E. Duties of the Region 5 Treasurer
1. Management
 - a. Maintains custody of all funds and securities belonging to Region 5 and deposits them in the name of Region 5 in such bank or banks as the treasurer may choose, with consent of the assembly.
 - b. Keep accurate accounts of the finances of Region 5.
 - c. Records donations and deposits within a month of receipt.
 - d. Records and issues disbursement checks.
 - e. Schedules and manages bill payment via internet banking services.
 - f. Balances and reconciles bank and credit card accounts monthly. Bank and credit card account reconciliations and statements to be uploaded monthly for Finance Committee review. All banking and credit card information will be available for audit by the Finance Committee at each assembly.
 - g. Unscheduled payments in excess of \$200 shall be countersigned or approved by another officer of Region 5. Unscheduled payments of \$500 or more shall

- be countersigned by another officer of the Region.
 - h. Prepares a financial report for each Region 5 assembly following the guidelines of the treasurer's instruction manual and includes receipts, expenditures, net worth from one assembly to the next and year-to-date, and how this compares to the budget.
 - i. Presents a financial report at each Region 5 assembly.
 - j. Presents a monthly financial status report to the Region 5 officers.
 - k. Provide for the annual financial review.
 - l. Serves as chair of the Finance Committee.
 - m. Prepares the annual Region 5 budget prior to the Fall Assembly.
 - 2. Region 5 Convention
 - a. Attends Region 5 convention
 - b. Obtains a safe deposit box at the hotel.
 - c. Has receipt book ready for walk-in registration.
 - d. Prepares financial report for the Convention Committee chair and Region 5 assembly upon receipt of all monies and/or bills.
 - e. Instructs hosting Convention Committee on recording registrations and depositing monies into the Region 5 bank account as specified in the Treasurer's Manual.
 - 3. Mail
 - a. Maintains a post office box to receive all mail for Region 5.
 - b. Sorts mail and distributes same to appropriate people in a timely manner.
 - 4. Finance Committee
 - a. Assists in preparing budget.
 - 5. Equipment and Supplies
 - a. Keeps and maintains the treasurer's computer, printer, and other such equipment as needed.
 - b. Keeps the Region 5 Treasurer's Manual updated.
 - 6. Other Functions
 - a. Prepares and submits non-profit status filing within Region 5 as applicable.
 - b. Receives funding assistance applications.
 - c. Is responsible for keeping the officers bonded by providing the appropriate forms to the officers of the board.
 - d. Shall conduct workshops as in ***Region 5 Policies and Procedures*** Article II Responsibilities and Duties of the Officers and Representatives of Region 5, Section E.
 - e. Submits yearend financial data to accountant for tax return preparation and filing.
 - f. On expiration of the term of office after financial review, deliver all money, books and other property of Region 5 to the new treasurer or to the chair.
 - g. Maintain region financial records for the most recent 3 years.
- F. Responsibilities of the Region 5 Representatives and/or Alternates**
- 1. Assemblies
 - a. Completes online or returns paper assembly registration by deadline.
 - b. Brings Region 5 Handbook to all assemblies.
 - c. Attends and participates at Region 5 assemblies. The Region representative shall be present during all business sessions.

- d. When voting,
 1. Consider the group conscience of the intergroup represented.
 2. Be mindful of what is in the best interest of Region 5 and OA as a whole.
 - e. Distribute information obtained at the assembly to the intergroup.
 - f. Participate in a Business Committee and a Committee of the Whole subcommittee throughout the term as a Region Representative.
2. Region 5 Handbook
 - a. Update the Region 5 Handbook as material is provided.
 - b. Shall transfer handbook and other materials to successor upon completion of Region 5 representative term.
 3. Other Functions
 - a. To facilitate submission of information and documents to Region 5 by making the following procedure known to their intergroup:
 - i) Update intergroup information and submit intergroup minutes, newsletters, and meeting lists on the Intergroups page of region5oa.org.
 - ii) Submit event information or flyers on the Calendar page of region5oa.org.
 - iii) Submit resources on the Region 5 Resources page of region5oa.org.
 - b. Be knowledgeable of the Twelve Traditions, Twelve Concepts and the **Region 5 Handbook**.
 - c. Keep the Region 5 secretary informed of any changes in mailing addresses, phone numbers, or e-mail addresses.

G. Webmaster

The chair may appoint a webmaster to maintain the Region 5 website.

1. Reports to the Region 5 Secretary.
2.
 - 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.
3. May be invited to Region Executive Board Meetings as needed on request.

H. Hotel Liaison

The Chair appoints a Hotel Liaison to fulfill the following duties:

1. Serves as liaison between assembly/convention hotel and the Region 5 Board.
2. Researches and recommends hotel sites for Region 5 assemblies and conventions for R5 Board selection. Conducts personal inspections, if necessary.
3. Negotiates contract with hotel on behalf of Region 5 and co-signs contract with Region 5 Vice Chair.
4. Makes room reservations for Region 5 officers at the assembly/convention hotel and advises officers of arrangements. Makes room reservations for the Parliamentarian at Region 5 assemblies.
5. Forwards hotel floor plan, forms, reservation instructions, and/or other hotel promotional material to the Region 5 Secretary for distribution.
6. Informs the Region 5 Secretary of meeting room assignments for the events on the assembly agenda. Informs the Convention Program Committee of the meeting room assignments for the events on the convention program.

7. Notifies assembly/convention hotel of the number of participants for each meal.
8. Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly/convention at the site.
9. Reviews hotel bill with the Region 5 Treasurer.
10. Attends Region 5 Assemblies and Conventions and serves as the Hotel Liaison.
11. Expenses of the Hotel Liaison will be paid by Region 5, including meals, hotel, and travel expenses.
12. Except as noted above, reports to the Region 5 Vice Chair.
13.
 - 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.
14. May be invited to Region Executive Board Meetings as needed on request.

I. Duties of the Region 5 Delegate to WSBC

1. Funding
 - a. The board will approve the number of delegates to be funded in July, contingent upon adequate Region 5 funds. Intergroups will be notified via email after the close of the current WSBC if Region 5 fell below the 40% threshold and if they may submit applications to serve as a Region 5 Delegate to the next WSBC. Intergroups will be notified once the Board has determined who will serve.
 - b. If adequate funding is available, region delegates should attend the Region 5 spring 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 fall assembly.
 - d. If there is a vacancy between the time of the fall 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 5 Board by December 1 in the year(s) Region 5 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 5 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 5 treasurer complete with all receipts for reimbursement. (Region 5 will be responsible for half the room cost.)

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.
10. Assists Secretary with the creation of and use of Region 5 Online Registrations, as needed.
11. Reports to the 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.

K. Region 5 Delegate Support Fund

Region 5 provides financial assistance to intergroups to send a delegate to WSBC.

1. Funding
 - a. Region 5 will budget funds annually to assist intergroups in sending a delegate to WSBC.
 - b. If funding is awarded and accepted, the delegate should attend the Region 5 Spring Assembly preceding WSBC.
2. Applicants
 - a. The intergroup requesting assistance should complete the Delegate Support Fund Application (procedure and application available on the Region 5 website).
 - b. The application and supporting documentation must be received by the Region 5 Secretary by October 1 of the year preceding the WSBC for which the intergroup is seeking financial assistance.

- c. The allocation process is:
 - i. The board shall review the applications and follow the procedures listed on the WSO Delegate Support Fund.
 - ii. Once all Region 5 funds have been allocated, the approved amounts, plus all of the applications received will be forwarded to the WSO by November 1.
- 3. Intergroup Responsibilities
 - a. Meet all WSBC delegate requirements as stated in OA Bylaws, Subpart B Voting delegates shall consist of the following persons chosen in accordance with this Article X, Section 3(c)1.
 - i) Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one-year current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.)

III. INTERGROUP SHARING MEETING SUGGESTED FORMAT

The Region Chair is responsible for selecting a leader for the Friday night Intergroup Sharing Meeting.

- A. Leader opens with Serenity Prayer.
- B. Introduce yourself and ask attendees to introduce themselves (go around the room).
- C. The leader has the discretion to limit the time for each topic. The meeting will last for one hour.
- D. Open floor for topic, problem, concern, or success. Leader reads statement: "Please keep comments brief and to the point."
- E. Leader thanks everyone for coming and for sharing.
- F. **Close with the Serenity Prayer, the Third Step prayer, the Seventh Step prayer, or the OA Promise.**

IV. SUGGESTED FORMAT FOR OPEN OA MEETING

The hosting intergroup is responsible for the content of the Saturday night meeting.

- A. Leader opens with the Serenity Prayer.
- B. Have someone read "Our Invitation to You."
- C. Have someone read the "Twelve Traditions."
- D. Close the meeting with the Serenity Prayer or the OA Promise.
- E. Appoint a timer to limit pitches to three minutes.

V. PREASSEMBLY CONNECTION WITH NEW REPRESENTATIVES

- A. The Secretary posts the registration form including options to identify mentors and new representatives.
- B. When registration closes, the Secretary sends the Trustee Liaison information about new representatives and returning representatives who volunteered to be mentors.

- C. The Trustee Liaison
 - 1. Electronically sends out a welcome to new representatives with the *OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities*.
 - 2. Assigns mentors to new representatives.
 - 3. Electronically sends out mentor assignments.
 - 4. Reminds the New Representatives about the Orientation Meeting at the Assembly on Friday evening.

VI. INSTRUCTIONS FOR LEADER OF FIRST TIME REGION 5 REPS ORIENTATION MEETING

A. Introductions

- 1. Go around the room and have everyone say his/her name and what intergroup he/she represents. Include city and state if not in name of intergroup.
- 2. Share about how you felt at your first assembly (briefly) and how long you have been attending Region 5 assemblies (10 minutes).

B. Format of Assembly Weekends

- 1. Go over agenda and what will happen specifically at the assembly (elections, presentations, etc).
- 2. Tell Region representatives about committees and responsibility of serving on a committee.
- 3. Remind Region representatives of the open meeting or other event in the evening after the assembly.
- 4. Suggest Region representatives get a sponsor during the assembly.
- 5. Remind Region representatives of the importance of writing and presenting a report to their intergroup when they return.

C. Booklets available from Region 5

- 1. The ***Region 5 Handbook*** includes Bylaws, General Policies, and Convention Guidelines, available from Region secretary for a minimal* charge. (*as determined by the board)
- 2. Distribute parliamentary procedure booklets and "*The Twelve Concepts of OA Service*" (pamphlet, no charge). Region vice chairperson will order copies when needed.

D. Other Printed Sources of Information

- 1. ***The Twelve Steps and Twelve Traditions of Overeaters Anonymous***
- 2. "*OA Handbook for Members, Groups and Intergroups*"
- 3. "*The Twelve Traditions of OA*" (pamphlet)
- 4. "*The Twelve Concepts of OA Service*" (pamphlet)
- 5. Intergroup Starter Kit, Sample Intergroup Bylaws, OA Guidelines
- 6. *Twelfth-Step-Within Handbook*
- 7. *Public Information Service Manual*
- 8. *Professional Outreach Service Manual*



OVEREATERS ANONYMOUS

STANDING RULES FOR REGION 5 ASSEMBLY

1. Two (2) Officers and any Region Representatives present shall constitute a quorum for the transaction of any Region 5 business.
2. Parliamentary Rules shall be followed.
3. New motions should be submitted to the Region 5 Secretary electronically, if possible, using the appropriate format/form provided on the "Form" page of region5oa.org.
4. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business. Please use the microphone provided on the floor.
5. Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two (2) minutes.
6. The group conscience is more important than the technicalities of the actual motion.
7. All committee reports are to be made electronically or in writing and a summary will be included with the Minutes of the Assembly. Motions pertaining to the committee reports may be reported upon during the reports.
8. New business shall include only those items which have been submitted prior to the agenda deadline and should be expressed in motion form.

(Continued on opposite side)

9. Emergency new business consists of items that should not wait until the next Assembly. Motions must be submitted in writing or electronically on Saturday of the Assembly. The Business Committee emergency motions must be submitted prior to 12:30 pm. The Committee of the Whole Sub-committee emergency motions must be submitted prior to 4:30 pm. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
10. All voting Region Reps and Alternates will sit in the front of the room. Visitors (all are welcome) and nonvoting alternates are requested to sit in the rear of the room.
11. No personal recordings are to be made at the assembly. The meeting is recorded by the Secretary for the purpose of clarity in transcribing the minutes.
12. No merchandise, raffle tickets or other group or intergroup fundraising items shall be sold or displayed in any assembly business session.
13. As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
14. No food of any kind shall be consumed in the meeting room during the business sessions.
15. All cell phones, pagers and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms.
16. Region Representatives shall be present for the roll call when their Intergroup is named in order to be eligible to vote.
17. No animals will be present at assembly except service animals as defined by law.
18. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
19. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.



Convention Committee Spring 2025 Assembly Report



BE ALIVE IN '25

Greetings all ! We're looking forward to being together in Milwaukee, Wisconsin in May 2025. The Convention Committee as a Whole meets the first Tuesday of each month at 6:30 pm CST via Zoom for 90 minutes. Attendance has been very good. Our upcoming meetings are



- March 18, 2025
- April 8, 2025
- April 29, 2025
- May 13, 2025

Join Zoom Meeting

Meeting ID: 894 9230 2569 Passcode: 822170

Dial 312/626-6799 Meeting ID: 894 9230 2569#

The Welcoming, Decorations, Registration, Raffles and Program subcommittees have been diligently meeting monthly or more frequently.

Thanks to the Region 5 board of directors for approving new A La Carte pricing in 2025.

Registration is open now on Regfox! Also, by phone or by mail to the Milwaukee Area Registrar. <https://OARegion5.regfox.com/2025-region-5-oa-convention>

The approved convention flyer can be found on Regfox. for easy downloading or printing. The link to the Sheraton Room Block is also found on Regfox. Volunteer lists will start emerging as people register.

Program Highlights

- Pre-Convention Workshop Friday, May 23 10 am – 2 pm (separate registration fee)
LIVING ABSTINENTLY IN '25: Eating and Emotions
- **3 Tracks:** COME TO BEE-LIEVE (the steps and principles); BEE ALIVE & THRIVE (diversity and traditions); and, BEE ENGAGED! (tools, PI/PO)\
- **5 Keynote Speakers:** 30-35 minutes followed by sharing at your table for 20-25 minutes followed by positive pitches for 10 minutes.
- **18 recorded sessions:** 5 keynotes and 13 workshops



Welcoming Highlights

Under the leadership of the Welcoming Committee, members are giving service to attend every virtual Intergroup meeting in R5 between Feb 15 - Apr 15, to ensure that everyone feels welcomed and invited to attend BE ALIVE IN '25. The Raffle Basket flyer will be provided at this time, too.

Other Highlights

- The Convention event is posted on the WSO website.
- Co-chair Laurie L is filling the role of Liaison to The Sheraton Milwaukee Brookfield Hotel
- The draft program topics was sent to the Region 5 board for approval on February 4.



- Keynote Speakers are being qualified now.
- Table centerpieces were assembled on February 15.
- Deadline for submission of printed materials is April 25, 2025.
- The DJ is reserved for the Bee Bop Dance on Saturday night.

Still Needed

- Hospitality co-chair for May 23-25
- Literature chair needed for May 23-25
- Marketplace co-chair needed



The Region 5 Bylaws Committee Meeting Report

For Saturday March 8, 2025

Business:

Decisions Made:

1. Rewrite the Representative Funding Assistance Form.
2. Write a Motion to include Representative Funding Assistance in our Policy and Procedures for fall assembly
3. Change Bylaws to require at least one voting region 5 representative to constitute a quorum. Change Standing Rules for quorum to match. This is for the Fall Assembly.
4. Create a new finance committee business motion to amend the 2025 Budget to reflect new projections.

Actions Taken:

1. New Business Motion written to Amend the Budget.
2. Approved Budget Motion as ENB

Assignment Made:

1. Susan will write up Funding Forms and Motion
2. Susan to write up Change in Standing Rules and Bylaws regarding a quorum
3. Gerri to write up ENB Motion for Finance Committee Budget Changes

Issues for Later:

Finance Committee meeting report 3/8/25

Chair: Barbara H.

Acting Secretary: Liz Z

Other members present: Sally H., Carolyn S., Amy G., Carol Ann M., Lynn H.

Notes:

- Purpose of the committee is to look at financials and make sure everything is done correctly.
- Region 5 is doing very well financially. Current bank account balances:
 - Checking account - \$25,759
 - Savings account - \$43,741
- Looking to simplify budget reports so they are easier for everyone to understand
- One year of operating expenses (\$33,000) will be kept as prudent reserve
- 2025 budget was voted on at the fall Assembly.
- New proposed budget is lumped into sections to make it easier to look at and evaluate how we are doing related to key functions:
 - Assemblies
 - Convention
 - WSO
 - Operating expenses
- Question about adding a variance column into the budget (exists in the budget vs actuals report)
- Need to make a motion to reorganize the format of the budget and the different total amount of the budget.
- Income is from 7th tradition donations and Convention. Assemblies just break even at best.
- New budget proposal reflects increased expected contributions because of Region 4 joining Region 5 half-way through the year.
- Still unclear what income from Conventions will be post-pandemic. The first Convention after pandemic was larger than expected. This year we will get a better sense of what Convention income may be going forward.
- Important to keep line items in the budget even if they are not being funded in the current year. If the line item is dropped, it can be forgotten. Preferred to have 0 in the budget line but keep the line in the budget.

Decisions made:

- Endorsed changed 2025 budget in new format to organize by major region functions.

This highlights the major changes:

- Assembly income reduced to be closer to 2024 actuals
- Increased meeting contributions because Region 4 joined and anticipating convention income.
- Hotel and insurance expenses have increased.
- Made clear the intergroup funding assistance for attending Assemblies and WSBC
- Removed specific lines for WSO donations (at their request) and reduced the planned contribution to WSO pending donation of funds above prudent reserve.
- Reduced overall budget expenses from \$112,582 to \$91,040

Actions taken: Motion created to adopt amended 2025 budget

Assignments made: Continue to meet virtually to support new treasurer

Issues for later: none

for Saturday, 8 March, 2025

Business:

Decisions made:

Pilot the new “What’s New” section of the Region 5 web site to be moved to the top of the Home Page

Determine the future content of the “What’s New” section and make recommendations to the Region 5 Board.

Not to make any changes to the current wording of Section H.4. for the media committee purpose.

Actions taken:

1. Voted the new Chair for the Media Committee (Thomas M. - Two Rivers Intergroup)
2. Voted for the New Section of the Region 5 Home Page to include the “What’s New” section to appear at the top of the home page.
3. Recommended that there be three bullets to the “What’s New” section to be frequently renewed to ensure the Region 5 web site visitors are always kept informed of What is New.
4. Committee members to submit articles to be published based on their experience at Region 5 Assembly.

Assignments made:

Region 5 Secretary will pursue getting the Region 5 Web Master to add the new top section of the Region 5 Home Page to include a section that is “What’s New”.

This new section will be updated as necessary to ensure that the content is current and relevant.

These will be hyperlinks that lead to the new content to keep the Region 5 members aware of New Literature, New Pamphlets, New Fliers, and New Save the Dates (to name a few).

Issues for later:

Review the current Region 5 Policies & Procedures Manual and suggest changes to the Manual section H. (Committee Purpose) 4. (Media Committee)
The current committee members will review and recommend any changes that will benefit Region 5 as a whole.

PIPO Subcommittee Meeting Report

Region 5 Spring Assembly March 7 - 9th, 2025

Acting Secretary: Carolyn S.

Chair: Lynn H.

Other members present: Kevin F., Sally L., Lois S., Amy G., Suzie R.

Goal: We will create a list of resources to include links for OA members to pass on to professional physicians. The goal is to have many resources in one “tab” possibly on Region 5 website which can be easily accessible to members for printing purposes and distribution.

Decisions made: We will utilize the many resources previously created by prior PIPO subcommittee’s. We will focus on selecting resources and pamphlets available on OA.org which specifically targets information for professional physicians and mental health providers.

Assignments made: All members of the subcommittee will complete the following tasks.

1. Read The Professional Courier found in the documents library on OA.org.
2. Read through the PIPO resource list.
3. Share which resources from PIPO list you feel we should include for our “resource list”.
4. Review bookstore pamphlets to the professional found in the OA Bookstore.
5. List possible pamphlets to be included in our “resource” we will build.
6. Research cost and steps to create a QR code.

Next meeting: April 12, 2025 1:00pm - 2:00pm. Lynn H. (Chair) will set up Zoom meeting ID and passcode. Lynn will send this information out to the subcommittee members.

Region 5 Bridging - 12th step within meeting report 3/8/25

Chair: Barbara D.

Acting secretary: Liz Z

Other members present: Thomas M., Diane M., Barb K., Carol Ann M., Allen B., Jeanne H., Betsy D., Evelyn S.

Notes:

Help those that are still suffering:

- Newcomers (not part of WSO definition)
- Returning members
- Those still suffering in the rooms
- Those in relapse
- Outreach to those that can't attend in-person meetings (surgery, nursing home, etc.)

Supporting recovery:

- Reaching out to those that are not in the chairs (noticing they are gone and reaching out)
- Having a designated newcomer greeter to reach out to new people after they attend a meeting

Workshop on meeting retention – Region 2 developed a lot of material with “How To’s” that are available on the WSO website.

Idea: Give meetings support, mentoring, or a list of things to try to keep a meeting going.

From oanewhampshire.org website on their 12th step within section: “Sponsorship is the epitome of 12th step work. If a sponsee relapses, don't stop sponsoring them.”

12th Step Within handbook – revised in 2024

Appendix at the back of the brown book is a great resource for newcomers to identify, especially appendix C.

Decisions made:

- Request to order copies of the 12th step within handbook.
- Look at materials on WSO website, Region 2, etc
- Meet monthly

Actions taken:

Assignments made:

- Everyone – look at resources on WSO and region websites
- Monthly meetings on Monday afternoons at 3:30 Eastern, 2:30 Central
- Barbara D. will ask Keri about Zoom meeting codes for Region 5 Zoom account

Issues for later:

Intergroup to Intergroup Subcommittee Report

Region 5 Spring 2025 Assembly

Present: Susan, Marilyn, Megan, Pam (R5 Chair), Amy A, Kerry.

Susan began the meeting with the Serenity Prayer.

Susan reviewed the previous Everything Intergroup Subcommittee report from packet B.

We reviewed the suggested tasks that were generated in the earlier brainstorming session with all Intergroup reps.

- Pen Pals to Intergroups
- Board check-ins and support to Intergroups
- Speaker List
- List of ways the Board can support the Intergroups

We brainstormed and discussed additional projects.

- Add information to the Best Practices tab on the Region 5 website.
- Make sure Region 5 and World Service have current information for each of our intergroups.
- Implement “Chat with the Chair” virtual sessions with the Region 5 and Intergroup chairs. The Region 5 Chair will initiate this after the Spring Assembly.
- Deploy a Region 5 workshop at the Region 5 Convention in May to support Intergroups. This is already being prepared by committee members.

Summary: We will continue with the following tasks: Building the “Best Practices” tab on the Region 5 website and provide Region 5 (and World Service) with updated Intergroup contact information.

SMART GOAL 1: By Fall Assembly the committee will have two documents uploaded to the Region 5 website.

1. A narrative on what a Service Sponsor is and how a Service Sponsor can help Intergroup Representatives looking to be involved at various levels of service. This will be completed by the Region 5 Chair.

2. A list of resources available to Intergroups on how Region 5 can be of service to Intergroups. This will be completed by Megan and Kerry.

SMART GOAL 2: By late April we will provide the Region 5 Board with updated Intergroup contact information. Susan will communicate with the Region 5 Trustee on this issue.

Respectfully submitted,

Kerry M (acting scribe)

REGION

Serving areas in IL, IN, IA, KY, MI, MN, MO, ND, OH, & WI



Overeaters Anonymous

New Mailing Address

Hello my name is Barbara H. and it is my pleasure to be the new Treasurer for Region 5 of Overeaters Anonymous. We have changed our PO Box from Shaker Heights, OH to Louisville, KY, closer to my home.

The new address is:

Region 5 of Overeaters
Anonymous

P.O. Box 22175

Louisville, Ky., 40252





BE ALIVE IN '25



May 23 – 25, 2025 – Milwaukee, WI

Will your InterGroup/Meeting donate a basket to help carry the message?

BASKET RAFFLE (fundraiser for OA Region 5)

1. Pick a Theme – Bee Creative!!!

Please stay within our 12 Step Tradition guidelines.



2. Ask members to donate cash and/or items to help Carry the Message. Go shopping!

3. Assemble the items in a basket – make it look nice. 😊
Complete a written description including a monetary estimated value.

4. Bring it to the convention on Friday, May 23 or before 9 am on Saturday morning, May 24

Questions? Contact Lisa E 414/218-3795 or Nancy R 414/534-5878 (text/voice)

5. Suggested Themes:

- ❖ Relaxation/Self-Care
- ❖ Step 11 Prayer and Meditation
- ❖ Literature (OA/approved AA)
- ❖ Tools of Writing (journals, pens, OA Workbooks)
- ❖ Movement/Exercise
- ❖ Sober Eating Tools (scale, measuring, food journal, glycemic index)
- ❖ Food Prep and Storage Supplies
- ❖ Art Supplies
- ❖ Gift Cards
- ❖ Entertainment
- ❖ Your Creative Ideas Here!



Hosted by the Milwaukee Area Intergroup of Overeaters Anonymous

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