



Area 59

EASTERN PENNSYLVANIA  
GENERAL SERVICE ASSEMBLY

[www.area59aa.org](http://www.area59aa.org)

10/15/17

## Area 59, Panel 67 Inventory Report

In keeping with our Steps, Traditions and Concepts, the Area Committee holds an inventory the first year of each Panel. This report summarizes the opinions, suggestions and sharing by members at that meeting held in Temple, PA. on October 15, 2017. The meeting was open to all members. Subcommittee inventories were also held and, where the reports of those meetings were shared with the Secretary, they will be shared with the membership. Please note that this report has been written, in good faith, to capture the essence of sharing. It is not a verbatim transcript. In keeping with our Traditions of Anonymity, individual members are not fully identified.

In Fellowship & Service,  
Area 59, Panel 67 Secretary

### ***Opening:***

The Chairperson called the meeting to order and took a moment of silence to center ourselves for the work we will do today and then to recite the “Serenity Prayer.” He then called Area Treasurer Curt C for a reading. He read page 317 from As Bill Sees It. Past Delegates Nancy K (Panel 53), Lowell L (Panel 59), Hugh H (Panel 61) and Pat F (Panel 65) were in attendance. Morgan J from Maryland (Area 29, Panel 60) was also recognized. The Delegate made some opening remarks and welcomed our facilitator Linda J, current Delegate (Area 29, Panel 66) from Maryland. Linda explained the overall format, time structure and added some suggestions to keep the meeting focused on the topics.

***1. What is the basic purpose of the Area? Area Committee? Area Convention/ Assembly? Are we fulfilling these purposes?***

Leah S – She is a new DCM. Can someone with more experience answer?

Joyce M – We are a link in the chain of communication. Did a good job of disseminating information about the hurricanes and the manuscript.

Carrie S – It's to facilitate 12th Step work in our Districts and to serve as a resource. She brings questions from her District to the Area. We help people to carry the message.

Ed M – Organize Districts into manageable units. It's for communications between the Groups, Districts and GSO. The Convention is a gathering to work towards our primary purpose.

Evelyn D – We are the main spring of the General Service Conference structure. It's the democratic voice of the movement expressing itself.

Alex W – Nominate the Delegate for the General Service Conference. It is to inform the Delegate of our collective Area conscience. Our Pre-Conference Sharing was good for this. We have good representation at the General Service Conference. The Delegate also conveys what happened at the Conference. That happened well and the events were well attended.

Mike L – His first event was the Pre-Conference Sharing Session. It is part of the Upside-Down Triangle ([www.aa.org/pages/en\\_US/structure-of-the-conference-us-and-canada](http://www.aa.org/pages/en_US/structure-of-the-conference-us-and-canada)). The Area helps with the transmission of information up and down the triangle. We are doing well.

The Moderator asked for a show of hands. Most people were there for their first Area Inventory.

***2. How well have the Area Officers been available to answer questions pertaining to (a.) the Subcommittees as Subcommittee advisors and (b.) the Area Committee and General Service as Officers for Panel 67?***

(From our Area Structure Manual

[http://area59aa.org/Final%20.%20Online%202017%20EPGSA%20Structure%20Manual%20edits%2008.10.2017\(2\).pdf](http://area59aa.org/Final%20.%20Online%202017%20EPGSA%20Structure%20Manual%20edits%2008.10.2017(2).pdf) – Each DCM is named to a subcommittee by the delegate; such responsibility runs concurrently with the DCM's term of office. Only current DCMs serve and vote on subcommittees. An area officer serves in an advisory capacity, as a non-voting member, and is consulted on all decisions and recommendations.)

June B – The subcommittee chairperson is doing a good job in providing information. Learning about Area Structure Manual and how changes are made. Also, discussions about why Safety is important in AA. She said that people in service are approachable.

Carolyn R – Area Officers are available and responsive. They come to District meetings to do presentations for GSR's. Subcommittee Advisors are in contact with the subcommittees.

Ralph O – The Officers show willingness and are responsive, prompt, accurate and thorough in answering questions. He also appreciates friendly reminders to do the things he is supposed to be doing as a DCM.

Paula D – She is a new DCM and this is her first Area Inventory. There has been a lot of contact. She’s doing the exact opposite of what she wants to do. Today she is responsible for carrying this message.

Ed M – Everyone has been responsive.

Sheila L – A Past Delegate came to her District workshop yesterday. Officers have been responsive.

Mike C – Interaction between the Lancaster Intergroup and the Area 59 has been good.

Alex W – Paul (our Delegate) came to his District meeting to listen to a presentation by the Guest Observer for the Convention.

***3. Currently, the Area has a surplus of funds because contributions exceed expenses. What more can we do to efficiently utilize our unused financial resources to carry the message and educate the membership of Area 59 on General Service?***

Mike L – Modernize the website. Make it mobile friendly. Split it into three themes (similar to [www.aa.org](http://www.aa.org)) – “Need Help” – “Professionals” – “Members”. Would like to do this soon. Public Information (PI) will present more information at our December Quarterly Area Meeting.

Carrie S – Improvements to website. Support the Grapevine magazine at the District Level. District 43 uses the Grapevine for Corrections work. Can Area support GSR’s going to the Conference?

Donald H – Educate people about General Service. Take DCM’s to GSO. Most people leave there feeling impressed, interested and excited. This would be a good way to show people what General Service is all about.

Nancy K – Area 59 had a surplus when Clay R was Delegate (1997 to 1998). Give \$1000 to each subcommittee. They sent Public Service Announcements (PSA’s) out to radio stations.

Lowell L – Send money to GSO. One argument against this would be that the groups send money to the Area with the expectation of it being spent there. Panel 51 (2001 to 2002) sent Public Information (PI) material out. Subcommittees should get out and do things. The money is there to carry the message. How willing are we to get out and do it?

Hugh H – Each group should be self-supporting. There are too many groups. Before starting a meeting think about how it will affect AA.

Will – His District (23) had a surplus a few years ago. He learned that they needed to be aware of that. They waited too long to get the message out to the groups to get an informed group conscience. Now they are taking action by preparing a budget for their committees.

Ralph O – Delegate Recommendation #10 for Treatment and Accessibilities Subcommittee said “Consider holding a T/A Workshop in Area 59 with invited guest from TF within the region of the workshop”. Have 5 or 6 workshops before the end of the Panel (November 2018). We could have mini assemblies prior to the Pre-Conference Sharing Sessions.

Ed M – There is a weakness with GSR’s understanding General Service. Have Area Officers make presentations.

Bill – Visit Districts. His District doesn't know what happens. Give enough flyers for all groups. The flyers don't get to groups by just telling the GSR's to download them from the Internet

Joyce M – People are afraid to use money because AA is supposed to be poor. She needs to give more directions to her GSR's on how to spend the money so we get the message out.

***4. Has enough effort been made to explain the need and value of unity (12 Traditions) and service (12 Concepts)? If not, what can be done to achieve this end?***

Sharon C – Talk about them at DCM Orientation. How are the Traditions and Concepts applied?

Jack C – Our Delegate came out to their workshop. There was an energized discussion from the GSR's. Now they are talking about them more at District meetings. Have a mobile application.

Hugh H – Likes the fact that the DCM's give a talk about three of the Traditions or Concepts at each Area meeting. He thinks we should still read all of them.

Lowell L – Get a service sponsor who has been in service and knows the structure of AA. Invite people to District meetings to talk about Traditions and Concepts.

Anne Marie C – People do a presentation on the Tradition and Concept of the month at each District meeting.

Nancy K – A GSR should have two years. (This is suggested in the GSR pamphlet.) That way they can concentrate on the Traditions. Should talk about the Concepts at every Area meeting.

Alex W – Didn't think the Traditions and Concepts were relevant at first. Learned through doing. He made a Traditions presentation at a Quarterly Area Meeting and made questions for a Jeopardy game for our Convention in Gettysburg.

***5. Is adequate opportunity given to all members to speak and participate in District/Area activities and arrive at an effective group conscience for our whole Area?***

Curt C – We used up almost all of the space at this Area Inventory.

Sharon C – Some groups don't have GSR's and are not represented. We need more outreach. Why can't visitors ask questions at Quarterly Area Meetings?

Cirilo S (translated by Evelyn D) – Sometimes yes. Sometimes no. There's a lot on the agenda. We have to get it done.

Ralph O – He wasn't allowed to speak at his first Area meeting (before he became a DCM). We should find larger facilities for our meetings. There are 51 groups in District 45. Some choose not to be part of the Area. That is a lot of groups to visit.

Hugh H – We should not have time limits on Area and District meetings. Districts used to meet until the business was finished. There should be an informed group conscience.

***6. Are officers (District, and Area) picked with care and consideration on the basis that leadership in A.A. is a great responsibility and opportunity for 12th Step work, or are personalities put before principles?***

Nancy K – DCM's need to be more vocal, when it comes time to electing Area Officers, about DCM's who really do a good job. DCM's need to talk to GSR's about who does a good job.

Donald H – GSR's ask DCM's who to vote for at Area elections. Area Officers should be brought to District meetings, so the GSR's can get to know them. The responsibilities lie with the DCM's.

Tom C – Six GSR's for his District attended the last Area election. Districts from Philadelphia have many more GSR's attending elections. The Districts do pick the person who they believe is right. There are 43 groups in District 40 and 22 come to the District meetings.

Pat F – Need more consideration and care when selecting people. Should pay more attention to amount of time sober before taking a position. It starts at the group level. Two years is suggested for a GSR. Putting someone with little time is not fair to the group or the person.

Nancy K – We used to have four mini assemblies per year and only DCM's could present on topics. This way the people got to know the DCM's and what sort of job they were doing. There were also round table discussions. There are now only two and they are shorter. They used to be all day affairs.

Ralph O – GSR's will get a biased opinion from DCM's if they ask them who to vote for. GSR's are not exposed to the people at the Area level. People standing for office should give a half page bio. Voting is influenced by the time needed for the Third Legacy Procedure. Maybe this is because the Area is too big.

Lowell L – Is DCM doing a dis-service to the Area by telling GSR's who to vote for? Invite GSR's to go to workshops. Invite people to District meetings. The election is long, but that is the spiritual nature of Alcoholics Anonymous. The Area isn't too big. How willing is the DCM to bring people to their District meetings?

Kathy T – She couldn't get GSR's to go to events when she was DCM. She gave her GSR's a choice of who to vote for in the election instead of picking one person.

Donald H – In 1966 the election took one hour. In 1969 the candidates were given two minutes to talk and three minutes to ask questions. We should have a separate election over a weekend.

Mike C – GSR's want short meetings. The need to be informed doesn't seem important to them. People get interested once they go to something.

Sy K – He is a past DCM and is now a new GSR. DCM's make presentations at EPGSA workshops. This is a chance for the GSR's to see the work they put into it. Let them know that these are the people that will be standing for office next year.

***7. Have we defined well the scope of authority and service responsibility of our Area Committee DCM's and officers, by specific job descriptions or guidelines?***

Leah – The Area did a good job of providing information when she became DCM.

Joyce – The chairperson's orientation at the beginning of the Panel was good.

Corinne – The Area Service Manual defines our duties. The Structure Subcommittee helps Districts with their structure manuals.

Ken – We try to use the committee system. Do we have too many committees?

Linda – The Area Subcommittees are listed in the Structure Manual.

Caroline – We could use a digital repository to store information on a shared drive. We could post past inventories.

***8. Are the quarterly meetings informative and worthwhile? Are the issues brought to the Area meetings made clear so all know what they are voting for or against?***

Josh D – The meetings could be streamlined. They could be shortened.

Alex W – There is a tremendous amount of information given out at the Area meetings. He presents a summary to his District. He has learned a lot about AA.

Ed M – One issue remains unclear from our September meeting.

Carrie S – DCM's need a clear indication about what to take to the groups. DCM's don't always get responses when they present an "Action" to the Area Committee. (An "Action" is when a DCM asks the DCM's and Area Officers for guidance or experience on a problem within their District. There is a special time set aside for that at each Area meeting.) She suggested submitting the Actions before the meeting.

Mike C – Sometimes we rush through the votes.

Mike L – We could save time by using an electronic roll call to save time on answering the items in the Secretary's folder. (These include who is there representing the District, how many guests they have at the meeting and how many "Summaries" (announcements) and "Actions" (questions for the Area) they have.)

Ed M – Can the Actions be included on the DCM report? (The DCM report is turned in at every Quarterly Area meeting. It is a summary of notable happenings in the District since the last Area meeting and also upcoming events. DCM reports for each District are included in the Minutes for each Area meeting. [http://area59aa.org/E-Forms-Flyers/E-DCM\\_Report\\_Form%20\(FIP\).pdf](http://area59aa.org/E-Forms-Flyers/E-DCM_Report_Form%20(FIP).pdf))

***9. Are our Subcommittees doing their best to fulfill their charge? If not, what are the impediments and the strategies for addressing this issue?***

Jack C – He has talked to members of other subcommittees. There has been a lot of work done. Everyone pitches in.

April – Time and resources are impediments. The Grapevine subcommittee has split up the Area into regions for DCM's to cover. They use conference calls. Could possibly use Google Drive.

Charlie – Invite members of similar committees from Districts and Intergroups to their subcommittee meetings.

Alisha – Doesn't know what other subcommittees are doing.

Donald – Archives has outgrown our current storage unit. We need an office with a copy machine and rest room for the Area.

Kathy T – Need a good enthusiastic chair.

Paul M – Commended the Chairpersons for this Panel.

Linda – Noted that each of the subcommittees have shared.

***10. How has everyone felt about the Area Newsletter “WE”? What has been the response from members throughout the fellowship? What could be added, taken away, or our there any suggestion to improve the Area Newsletter?***

Bill – He is a member of Area 59 and didn’t know there was a newsletter. (The newsletter may be found at <http://area59aa.org>.)

Glenn S – He prints copies of the newsletter and passes them out at his District meeting. He asked if “We” was for DCM’s or if it was for all of Area 59. Did we vote to have this newsletter? The Ad Hoc Literature Subcommittee has recently been given the responsibility of producing “We”. Should PI or another subcommittee do this?

Ed M – Passes it on to his District.

Evelyn D – Asked if “We” is translated into Spanish.

Mike C – It is easy to miss on our web page. Maybe it should be moved up so people don’t have to scroll to find it.

Sharon C – We need to let people know about it. She asks for feedback on it from her District after passing it out. There should be more stories about getting into General Service and about the Traditions and Concepts.

***11. What additional activities can the Area engage in to help you in your service positions?***

Sharon C – Put a toolbox on our website to put materials. Have more round tables.

Glenn W – Have Area bring service workshops to Districts.

Corinne – Have a Unity Picnic similar to what SEPIA does.

Jack C – Have Area Officers come to District meetings. Asked why Melanie was not replaced after she stepped down as Alternate Delegate.

Mike C – Asked if all Districts had Intergroups. (Some do not.) How do we utilize Intergroups?

***12. How is what Area does different from what Intergroup does? What more can the Area do to carry the message?***

Sy K – We have a direct connection to GSO through their GSR. They do not have a connection through their Intergroup. Intergroups support the groups and have their own representation. His District (49) is part of Northeast Pennsylvania Intergroup (NEPA). They do a good job of supporting 7 Districts.

District 49 is so far away that they need their own Districts to do what NEPA does in some of the other Districts.

Will U – His District is part of SEPIA, which has a lot of groups. His District (23) has 50 groups. 20 to 25 of those groups come to District meetings. They have an outreach committee that visits the groups.

Nancy K – General Service is policy making body of Alcoholics Anonymous. Intergroup is the active 12 Step-Work way for groups to carry the message into prisons, treatments centers and CPC. The Southeast Pennsylvania Intergroup Association (SEPIA) has 750 groups in five zones. The District acts as the Intergroup in the areas where they don't have one.

June B – Intergroups produce meeting lists. General Service had mini assemblies. The Districts had a voice in printing a new Big Book. They also provide input on pamphlets.

Hugh H – Intergroup is 12<sup>th</sup> Step work done by groups. The Intergroup can do more things than could be done as individual groups. The Traditions have a phrase “except as it affects AA as a whole”. The General Service Conference deals with things that affect AA as a whole. The message that we are carrying is defined by the Conference. They approve all of the literature and make sure that what our literature says is the message that we are carrying.

Donald H – When the Allentown-Bethlehem-Easton Intergroup (ABE) was formed in 1991 the two Districts said “What are we going to do?” Ever since then it has been “us” versus “them”. It has been difficult getting cooperation.

Leah S – Districts should reach out to Area more for information on what can be accomplished.

Ed M – NEPA is very active and has helped District 59. They provide literature to the District. Can Area 59 help Districts without Intergroups?

### ***13. Open Microphone Statements:***

Mike L – Have subscriptions to notify people by Email of information. Money in the bank is not carrying the message. Some Area sites have District pages.

Glenn S – Why do we have to go through the Area Treasurer to order literature for the Area Subcommittees?

Curt C – Replied to Glenn S and said it is not a requirement to go through the Treasurer. If it's more convenient to go elsewhere that's OK. We have an account online. The reason for ordering through the Treasurer is to take the burden off of the Subcommittee members.

Jack C – He didn't understand why the Area Roster was sent out with updates. (There is a Roster that is sent to the Area Officers and DCM's with their contact information.)

Mike L – On Line Contributions for Area 59 can be made on our Area website (<http://area59aa.org>).

Linda J – They started using conference calls in Maryland. This allows more participation. Most people are at their computer during a conference call, so that they can send information back and forth over the Internet. They tried Skype, but it didn't work well. She asked how many people had a service sponsor. She recommended that the service sponsor should have served in the position that you are serving in, so they could provide you with input. It's not like a recovery sponsor. A service sponsor can help you find answers to questions. There is a wealth of knowledge in the US and Canada. The Delegates have a sharing group to help with this. She appreciated the opportunity to facilitate our inventory.

Paul – Invite Area Officers and DCM’s to your District meetings.

#### ***14. Subcommittee Inventory Reports***

Joyce (Archives) – Good inventory. Prepare next committee with written directions. There should be more outreach to Districts. They did a good job of being visible. They have been active by scanning archival material in the Area Storage Facility. (Area 59 rents a storage facility where all of our archives and other Area equipment is stored.

Leah (CPC) – Reach out to Districts and help them identify professionals that could be reached out to, then support the Districts to do the actual work.

Carolyn (Corrections) – Answered eight questions. Reviewed Delegate Recommendations. How they are assisting Districts that do not have Intergroups has been their main focus. They have provided literature and helped with Corrections Correspondence and helping Corrections Prerelease. (Corrections Correspondence is a program where AA members correspond with AA members on the inside [https://www.aa.org/assets/en\\_US/search/f-26-corrections-correspondence-a-special-kind-of-aa-service](https://www.aa.org/assets/en_US/search/f-26-corrections-correspondence-a-special-kind-of-aa-service). Corrections Prerelease connects people getting out with AA members on the outside [https://www.aa.org/assets/en\\_US/search/f-162-aa-corrections-prerelease-contact-information-outside](https://www.aa.org/assets/en_US/search/f-162-aa-corrections-prerelease-contact-information-outside).) They are working closely with other committees.

Kate C (Finance) – They are following Delegate Recommendations. They need improvements on forms for online contributions. They are working on the 2018 Budget for Area 59. They are going to try to improve meetings between Quarterly Area meetings. Get more involved in District events and make sure that someone attends them. They will do more planning for 2018.

April R (Grapevine) – Each of us as individuals need improvement. Delegate Recommendations 17, 18 and 19 need more work. They will get a committee repository and communicate by conference call.

Mike L (Public Information) – The online contributions are live. Educate the membership about anonymity for flyers posted on Area 59 website. Make people aware of our website guidelines (<http://area59aa.org/WebsiteGuidelines.htm>.) Turn in expense reports for subcommittee work for budget purposes. New mobile friendly website will help us carry the message. Invite PI representatives from other service entities to Area meetings. All six members are active on group text. Everyone has a spiritual connection to the work.

Corinne (Structure) – Why do we give the Structure Manual to the outgoing Panel? We give them to the GSR’s and DCM’s at the Convention in November and they rotate out at the end of the month. We should give them to the new DCM’s at the first Quarterly Area meeting in December, so they could give them to the new GSR’s. Should always have Structure Manuals on hand. Make sure they have displays at each event. They have at least one conference call per quarter and that works well. They also send lots of Emails. Talked about Unity in our Area and AA as a whole. They have checked into how other Areas do things.

Ralph (Treatment / Accessibilities) – Used conference calls and prioritized the Delegate Recommendations. They are doing a survey of each of the Districts to find out what treatment facilities are in Districts. Also looking for people who could provide American Sign Language (ASL) and Interpreter services. Also trying to help with Bridging the Gap Programs in Eastern PA. (Bridging the

Gap connects AA members with people getting out of Treatment Centers

[www.aa.org/assets/en\\_US/search/f-184-aa-temporary-contactbridging-the-gap-volunteer-outside](http://www.aa.org/assets/en_US/search/f-184-aa-temporary-contactbridging-the-gap-volunteer-outside).) They are also considering presenting workshops to the Area.

Glenn S (Literature) – Reviewed Delegate Recommendations and GSO Guidelines.

([https://www.aa.org/assets/en\\_US/mg-09\\_literaturecommittees.pdf](https://www.aa.org/assets/en_US/mg-09_literaturecommittees.pdf).) They are attending workshops, but are not being invited to enough workshops. They are being more proactive about finding them. They will have a calendar of events at the Quarterly Area meetings to decide who will cover the meetings. They only have three literature displays and will make one for each of the Subcommittee members. They will establish communications with GSO. They believe they should continue as an ad hoc committee as opposed to being a standing subcommittee. Should they be the ones that produce the WE newsletter?

***Closing:***

The Chairperson closed the meeting with the Responsibility Declaration at 3:00 PM.

This report was compiled by Area 59, Panel 67 Secretary. Thank you for the opportunity to serve.

**In Fellowship & Service,**

**Steve S, Secretary, E.P.G.S.A.**

***“I am responsible, when anyone anywhere reaches out for help, I want the hand of A.A. to be there. And, for that, I am responsible.”***

## Archives Subcommittee Inventory

- 1. What is the purpose of the Subcommittee? How well are we fulfilling that purpose?*
- 2. Do think we have an adequate budget? Are we using it effectively?*
- 3. Are we making Archives attractive to others? How can we do better?*
- 4. What impediments do we face and what can be done alleviate these obstacles?*
- 5. Does the committee have written guidelines and procedures to aid the Archivist and volunteers in performing basic tasks? Is there a written collection scope?*
- 6. Do we attract, train and motivate committee members so they become active contributors?*
- 7. Do we adequately include the local origins and history of AA among minorities?*
- 8. Are all decisions related to Archives made by informed group conscience?*

Prioritize delegate recommendations (impediment – too much to do, too little time)

Pick one or two things with delegate input to focus on for remainder of panel

More frequent meetings – telephone, video, electronic conferencing, etc.

Written directions (1) scanning, naming system, etc. (2) written list of directions for next panel

Educate DCM's on importance of Archives

Committee presence at Area and District events

Focus on group histories

Exploring and leveraging technology

Impediments

- Inadequate work space (can't work in storage unit)
- Not meeting enough – not full engagement from all members – committee members too far apart

## Archives Subcommittee Inventory

- Difficulty making archives attractive to non-Archives members
- Trying to do too many things at once – ask Delegate for help

### Solutions

- Visit District meetings – talking points importance of Archives
- “Why Study History?” by Mitchell K
- Develop speech about importance of Archives
- Approach Delegate about meeting space
- Provide written document for next Archives committee that will start in Dec 2018 – lessons learned – helpful information – systematic naming system for scanning, files and organizing data
- Identify missed Archives opportunities – special interest groups – getting group histories, etc.

## Corrections Subcommittee Inventory

**1. *Are the delegate recommendations for the subcommittee being followed through?***

Some are completed. Some are in the works.

**2. *How does this subcommittee interact with other subcommittees ?***

Interactions – working well with PI, Archives and Treatment. Meeting Objective.

**3. *What is the basic purpose of the Corrections subcommittee, and do the committee members fully understand their role within the committee?***

Education of opportunities

Following Delegate Recommendations

Facilitates the work – for the Intergroups

Members understand role

**4. *Is the Subcommittee informing the membership on issues pertaining to this subcommittee at the GSC, how well are we informed?***

Subcommittee informs membership on issues when issues arise

Currently no advisory actions for Corrections

**5. *Are we passing along the information to the membership the information in the Corrections kit?***

We are through our attendance at workshops

**6. *Is the workload for presentations at workshops, districts evenly spread out?***

Yes. We live in different areas. We get it covered.

**7. *Are the subcommittee members communicating with one another on a regular basis?***

We communicate by phone and Email

**8. *How is the Subcommittee assisting those districts that do not have an intergroup?***

Giving literature

# Corrections Subcommittee Inventory

Forwarding correspondence to Districts

Available to help with workshops

# Cooperation With the Professional Community Subcommittee Inventory

*There were no advanced questions used. The subcommittee discussed the following*

Encourage District level involvement

Be supportive with literature

Be supportive with contacts

Continue to attend District functions

Level of commitment – rate yourself

Email communication: open communication

Order new literature for our missing starter packets for each District

Attend the district

Area funded fun in sobriety day

Consistency

Build unit within the Area level

Be willing to help the committee

We could delegate responsibility

Level of commitment understanding responsibility

Form unity

CPC workshop

## **Finance Subcommittee Inventory**

- 1. What is the purpose of the Finance subcommittee?*
- 2. How well are we utilizing the previous Chairperson for questions and their past experience? (R#1)*
- 3. Are the quarterly subcommittee meetings informative, productive? What can be done to improve them? (R#2)*
- 4. Should we be meeting more frequently, including via conference call, as needed? (R#2)*
- 5. Are committee members familiar with A.A guidelines? Literature in 7th tradition packets? (R#3)*
- 6. How can we better assist DCM's with their 7th tradition activities? (R#5)*
- 7. Does the subcommittee attend all district and Area events to provide a display, 7th tradition literature and presentations? Do all committee members have a display? How can this be improved? (R#6-8)*
- 8. How well do we understand the budget? Are all involved in researching background information/contacting subcommittee chairs for creation of budget? (R#4, 9-11)*
- 9. Are committee members familiar with prudent reserve and mileage policies for Area 59? Do we monitor and make recommendations as needed? (R#4, 12)*
- 10. Do we have a plan to encourage, communicate online contributions for Area 59? Are we discussing with PI & Webservant? (R#13)*
- 11. Were 7th tradition packets distributed? What did we learn about the process this year that can help next year? (R#14)*
- 12. What is Gratitude month and how should this be communicated? Has the Area 59 small green card been updated? (R#15)*
- 13. Who is our committee representative for Area Day Planning committee? (R#16)*
- 14. Are workloads being shared evenly? What can be done to alleviate and redistribute the work?*

## **Finance Subcommittee Inventory**

*15. How well are we communicating as a subcommittee? What can we do better?*

*16. What impediments do we face and what can be done to alleviate these obstacles?*

*17. How are we using the EPGSA structure manual? Does it adequately cover finance related issues, questions?*

# Grapevine Subcommittee Inventory

**1. *What is the purpose of the Subcommittee? How well are we fulfilling that purpose?***

The purpose of the GV Subcommittee is to help bring awareness of the benefit of Grapevine/La Vina as an aid in recovery. We discussed ways in which we can better attract young people to GV and inform them of GV as a resource and 12<sup>th</sup> step tool.

**2. *Do we understand our job descriptions?***

Yes, using the structure manual, GV workbook and delegate recommendations as our guides.

(<http://www.aagrapevine.org/sites/fileuploads/isovera/drupal6core/GVRWorkbook.pdf>)

**3. *Are we able to comply with them?***

Yes, however we all agreed that we can always do better and find ways to improve

**4. *Are workloads being shared fairly?***

Yes we think so.

**5. *How can we better involve our GSR's***

Invite GSR's to Area events/workshops we attend, encourage groups to have a GVR, have a district level GV workshop.

**6. *Are the Quarterly meetings informative and worthwhile? What can be done to improve them?***

Yes. Maybe they can be improved by making them more efficient and time saving.

**7. *Are we as subcommittee members communicating with one another? What can we do better?***

Yes, we are communicating with each other. We could schedule more meetings/conference calls, however we collectively cited time (and not having enough of it) is always an issue.

**8. *What impediments do we face and what can be done to alleviate these obstacles?***

TIME - not having enough of it. We collectively decided that we need 8 days in a week.

# Public Information Subcommittee Inventory

## ***1. What is the basic purpose of the Area 59 Public Information Subcommittee?***

- a. Inform the public where to find AA, what AA does, what AA does not do via face-to-face interaction, digital delivery, or by telecommunication
- b. Respond to public information requests via GSO
- c. Assist and support Districts and Intergroups
- d. Consider Delegate's recommendations to Subcommittee

## ***2. How informed are incoming DCMs about their subcommittee Area responsibilities?***

- a. Members are typically not well informed in advance and learn "on the job"
- b. The Chairs now have the subcommittee chair orientation to help jump start
- c. Do we provide appropriate training and orientation for those new to Area service?
  - i. DCM Orientation could include more subcommittee content
  - ii. NERAASA service position roundtables in late February are very helpful if the DCM can attend the event
- d. What about those who join us part way through the Panel?
  - i. PI did a good job onboarding Judy once District 55 started back up

## ***3. How does our committee strive to serve AA in terms of gender, race, remote communities, special needs, etc.?***

- a. Primarily through our displays which include content for diverse cultures and communities

## ***4. How might we help reduce the turnover of DCMS on the committee?***

- a. Attempt to connect when a DCM becomes inactive

## ***5. How reasonable are the responsibilities of serving on the PI Subcommittee? Is the workload being shared equally, and if not, how might we address this issue?***

- a. Workload is reasonable
- b. Balanced distribution of tasks

## **Public Information Subcommittee Inventory**

***6. Are our Subcommittee members doing their best to fulfill their charge? If not, what are the impediments and the strategies for addressing this issue?***

a. Proud to say everyone has equally contributed to the subcommittee and the Chair is very proud of every member for doing so

***7. Do the sub committee members of the Area Committee have enough time and a supportive enough atmosphere for sharing their opinions on Area business and Delegate Recommendations.***

a. Yes. Regular utilization of group text, phone, email, subcommittee meetings to voice opinion. All members have engaged each conversations and consideration of Area business and Delegate recommendations.

***8. How effective are we in educating the Area regarding the work the PI Subcommittee does?***

a. As called upon. Primarily workshops. Making ourselves available and responding to requests to attend. Doing a two-day combined workshop with Archives in Spring 2018

***9. How effective are we at communicating with the Area Web-servant; how effective are we in terms of screening and sanitizing flyers and postings for the Area Website?***

a. Chair maintains an open communication channel with Webservant speaking at least once a week and more at times. Most screening of flyers is performed by Area Secretary who calls upon the subcommittee when any questionable content presents itself.

***10. How effective are we in terms of educating our membership when flyers need to be scrubbed to maintain anonymity?***

a. OPPORTUNITY – most Districts have adhered to anonymity suggestions set forth in the Website Guidelines. We can do a better job informing YPAA and Groups about our Website Guidelines available on the website.

***11. How is the Area PI Sub Committee fulfilling its responsibility to the Seventh Tradition? Are we spending Area Funds in a responsible manner?***

a. OPPORTUNITY – we can do a better job submitting subcommittee mileage expensing even if we are willing to contribute as an individual. Mileage expensing still needs to be submitted so budget is not affected by insufficient spending amounts.

b. Fiscal year ends on November 30<sup>th</sup> each year. It was suggested to submit all mileage expense by the end of fiscal year.

## **Public Information Subcommittee Inventory**

c. Spending for this year has been low as our focus has been on larger projects as their own line item or low-cost events with very low expense amounts.

### ***12. What more can the Area PI Subcommittee do to carry the message?***

a. The new website will create a better platform to carry the message, especially PSA and better organized content with mobile friendly capabilities

b. Invite District level PI reps to Area Quarterly meetings to attend PI Subcommittee business meeting as a guest

# Structure Subcommittee Inventory

**1. *Does our work lend itself to the unity of our Area? Why or why not? What and how could we change?***

Unanimous “yes.” We facilitate unity by providing structure manual templates to districts without them and encourage them to adopt one. We also offer guidance on procedure, either in the absence of a structure manual or in special cases/new conditions or issues. A good example of protecting unity on our area is the ongoing research into mid-panel officer replacement.

***AA as a whole? “not sure” and “yes” mix.***

Our structure manual allows us to mimic GSO through 3rd legacy procedure. A member noted that our Area’s service legacy is strong: J. Gary became a NERT and Clay R. went on to GSO.

**2. *Are we open to the minority voice and opinion among us and within our Area? Do we strive to research and understand issues as deeply as possible that affect AA as a whole?***

Being open to the minority voice speaks to empathy and understanding speaks to logic. It’s a perfect illustration of what we learn when we come into AA and then grow it through service. It’s a continual work in progress. A member stated that she wished the minority voice was more empowered, because it’s so valuable.

**3. *Do we conduct our business with respect to Traditions and Concepts, paying attention to the democratic process afforded by Tradition 2?***

Yes, and we also use the Right of Decision. For example, grammatical changes can be made to the structure manual when editing. They’re not policy- or structure-related.

**4. *Does our work fit into the primary purpose? Do we remain aware of this principle as we research, vote, and recommend actions of Structure?***

Structure is the one committee that doesn’t have a direct hand in 12th Step work—we facilitate it. For example, we represent our committee at other districts’ functions, carrying our message, helping others understand the loose structure within which fair but efficient work gets done.

**5. *Do we keep the focus on serious issues that help make the message more effectively carried by AA and the groups?***

Again, we facilitate the primary purpose, by offering a structure framework to work within. There was discussion about a clubhouse and its funding in one members district, and how their panel could discuss, vote, and write their group conscience into their structure manual. But, we offer guidance and procedure, we don’t write policy.

## Structure Subcommittee Inventory

A good example of this in effective action is when you attend a meeting outside of your district, area, or even abroad, the message is the same.

### ***6. Do we assess our recommendations and work in the light of Traditions 6 and 8?***

We got ahead of ourselves in the last question and answered this one there.

### ***7. Do we keep our perspective in line with Tradition 9 when we recommend organizational change? Do we maintain the simplicity of the least structure needed?***

Area 59 structure manual contains 26 pages of procedure, and that's probably the best we can do to balance current needs vs. new things that come up. We wouldn't want too much more, but what we have seems to work well historically.

A member stated, "If we don't make the situation difficult, it will get there all by itself."

### ***8. Do we place service principles before personalities?***

The more difficult quality is to stay on task, perseverance to fulfill due diligence on a topic, rather than keep it about principles.

### ***9. Do we strive to humbly educate members about the role and nature of structure in General Service?***

Practice not perfection. It's a fine line to not exude dictatorship with a heavy policy manual, but rather offer suggestions and experience.

### ***10. What do we do that could be stopped and why? What do we not do that could be started and why?***

Stop giving "new" structure manuals to outgoing servants at EPGSA. Rather, give new ones at the first quarterly business meeting. Meaning, don't distribute the 2019 Area structure manual at EPGSA 2018. Give them out at 1st quarterly business meeting in 2018. How many get tossed?

### ***11. What effective actions and practices as a subcommittee should we count as good practices to continue and why?***

Always have structure manuals on hand. Plan a board back-up for events. Continue conference calls in between quarterly business meetings. Continue to emphasize the "informed collective" through Share-a-Days, Minis, and Inventories.

# Treatment / Accessibilities Subcommittee Inventory

## ***1. How are we doing as a committee with our charge of Delegate Recommendations? Individually?***

The committee members present felt that many of the recommendations we had selected in January have been completed by all members of the committee. We all have updated displays and are covering our assigned geographical area at workshops and Share-A-Days.

## ***2. Are we learning the literature? History of agenda items? Floor actions?***

We continue to study workbooks and the literature to guide our work. However, many of the committee are not actively seeking the history of agenda items and the historical flow of floor actions.

## ***3. Do we all have updated displays? Do we need literature?***

All members claim to have updated displays. Ralph continues to change and update the display as more material becomes available. The literature is being replaced with orders directly sent to Curt and drop shipped to the committee member's address. That is working great.

## ***4. What is the status of the TF survey we set out to complete in March?***

The survey has been completed and the results are posted by 2 of the 6 committee members. The survey set out to address several of the Delegate recommendations. The survey was designed to gather information from each committee member's geographical assigned districts and intergroup offices regarding what is being done to fulfill the Treatment/Accessibility goals and objectives. The complete survey information is needed in order to plan the next level of work in delivering information to needed facilities and offices. The survey also has asked about available interpreters that would be willing to work for area 59.

## ***5. What is the status of the committee presence when requested? Number of appearances vs. requests?***

We have done a really great job at this item. We missed one request from an intergroup office because a response that took over 5 days was not acceptable. They had already moved on to find another presenter for a workshop that was 100 days away. Also, I was not able to connect to a lead presented by GSO regarding a Treatment Facility in Area 59. (13 of 15)

## ***6. What can we do to improve our committee work? More conference calls? Increase number of group meetings? Buddy follow ups? Etc.***

Gentle reminders to committee members and more conference calls will hopefully produce more productive results.

## **Treatment / Accessibilities Subcommittee Inventory**

- 7. *For T/F Sub-Committee “How are we making sure that A.A. meetings, literature, etc. are accessible to all those in need, including those that may be deaf, hard of hearing, blind, physically handicapped, etc.?”***

It is very difficult to measure all in need. How can we identify all in need? I believe the best way is to continue to inquire at area quarterly meetings and move around our assigned districts to get a feel of the accessibility needs of all districts and home groups.

- 8. *What are your thoughts regarding a series of Area Workshops? Either single committee work or combined with Corrections and or CPC?***

Our committee is prepared to move to the next group of Delegate recommendations. That being said a series of workshops as an individual committee and working jointly with corrections, CPC and PI will be in the works shortly. As the committee chair I plan to secure many agreements during our upcoming assembly weekend. We have agreed to try and establish six (6) area workshops for the upcoming season. December 2017 through October 2018.

# Literature Subcommittee Inventory

**1. *What is the purpose of the committee? How well are we fulfilling that purpose?***

GSO Guidelines reviewed ([https://www.aa.org/assets/en\\_US/mg-09\\_literaturecommittees.pdf](https://www.aa.org/assets/en_US/mg-09_literaturecommittees.pdf)). We don't sell literature, we inform about literature. As a committee we inform and make suggestions. Increasing knowledge of what's available on the GSO website would be beneficial to our committee.

We are attending workshops – however – we will never be functional unless we are proactive.

**2. *Do we understand our job descriptions?***

Reviewed individual members' responsibilities, good understanding by all.

**3. *Are workloads being shared fairly? What can be done to alleviate the amount of work?***

Workloads are divided fairly – no one feels overwhelmed.

**4. *Are the Quarterly subcommittee meetings informative and worthwhile? What can we do better?***

Chairman always solicits committee members input. Areas of improvement identified, ie: calendar of upcoming events be provided at quarterly meetings. We should Email upcoming events as soon as we become aware of them so committee members have ample time to plan to attend where needed.

**5. *Are we as subcommittee members communicating with one another? What can we do better?***

Email communication could be improved. We could respond in a more timely manner.

**6. *What obstacles do we face? What can be done to avoid these problems?***

One obstacle that is problematic is that we are not invited to events. We are working on flyer to inform Districts of our availability. Second obstacle – not enough display boards for literature. We each need a display.

**7. *How informed are we about the activities of the Literature Committee of the General Service Board?***

We have not reached out to GSO to establish communication link, will do so prior to next Quarterly meeting (Dec 10).

# Literature Subcommittee Inventory

## ***8. Should the Ad-Hoc Literature Committee be a Standing Committee?***

We feel this should remain ad-hoc because

- Great training opportunities for ADCM's (only DCM's are allowed to be on Standing Area Subcommittees)
- Other Committees may be overworked if Literature became a standing committee
- There is a need for this committee to inform fellowship of literature available

(The Area 59 Structure Manual mentions ad hoc committees on page 19. It says "The Area Committee may form "ad hoc" committees, responsible to the area, to address specific concerns on an as needed basis".

## ***9. Should the Literature and Grapevine committee be combined?***

See Number 8 above.

## ***10. Additional questions?***

Discussion held about WE newsletter – committee members questioned whether we are the appropriate "producers" of this newsletter. (WE is an Area 59 newsletter that was started earlier this year. Issues can be viewed on our Area 59 website <http://area59aa.org/index.htm> - scroll to the bottom of the page.)

Discussion held about Delegate Recommendation #2 (Explore ways in which you can assist Districts in their Literature activities. This is a high priority) – Districts have literature committees