

Al-Anon District 25
Monthly Business Meeting
November 7, 2022

Attendance

Juliana B, DR; Bill G, Treasurer; Bill K, Secretary; Julie E, District Alateen Coord; Nancy F, Hope for Today GR; Sharon K, Ferndale Friday GR; Kaz B, Touchstone GR and Tech Admin; Molly U, Happy Hour GR; Alycia H, Sea of Serenity GR; John B, Public Outreach Coord; Peckie P, LDC

Opening

The meeting was opened at 6:30p with the Serenity Prayer. Welcome was read. Volunteers read from the Traditions, Concepts, and Warranties. Vol. timer chosen.

Secretary Report - Bill K

With no additions or corrections, a **Motion** to accept the minutes as submitted was seconded and unanimously approved.

Treasurer Report - Bill G

- Income for Sept = \$283.87 Expenses = \$506.72 Net loss = (\$222.85)
- Current accounts were reviewed.
- As approved by the District, Happy Hour contributed \$827.00 toward the bus advertising project. These funds were added to the excess funds account, which was \$4,882.00, bringing it to \$5,709.00. The reserve fund account remains \$1,806.00. The LDC available balance of \$6.38 was folded into the general fund as approved in the October meeting
- The Budget Comm. is awaiting projections from groups, officers, and coordinators for 2023 expenses.
- Bill indicated a few typos in the submitted report that he'll amend/re-submit.
- **Motion**: To accept the report as will be amended was seconded and unanimously approved.

Group Reports

Hope of Today (Nancy F, GR) In process of preparing anticipated expenses for Budget Comm. group going well. Encouraged members to consider service to groups and to district.

Happy Hour (Molly U, GR) Group voted to go fully in-person, discontinuing concurrent format on 2/1/2023, but also indicated an appeal of that group conscience is anticipated. The Nov. biz mtg will deal with a 2023 proposed budget with approval at the Dec. meeting. Molly announced she would be stepping down as GR at the end of 2022.

Touchstone (Kaz, GR) Steady attendance with no real news top report.

Ferndale Friday (Sharon K, GR) The time slot at the groups former in-person site is now open and she anticipates group will re-consider in-person or hybrid options.

Sea of Serenity (Alycia H. GR) The issue of only the 3 officers doing all of the service work continues and is leading to examples of 'burnout'. They are considering concurrent format which would permit fewer tech challenges which may be the issue causing service hesitancy.

DR Report - Juliana B

- Juliana reminded members of her willingness to help facilitate groups biz meetings and to support groups when asked.
- An initial effort was made to collect details on when GR, officers, and coordinators service terms would be ending, as well as whether each group was using either the district Zoom account or “independent” platforms.
- Area 59 Group Records considerations:
 - ◆ GR’s were asked again for any input they had on experiences using the procedure D25 has agreed to follow on making meeting changes. Both good and challenging examples were reported.
 - ◆ DR explained that if no GR is in place or if the GR is unable/unwilling to make changes, the responsibility to make changes fell to the DR.
 - ◆ Discussion led to the possibility of a GR initiating a specific request for another member to offer service to the group by making these changes - **following the agreed-upon procedure**. This does not allow individual members to self-appoint themselves in an effort to “help out” as this would make very possible confusion due to ‘double-headed management’.
- There was a review of D25-assumed responsibilities at 2023 Summer Seminar Assembly, and a report on the progress to-date in meeting them as a result of member support offered by Jerry B and Sharon K. Additional service will be needed and should be encouraged.
- D25 DR service positions at A59 level and existing position vacancies at all levels reviewed.

Committee Reports:

- ▶ Alateen Coordinator (Julie E) **Motion:** Proposal to Whatcom AFG PO Box address to sell Alateen Literature.
 - KBDM was presented and discussion followed leading to questions/concerns, including:
 1. Would income from sales go to Alateen or to Literature?
 2. Would literature paid for by D25 wind up leaving the District and possibly the Area?
 3. Would D25 Alateen or the eventual purchaser pay for shipping?
 - When basic questions remained unanswered after two additional 5-minute extensions, Julie suggested the Motion be tabled, intending to get more info for next month.
- ▶ LDC (Peckie P) Peckie will create a new order form and report on it at Dec. mtg. Also, when the question of whether she was adding shipping costs (from WSO) to purchase price (to groups), she said she had not, but would get information on what procedure should be followed going forward.
 - Peckie sought guidance on whether she needed to get recurring authorization to make purchases. Her choice would be to buy bulk orders of especially ‘popular’ titles, saving significant cost on a per/unit basis, but requiring larger initial expenditures. A **Motion** resulted: “LDC always be given authorization to place bulk orders on popular titles in order to receive significant per/unit cost.” Motion was seconded and agreed to unanimously.
- ▶ Public Outreach Coordinator (John B) Reviewed in-process and anticipated efforts:
 - 1) a. bus ad campaign b. Upcoming meeting on 10/17/22 at WWU to explore what students are looking for that Al-Anon might provide. c. Happy Hour group coordinated outreach efforts to date reported. d. Al-Anon informational business cards printed/received - to be offered to each group. e. initial contact has been made with Whatcom treatment centers and correction facilities to provide literature for them to review and request.
 - 2) 2) **Motion:** offered by John to “Fund bus transit ad project by immediately authorizing full invoice amount of \$4788 be paid by D25 Treasurer to Lamar Advertising.” Seconded/unanimously approved.

► Tech Admin (Kaz B)

- Kaz had submitted a written advanced report which included background information and specific details related to the two motions he proposed:

Motion 1: (To accept the following as what will be agreed to as the “job description” of the D25 Tech Admin)

“Tech Admin Responsibilities

General—

- ensuring all published documents – especially group schedules, the District Calendar, and contact information – are secure and up-to-date
- updating as necessary the IT-Tech operational documentation, and ensuring up-to-date procedures can be immediately passed on to the next Tech Admin—the work normally will take no more than 2 hours per week

Specific—

The Trusted Servant with this position will be the coordinator of the District 25 website, any Facebook or other social media service used by the District, and all Google (or other) IT services used by District, including remote-meetings services, email accounts and documents stored online for District use. This will require ongoing coordination with the Treasurer, and any other Trusted Servants directly responsible for making IT service payments, or for creating and updating District documents, including minutes, District contacts, and data for Alateen, Outreach, etc.

- Read and become familiar with current IT-Tech operational documentation provided to the Tech Admin, and ensuring those are kept up-to-date, to be immediately passed on to the next Tech Admin.
- In particular, the Tech Admin is responsible for posting, but not editing (beyond clear typographical errors), accurate/current District meeting schedules and schedules of all approved AI-Anon events, as well as all other long-term posted information and documents, and for maintaining website and document security.
- Any material posted on social media (or other IT-Tech platform) for longer-term use and reference does require oversight by the Tech Admin to ensure it is kept secure and up-to- date.
- Ensure that payments for all IT-Tech services, such as web-hosting, domain hosting and any phone plan, remain current.
- The Tech Admin will assist as requested in:
 - posting, but not creating, time-limited or other "immediate-use" material for social media, such as for outreach purposes;
 - creating IT-security educational materials for the District to provide to groups, and providing other technical support to District IT service users;
 - occasional website redesign.”
- following questions and discussion, the motion was seconded and unanimously approved.

Motion 2: (concerning Replacement Email Service for Whatcom AFG District 25)

background:

old email addresses for District (provided for free by the old web-host) were not always used or even known about, and no longer could be used directly with the new Wix web-host, thus, a replacement email service is needed:

- (1) Zoho does provide free email addresses to some customers, limited to 5 different addresses;
- (2) although free, they are not branded to Zoho, but cannot be auto-forwarded to a personal address (as far as i can tell at this time)
- (3) the DR already gets their own email address allocated from Area
- (4) the Alt-DR (when there is one) could be in direct personal contact with the DR, thus using their own personal email to hear from the DR

SO, to at least address the District's need to permit easily reaching trusted servants for their individual business: the following 5 proposed District25 replacement address accounts are already established – & activated – at Zoho, at this time, primarily for testing to see how easy & effective they can be.

The address names can be changed, but these names generally were among the dozen or so listed by the old web-host, and are now being re-used so as to encourage persistent continuity for ongoing District business:

Email address	Role
alateen@whatcomafg.org	User
contact @whatcomafg.org	User
literature@whatcomafg.org	User
tech@whatcomafg.org	Super Administrator
treasurer@whatcomafg.org	User

- “contact” is a new name, and is intended for general input to the District from folks, like public information requests, possibly for purposes of Outreach, etc....
- Another address (service@whatcomafg.org) exists, but is just for District use as an internal group-mail group; it automatically sends one message to all 5 of the above individual addresses, and cannot be directly accessed, since it does not independently retain mail.
- The 5 individual addresses (again, not the “service” group-address) can individually be accessed online via web-browser at the following link (updated correction to link in previous email):
<https://www.zoho.com/mail/login.html>
- The “Username” is always the full email address for the particular account; and, for the moment, they all have the same password: District25 !!!
- If you need more information about logging-in, the Zoho Mail “Help” website is at:
<https://www.zoho.com/mail/help/login-to-zoho.html>
- For the moment, I recommend not changing any settings for these free email accounts — esp. as i’m still learning the full extent of the specific services we can get for this general level, free service... but, let me know if you do decide now (as a test) to add a personal phone number or alternative email address to an account, as those personal details will have to be changed with every change in the person associated with that service position and its related email account.
- To close, it seems that single, and small-group, emails can be sent from these addresses, and single replies seem to work as well. Setting up pre-established groups still has not been accomplished, but may be possible. Also, there seems to be no way to use any account, such as Alateen, to conduct email outreach-campaigns—but, that, too, is not certain...

motion:

“Therefore, I recommend, PROPOSE and MOVE THAT:

- (a) the above free email service, and address names, be approved and adopted by District 25 for its business purposes, and that ...
- (b) to reduce confusion for AI-Anon members, any address names should remain consistent over a reasonably long term, and not be changed without District Group Conscience, especially if proposed any later than within three months of a District 25 Group Conscience on this matter, and that ...
- (c) access to these addresses, and any associated alternative contact information, should immediately be transferred to any individual who becomes associated with the Trusted Servant role related to that email address, until such association be ended, and that ...
- (d) to allow for emergency access to all District business email, a change to any of the relevant passwords or address names should immediately be communicated to the TechAdmin, or such other individual as determined by District 25 Group Conscience.”

- At this point, members agreed with the TA after the initial presentation that there was not sufficient time to thoroughly consider the motion. It was then agreed that it be tabled until a future meeting.

Closing Meeting closed at 8:30p with the reading of the AI-Anon Declaration

Respectfully submitted by Bill K - secretary