

**Panel 57 Guidelines Committee Recommendations
For Discussion and Vote at Fall Assembly – September 22, 2007
***** Revised 8-19-2007 *******

The following five changes are clerical changes only:

1. Recommend that Section 1.1 be amended by addition of numeric to indicate the number of Area Officers and the number of Standing Committee Chairpersons.

1.1 Area Committee Members

a. **Area Officers:** (7) Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer, Registrar, Immediate Past Delegate.

b. **Chairpersons of Assembly Standing Committees:** (9) Assembly/Agenda, Cooperation with the Professional Community (CPC), Public Information (PI), Treatment Facilities, Corrections, Literature, Grapevine, Communications, Archives (non-voting member).

2. Recommend that spelling be corrected as indicated.

4.2 Assembly/Agenda

h. Assumes responsibility for any and all PA, recording and translation equipment ~~woned~~ (owned) by the area. This includes transportation, storage and maintenance of the equipment, or the arrangements thereof.

3. Recommend that events calendar be changed as indicated.

Appendix A UTAH AREA SERVICE EVENTS

June 3rd Saturday

Bridging the Gap Workshop

4. Recommend that Section 3.5 (Treasurer) sub-section b. be amended to read as follows:

Establishes and maintains a checking account for the deposit and disbursement of Area funds with a signature card signed by the **Current** Area Treasurer, Area Chair and Area Recording Secretary, with all checks requiring two signatures.

4. Recommend that sentence referring to taper be amended as shown:

**Appendix C Utah Area Assembly/Workshop Guidelines
Taping Guidelines**

- Area business meetings should be taped. The Area taping equipment should be used for Area business meetings, including panels and workshops. ~~If a professional taper is not already on-site, they may be used to tape the panels and workshops.~~ **If a professional taper is already on-site, they may be used to tape the panels and workshops.**

It is the recommendation of the Guidelines Committee that Section 4.3 be amended to add the following item to the Area Communications Standing Chairperson responsibilities:

Communications

- g. Assumes responsibility for any and all PowerPoint presentation equipment including laptop computer, projector and peripheral equipment owned by the area. This includes transportation, storage and maintenance of the equipment, or the arrangements thereof.

Recommend that Appendix E be amended as proposed by the Utah Area 69 Website Committee

Appendix E Guidelines for the Utah Area 69 Website

Proposed Clerical changes to the Appendix E of the Area 69 Guidelines:

3.0 Web Committee

3.1 The web committee is a sub-committee of the ~~PI Committee~~ **Communications Committee**, with the Area 69 ~~PI Chairperson~~ **Communications Committee Chairperson** serving as chair. The voting members shall consist of the **Area Communications Committee Chair**, the Area PI Chair, ~~Web Servant~~, and the Alternate Web Servant.

- a. Eligibility of ~~Web Servant and Alternate Web Servant~~; ~~These~~ **This** positions ~~are~~ **is** elected by the ~~Area PI Committee~~. **Area Web Committee**.

5.0 General Content Guidelines

5.3 Additional content which fall within ~~these~~ guidelines may be added at the discretion of the Web Committee, though significant changed should by reviewed by the ~~Area 69 PI committee~~ **Area 69 Communications Committee** to insure it falls within the scope of Public Information work and adheres to AA's 12 Traditions and 12 Concepts.

Recommend that Travel Expense Defrayment be amended as shown:

7.5 Travel Expense Defrayment - (As Funding Permits)

The purpose of defrayments is to assist in covering a portion of expenses while serving in an Area position. Actual expenses must be incurred by the individual requesting defrayment.

- b. Area Officers - Each Elected Area Officer's travel expenses to attend PRAASA and the Pacific Region Forum may be defrayed up to \$300.00 per event. Each Area Officer's travel expenses to all Area service events shall be defrayed at the rate of **25** cents per mile, for distances in excess of 25 miles round trip.....

- c. Chairpersons of Area Standing Committees - Each Chairperson's travel expenses to all Area service events and travel to visit groups and districts in the Area in conjunction with their duties shall be defrayed at the rate of **25**cents per mile, for distances in excess of 25 miles round trip.
.....

Financial Impact:

Minimum financial impact would be \$291.20 annually. For 2007, actual mileage defrayment as of July 31 is \$1763.69. Mileage defrayment at proposed rate would have been \$2939.36 as of July 31.

Note: A current copy of the Utah Delegate Area 69 Service Structure Guidelines (Revised 9-23-06) is available on our website at utahaa.org