

## GUIDELINE REVIEW COMMITTEE RECOMMENDATIONS MAY 2006

Changes/Additions are underlined. Deletions are noted by strikeouts. If you have questions, please feel free to contact Jodi at [pastdelegatepanel53@utahaa.org](mailto:pastdelegatepanel53@utahaa.org) Please be prepared to vote on these on Sat May 20<sup>th</sup>.

This first item is simply to replace every use of the committee title "Correctional Facilities" with the committee title "Corrections". This brings us in line with last years changes at GSO.

Table of Contents –4.0 Area Standing Committees - Change 4.4 to read: 4.4 Corrections

1.1 Area Committee Members - Change b. to read:

b. Chairpersons of Assembly Standing Committees: Assembly/Agenda, Cooperation with the Professional Community (CPC), Public Information (PI), Treatment Facilities, Corrections, Literature, Grapevine, Newsletter, Archives

4.4 Correctional Facilities – Change 4.4 to read:

4.4 Corrections – The Area Corrections Chairperson coordinates the efforts of the Area Corrections Committee which is made up of the District Corrections Chairpersons and any other A.A. members interested in Corrections work. The purpose of the Corrections Committee is to organize and carry out the work of carrying A.A.'s message of recovery to alcoholics in correctional facilities and to help "bridge the gap" from inside the facility to the outside A.A. community. The Chairperson of the Corrections Committee:

- a. Assists District Corrections Committees in solving problems related to setting up A.A. meetings in correctional facilities in their Districts.
- b. Helps members of the Corrections Committee acquire A.A. books and literature as needed.

### Addition

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

### 6.4 Election Procedures

e. Electing Chairpersons of Area Standing Committees - Nominations will be taken from the floor of candidates eligible and willing to stand for each of these positions. Those names are placed on the blackboard and each candidate may be asked to state his/her qualifications. Voting then proceeds by either a written ballot or show of hands. A modified Third Legacy balloting procedure (modified by replacing 2/3 majority with simple majority) then follows until a candidate is elected by a simple majority of the votes cast for each of these positions. After the 1st ballot, the top two candidates remain. A simple majority vote follows.

### 7.1 Finance Committee

b. Responsibility - It shall be the responsibility of the Area Finance Committee to formulate a proposed budget for the coming fiscal year to be presented at the Pre-Assembly Workshop and approved at the Fall Assembly, and to conduct a mid-year review of the current year's budget and financial status of the Area Committee. The annual budget must be approved by a 2/3 majority of the votes cast at the assembly.

### 7.5 Travel Expense Defrayment - (As Funding Permits)

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

- a. Delegate - The Delegate (or Alternate Delegate in place of the Delegate) shall be allowed all reasonable and accountable expenses in conjunction with carrying out the duties of that position.
- 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 15 cents per mile, **for distances in excess of 25 miles one way. The same applies for travel to visit groups and districts in the Area when invited to participate** in conjunction with their duties.

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 15 cents per mile, **for distances in excess of 25 miles one way**. Each Treatment and Correctional Facilities Committee Chairperson's travel expenses to attend the Worldwide Bridging the Gap Workshop may be defrayed at the rate of \$300.00 per event and available to each on alternate years.

d. Lodging - All Area Officers and Chairpersons of Area Standing Committees may be reimbursed/forwarded defrayment towards lodging expenses at the rate of **up to \$40.00 per night---** allowing 2 nights for Area Assemblies, 2 nights for Area Workshops. **One night is defrayed** for Area Committee Meetings which require travel in excess of 150 miles one way. **If two or more defrayed people share a room, the total defrayments paid shall not exceed the total cost of the hotel room. A proper receipt is to be submitted to the Area Treasurer.**

## **8.0 Guideline Changes**

### **8.2 Revisions**

b. Proposed revisions of the Area Guidelines shall be presented to the Area Assembly for discussion and vote following the same procedure as for amendments. A copy of all recommended changes will be included with the Agenda mailing prior to the Fall Assembly **in odd years, and the Post Conference Assembly in even years.**

## **Appendix C Utah Area Assembly/~~Convention~~ Workshop Guidelines**

**Chairperson** - (*Experience has shown it is best if the chairperson is someone who has previously served on one or more host committees.*) Coordinates all aspects of planning and carrying out the activity...

**Secretary** - Keeps all minutes of committee planning meetings, notifies committee members of scheduled meetings, assists chairperson in making final report, **and turns in a copy to the Agenda/Assembly Chair and Area Archivist.**

**Registration** - Sets up a P.O. box for mail in registration, responsible for keeping records of pre-registration, prepares registration packets and/or materials, coordinates on site registration during the event. **Provides badges, ribbons, corsages and other appropriate courtesies for speakers and special guests.**

**Hospitality** - Forms a committee to act as hosts, greeters, sources of information, etc., makes all arrangements for A.A. hospitality room including coffee, refreshments, hosts, etc. **Enlists members to donate snacks, pastries, etc. when these are permitted to be brought in by the facility.** Arranges local transportation for speakers and other special guests as needed. ~~provides badges, ribbons, corsages, and other appropriate courtesies for speakers and special guests.~~ **(moved to registration)**

**Publicity/Information** - Prepares and distributes all flyers and pre-registration forms, provides timely notification of the activity to the Grapevine, Box 459, the area newsletter, and central office/intergroup

newsletters, makes arrangements for media publicity when appropriate in the manner guided by our Traditions, ensures that A.A.'s anonymity statement is included in each meeting's format. *makes all arrangements for the sale of souvenir items as directed by the host committee and in keeping with the Area Guidelines.*

**Literature/Display** - Coordinates with the area literature chair, **and** chairs of other area standing committees, **and local central office/intergroup** the sale and/or display of A.A. literature, works with the appropriate committee to make arrangements with the facility for adequate and functional display areas, tables, etc.

**Hotel/Facility** - Shares with the committee chairperson the duties and responsibilities of making arrangements with the host facility. **Works with the Area Agenda/Assembly Chair to assure an adequate and dependable PA system is available.**

**The following sections were entirely eliminated:**

**Banquet/Entertainment** - (falls under "facility/hotel")

**Coffee/Refreshments** - (fall under "hospitality")

**Marathon Meetings**

**Taping/Sound** - (falls under "facility/hotel")

**Alanon/Alateen** - When Al-Anon activities are held in conjunction with A.A. events in the spirit of cooperation, experience has shown that it is helpful to invite a member of the Al-Anon planning committee to participate in the meetings of the A.A. host committee. When working together the "AA Guidelines - Relationship Between A.A. and Al-Anon" should be utilized. **Responsibilities of shared meeting facility expenses should be clearly outlined upfront.**

### **General Comments and Suggestions**

- It seems to be the consensus in Utah and in other areas that A.A. activities should **be self-supporting. pay for themselves -- not be considered fund-raising events, hence**— Registration fees are usually kept as **low reasonable** as possible to allow greater participation. **Exceptions are Area Committee Meetings, which are funded through other Area events, and paid for by the Area. To encourage greater participation in all aspects of the event, it is suggested that general registration be required in order to participate in other activities such as banquets, dances, etc.**
- With rising costs some committees are seeking less expensive alternatives to **using large hotels and** holding banquets such as dessert bars, meeting in smaller groups in restaurants, etc. that still provide opportunities for fellowship.
- Raffles **whether conducted by A.A. or by Al-Anon** should not be allowed to interfere with A.A. service activities or disrupt the continuity of A.A. speaker meetings.
- **To encourage greater participation in all aspects of the event, it is suggested that general registration be required in order to participate in other activities such as banquets, dances, etc. (move to bullet point #1)**

### **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 already on-site, they may be used to tape the panels and workshops.**

- If speakers are taped, it is the responsibility of the Hosting Committee. **The Host Committee ensures that the taper has an understanding of AA's Twelve Traditions.** Only open speaker meetings should be taped. The taper should be encouraged to use agreements/release forms, and the Hosting committee should oversee this process.
- A mutual agreement should be reached by the committee and the taper regarding the taper's compensation of service (room, mileage, meals, etc.) Well in advance of the event. **Delete this line**

### **A.A. Activity Planning Schedule/Checklist**

- **12 - 24 months before** - Confirm the date and place of the activity with the Area Committee, reserve dates with the **hotel, facility,** select the activity chair and co-chair, select and line up guest speakers.
- **8 - 12 months before** - Select committee members, begin holding regular planning meetings, provide ~~hotel~~ **facility** with general information. **Sign contract with hotel or other facility (Area Officer, Area Assembly/Agenda Chair and Host Committee Chair sign).**
- **6 months before** - Give hotel updated information as available, distribute preliminary flyers listing dates and location of activity, set up a separate checking account and P.O. box for the event. **Sign contract with hotel or other facility (Area Officer, Area Assembly/Agenda Chair and Host Committee Chair sign).****(move to 8-12 months)**
- **4 months before** - Prepare a proposed budget, set registration prices, print and distribute registration forms, order materials and supplies not locally available, notify Grapevine and La Vina, Box 459, and Central Offices/Intergroup.
- **2 months before** - Go over final details with the hotel, work with the Area Assembly/Agenda Chairperson to complete the program and agenda, prepare the first draft of the program, do a second distribution of registration forms, recruit workers to help on each committee, confirm arrangements made with guest speakers, panelists, taper, ~~music, coffee vendors,~~ etc.
- **4 weeks before** - Have all ~~programs, schedules,~~ signs, etc. printed, procure all needed materials and supplies. Sign final function sheets with facility.
- **2 weeks before** - Close mail in registration, prepare pre-registration lists, packets, and/or materials. meet with committee to go over final detail of assignments and to take care of any "loose ends". **Print programs/schedules.**
- **1 week before** - Have the committee meet at the hotel to become familiar with the layout of the facility, provide the hotel with a banquet estimate (if planned), check committee assignments and preparations.