

Proposals for the HMB Area 48 October Assembly

PROPOSAL 1: SERVICE WORKSHOP

- Area is to provide a \$500 disbursement for each cluster to hold a service orientated workshop for a total of 5 workshops.
- 1 workshop / cluster / year = total of \$2500
- Any district in the cluster can initiate the request but every district in the cluster can participate
- No limit on how many service positions to be covered during the workshop
- DCMs in the cluster to coordinate the workshop(s)

Submitted by the Ad Hoc Committee for Surplus Funds

PROPOSAL 2: SCHOLARSHIP

- A one-time scholarship of \$500 per cluster for eligible candidates to attend larger functions, i.e. NERAASA, NYSIW, etc.
- Each cluster eligible for a total of five scholarships equaling \$2500
- DCM's and alt-DCM's not eligible as districts should already be providing funds for these events
- Candidates; GSRs, Committee chairs, and/or any persons with service track record
 - DCM to approve eligibility
- Selection to be done lottery style of individual district nominees
 - 1 candidate per district goes into the hat, winner selected from the pool
- NOTE: We encourage winners to "spread the wealth" for as many participants as they feel comfortable; ex. Room sharing, car-pooling, etc.

Submitted by the Ad Hoc Committee for Surplus Funds

PROPOSAL 3: MANDATORY CONTRIBUTION

- Upon year end and once the finance committee has all figures, the area will contribute 50% of any surplus funds above \$20000 to the general fund of the General Service Office. ie.: \$25,000 funds available - \$20,000 minimum requirement = \$5000 contributable funds; contribution would be \$2500.

Submitted by the Ad Hoc Committee for Surplus Funds

PROPOSAL 4: LITERATURE CHAIR POSITION

Background

Literature is one of the prime methods of carrying the AA message. AA World Service publishes books, pamphlets, flyers, Committee Workbooks, Service Material, cards, Guidelines, and newsletters. Proposals for new literature and for revising current literature are discussed at all General Service Conferences. At the Northeast Regional AA Service Assembly (NERAASA), there is a Literature panel and a breakout workshop on both evenings with discussions about the newest AA literature and revisions to current literature. At the New York State Informational Workshop (NYSIW), a Literature Panel is often on the agenda. Currently, Area 48 members do not have a committee to monitor AA literature, discuss it, help members be aware of what is new or being edited, or advise the Delegate on Literature proposals. About half of the Districts in Area 48 have a Literature Chair. However, there is no avenue for these chairs to meet at the Area level and report back to their groups and districts because we do not have a Literature Chair. The Area did have a Literature Chair in the past, but the position was combined with the other duties performed by the Alternate Chair.

This proposal is for a dedicated Committee chaired by an elected Literature Chair.

Proposal

That Area 48 HMB, re-establish a Literature Committee with a Chair elected by a vote of the District Literature Chairs. This position should be funded the same as other Committee Chairs.

Term of Service Position: 2 Years.

Responsibilities

Chairs the Literature Committee.

Informs groups, districts or area assembly members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.

Become familiar with the information on G.S.O.'s A.A. website (www.aa.org).

Considers suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material.

- Encourages A.A. members to read and purchase A.A. literature.
- Works closely with District Literature Chairs and assists Districts with establishing local Literature committees.
- Assists Districts and Clusters with making Literature and other AA Conference- Approved material available to the AA membership.
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section Event Participation and Funding of this manual.
- Submits expense reports on time as described in the Allocations section of this manual.
- Maintains and submits a full inventory of all literature, books and pamphlets, received, purchased, sold and on-hand to the Finance Committee on a quarterly basis.

- Submits a full record of all money on hand, all money received from purchasers of Literature, as well as all monies spent in ordering, shipping, and any other handling processes, to the Finance Committee.

All checking/financial accounts related to the Area Literature, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines:

- All persons on the Literature account are required to have minimum of 3- 5 years of sobriety
- No debit cards (activated or used)
- 3-4 signers on the account
- 2 signatures required on all checks
- Closure or transfer of all accounts to new Chair within 30 days of Rotation.
- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and new Literature Chair (if applicable), as soon as this is known
- Any misappropriation of monies needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee and new Literature Chair (if applicable).

Qualifications

- A solid period of sobriety (generally three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

The Area Literature Committee

- The Literature Committee is chaired by the Area Literature Committee Chairperson.
- All District Literature Chairs and District Alternate Literature Chairs make up the Area Literature Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Literature Chair.

Getting Started

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past Literature Chair.
- Read the A.A. Service Manual - The Literature Workbook and the Literature Representative Handbook, which are available from the A.A. Literature Office, are also key tools to help you get started.
- The General Service Office Literature Desk staff can provide shared experience from the fellowship. They are available at https://www.aa.org/pages/en_US/contact-literature-desk or by calling 212-870-3400.

Literature

- A.A. Service Manual - http://www.aa.org/assets/en_US/en_bm-31.pdf
- Twelve Steps / Twelve Traditions - http://www.aa.org/pages/en_US/twelve-stepsand-twelve-traditions
- Literature Catalog - <https://b2c.aaws.org/p-330-literature-catalog.aspx>
- Order Form - https://b2c.aaws.org/aawsFiles/pdf/aacatalog_orderform.pdf

Budget

If approved, the following monies would need to be added to the 2020 Budget for Literature Chair:

Position total

| Allocation | Expenses | NERAASA | NYSIW | HMB Conv. |
|-------------------|-----------------|----------------|--------------|------------------|
| \$1,950 | \$400 | \$550 | \$500 | \$500 |

In addition, \$ 800 would be needed as seed money to purchase materials from AAWS for the upcoming Convention and all Area events.

Respectfully submitted,

Cathy P. – Area Secretary

Bill W. – Past Delegate

PROPOSAL 5: Guidelines on Financial Accounts for Area Hosted Events

- Financial Reporting to the Area should occur on all financial matters; not just related to the main account the Area holds for 7th Tradition Contributions and expenses.
 - o HMB Convention
 - o Regional Events when hosted by HMB Area 48
 - New York State Informational Workshop (NYSIW)
 - Northeast Regional AA Service Assembly (NERAASA)
 - Northeast Regional Delegates Reunion (NERD)
- All checking/financial accounts related to events, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines
 - o All persons on the account are required to have minimum of 5 years of sobriety
 - o No debit cards (*activated or used*)
 - o 3-4 signers on the account
 - o 2 signatures required on all checks
 - o Monthly financial reporting to the host committee for events
 - o Financial reporting to the Area at Area meetings
 - o Closure of accounts within 30 days of the event ending.
 - If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and Chair of Event, as soon as this is known
 - o Any misappropriation of monies needs to be immediately reported to the Area Chair, Area Treasurer and Chair of the Event (if applicable).

Submitted by the HMB Area 48 Finance Committee

PROPOSAL 6: Modification of the Alternate Treasurer Position Description

Background

The Finance Committee recommends changing the description of the Alternate Treasurer position to allow for closer monitoring of funds. These changes are in the Financial section of the position description and are highlighted in the proposal below.

Proposal

The Finance Committee proposes making the following changes to the description of the position of Alternate Treasurer:

3.6 Alternate Treasurer

Term of Service Position: 2 Years

This position is appointed by the Area Chair.

Responsibilities

- Serves in the absence of the Treasurer.
- Chairs the Finance Committee.
- Works with the Finance Committee to prepare the Area budget.
- Presents the draft budget at the May Assembly and the final budget for voting at the October Assembly.
- Prepares order form for meeting schedules, accepts, and records orders for shipping.
- Maintains checking account and post office box for meeting schedule orders.
- Coordinates with Alternate Secretary for ordering and printing of meeting schedules.
- Coordinates with Alternate Secretary for bidding printing contract every 3 years.
- Cooperates with other area and local service committees. - Accepts delivery and distributes meeting schedules to committee chairs.
- Accepts delivery, stores, and distributes extra budgeted schedules.
- Reports to Finance Committee on checking account, returns extra schedule seed money, and any monies over the \$500 prudent reserve for schedules.
- Attends all Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section Event Participation and Funding of this manual.

Financial:

In addition to submitting expense reports on time as described in the Allocations section of this manual, the Alternate Treasurer should follow additional guidelines when ordering the Area Meeting Schedules, unless otherwise explicitly authorized by the Area Assembly:

- All persons on the bank account are required to have minimum of 3-5 years of sobriety

- 3-4 signers on the account

- 2 signatures required on all checks

- a copy of the bank statement be provided to the Area Chairperson monthly

- Quarterly financial reporting to Finance Committee

- When reporting to the Finance Committee on the Meeting Schedules, the Alternate Treasurer must recuse themselves from their role as Chair of the Finance Committee, that position being assumed by the Area Treasurer for this purpose.

- Closure or transfer of all accounts to new Alternate Treasurer within 30 days of Rotation.

- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and Finance Committee, as soon as this is known

- Any misappropriation of monies needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee, and new Alternate Treasurer (if applicable).

Qualifications

- A solid period of sobriety (generally three to five years)
- Should be organized enough to keep good records, and some accounting or bookkeeping experience is useful.
- Suggested to have service experience at the group and district level.
- Suggested to have a good foundation with the Traditions and the Concepts.
- Time and energy to do the service position.
- Computer literate – the Area financial records, Budget, and meeting schedule orders are maintained electronically.

Getting Started

It is suggested to meet with the immediate past Alternate Treasurer. Continuity is important to maintaining the financial well-being of the Area, the ordering and distribution of the meeting schedules, and assisting other trusted servants in carrying the message.

Literature - A.A. Guidelines – Finance - http://www.aa.org/assets/en_US/mg-15_finance.pdf

- Self-Support: Where Money and Spirituality Mix - http://www.aa.org/assets/en_US/f-3_selfsupport.pdf

- A.A. Group Treasurer – http://www.aa.org/assets/en_US/f96_theaagrouptreasurer.pdf

- A.A. Self-Support – Assorted information and flyers http://www.aa.org/assets/en_US/en_fv-19_flyersonself-support.pdf

PROPOSAL 7: Modification of the Grapevine Chair Position Description

Background

The Finance Committee recommends changing the description of the Grapevine Chair position to allow for closer monitoring of funds. These changes are in the section dealing with the accounting of money and stock of Grapevine books and magazines and are highlighted in the proposal below.

Proposal

The Finance Committee proposes making the following changes to the description of the position of Grapevine Chair:

4.8 Grapevine

Term of Service Position: 2 Years.

Responsibilities

- Chairs the Grapevine committee.
- Makes Grapevine & La Vina information and the magazine(s) available to the group, and to encourage A.A.s to read it, write for it, record for it, subscribe to it, and use it in Twelfth Step work.
- Coordinates Grapevine & La Vina information with GSO.
- Works closely with District Grapevine Chairs. - Assists Districts with establishing local Grapevine & La Vina committees.
- Assists Districts and Clusters with making Grapevine & La Vina material available to the A.A. membership.
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section Event Participation and Funding of this manual.

Financial

-Submits expense reports on time as described in the Allocations section of this manual.

-Maintains and submits a full inventory of all Grapevines and Grapevine products, received, purchased, sold and on-hand to the Finance Committee on a quarterly basis.

-Submits a full record of all money on hand, all money received from purchasers of Grapevine literature and/or subscriptions as well as all monies spent in ordering, shipping, and any other handling processes, to the auditing committee.

- All checking/financial accounts related to the Area Grapevine, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines:

- All persons on the Grapevine account are required to have minimum of 3- 5 years of sobriety;

- No debit cards (activated or used);

- 3-4 signers on the account;

-2 signatures required on all checks;

-Closure or transfer of all accounts to new Chair within 30 days of Rotation.

- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and new Grapevine Chair (if applicable), as soon as this is known.

-Any misappropriation of monies needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee and new Grapevine Chair (if applicable).

Qualifications

- A solid period of sobriety (generally three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

The Area Grapevine Committee

- The Grapevine Committee is chaired by the Area Grapevine Committee Chairperson.
- All District Grapevine Chairs and District Alternate Grapevine Chairs make up the Area Grapevine Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Grapevine Chair.

Getting Started

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past Grapevine Chair.
- Read the A.A. Service Manual - The Grapevine Workbook and the Grapevine Representative Handbook, which are available from the A.A. Grapevine Office, are also key tools to help you get started.

- The Grapevine staff can provide shared experience from the fellowship. They are available at gvrcc@aa Grapevine.org or by calling 212-870-3018.

Literature

- A.A. Service Manual - http://www.aa.org/assets/en_US/en_bm-31.pdf

- Twelve Steps / Twelve Traditions - http://www.aa.org/pages/en_US/twelve-stepsand-twelve-traditions - GVR Resource Page - <http://www.aagrapevine.org/gvr>

- Grapevine Workbook / GV Guide – “A Guide to AA Grapevine” - http://www.aagrapevine.org/sites/fileuploads/isovera/drupal6core/GVWorkbook_051515.pdf

- Grapevine Representative Handbook - <http://www.aagrapevine.org/sites/fileuploads/isovera/drupal6core/GVR%20Handbook01-2016.pdf> - The AA Grapevine and La Vina: Our Meeting in Print (P-52) - http://www.aa.org/assets/en_US/p-52_aagrapevine.pdf

- Suggestions for Using Grapevine and La Vina (F-190) - http://www.aa.org/assets/en_US/nopage/f-190-suggestions-for-using-grapevineand-la-via

PROPOSAL 8: HMB Newsletter Distribution Method Change

Background

The HMB newsletter currently goes out to 200 people in paper copy and to 850 people as an electronic publication. Despite the lower number of subscribers, the paper copies take the bulk of money and the majority of time in preparing and mailing. The constraints of the paper copy also keep the newsletter from evolving into a more informative and free-form publication. Other Areas have gone beyond the 8-page, double column format to an email with links to GSO, the Grapevine, La Vina, and other Areas. In order to move ahead with the newsletter here in Area 48, we need to migrate to a more up-to-date newsletter format that will allow more information in more inviting arrangements. Moving to an all-electronic format will also allow the newsletter to be sent at virtually no cost to all current and past people holding service positions in the Area as well as all other interested AAs.

Proposal

That the Area 48, HMB, newsletter, “Happy Joyous and Free,” move to an all electronic format beginning with the first issue of 2020; that the newsletter editor ensures that all Area Officers, Alternates, Chairs, and Alternates, all Area DCMs, Alternate DCMs, District Chairs, Alternate District Chairs, Area GSRs and Alternate GSRs, are on the newsletter distribution list.

Submitted by Pat R