

Agenda

District Meeting, District 1, Area 9

Saturday, November 12, 2022, 1:30 – 3:30
St. Stephens Lutheran Church Fellowship Hall
2198 N Meridian Rd, Tallahassee, FL 32303

Serenity Prayer

Legacies

Introductions

Discussion: Concepts 10 & 11

Empty Positions: Alt DR, AA Liaison, Group Records, Spanish Coordinator, Public Outreach Coordinator

Minutes from 8/13/22 District Meeting

Reports:

Treasurer's Report (contributions to Area & WSO)

Literature Report

Alateen Report

District Meeting Minutes Thought Force

Assembly

Gratitude Luncheon

Convention 2023

Convention 2024

Future Events:

AWSC 1/28/23 – 1/30/23

Assembly 6/9/23 – 6/11/23

International Al-Anon Convention 6/29/22-7/2/22

(<https://al-anon.org/wso-events/2023-al-anon-international-convention/>)

AWSC 7/21/23 – 7/23/23

Convention 2023 8/25/23 – 8/27/23

Assembly 10/13/23 – 10/15/23

Next Meeting

Serenity Prayer & Al-Anon Declaration

Talk to Each Other, Reason Things Out, Keep It Simple

District 1 Al-Anon Meeting. Saturday, November 12, 2022.

Literature Coordinator Report.

Since our August 13, 2022 District 1 meeting, I have made 8 literature sales.

TOTAL SALES FOR THIS REPORTING PERIOD: \$ 834.75

1. Saturday, August 13, 2022. To members at the District 1 meeting.

Ginny V.

4 copies of (S-19) Detachment @\$0.25 ea	\$1.00
1 copy of (B-27) Hope for Today	\$16.00
1 copy of (B-6) One Day at a Time	\$13.00
2 copies of (B-16) Courage to Change @ \$16 ea	\$38.00
Total:	<u>\$68.00</u>

Name not recorded

2 Just For Tonight (M-81); 1 Just For Today (M-12); 1 Detachment (S-19) @ \$0.25 ea	\$1.00
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Erik R.

Freewill donation for well-used 1988 paperback,

Forum Favorites Vol. 2	\$5.00
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TOTAL \$74

2. Sunday, September 4, 2022.

Linda R. Northside AFG

7 copies of Reaching for Personal Freedom (P-92)	\$115.50
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20 copies of Welcome Newcomer @ \$1.60 ea \$32.00

TOTAL \$147.50

3. Sunday, September 11, 2022. To the Thursday noon Hope for Today AFG
Jacque L.

5 copies of (B-27) Hope for Today @ \$16ea \$80.00

5 copies of (B-6) One Day at a Time @ \$13 ea \$65.00

5 copies of (B-32) How Al-Anon Works @ \$7 ea \$35.00

5 copies of (P-31) Sponsorship: What's It All About @ \$0.40 ea \$2.00

6 copies of (M-81) Just for Tonight @ \$0.25 ea \$1.50

TOTAL: \$183.50

4. Sunday, October 2, 2022

Jacque L. for the Thursday noon Hope for Today AFG

6 copies of (K-10) Welcome Newcomer @ \$1.50 ea \$9.00

Freewill donation of \$1.00 \$1.00

TOTAL: \$10

5. Sunday, October 16, 2022

Jacque L. for the Thursday noon Hope for Today AFG

3 copies of (B-16) Courage to Change @ \$16 ea \$48

TOTAL: \$48

6. Saturday, October 22, 2022

DISTRICT 1 GRATITUDE LUNCHEON

Carol B.

2 copies of (S-19) Detachment @ \$0.25 ea	\$0.50
1 copy of (M-12) Just for Today@ \$0.25 ea	\$0.25
1 copy of (S-57) Joy of Service @ \$0.25 ea	\$0.25
1 copy of (P-3) Alcoholism: Merry-go-Round @ 0.75 ea	\$0.75
TOTAL: \$1.75	
Jennifer	
1 copy of (S-72) Conflict Resolution Using our 12-Traditions @ \$4.00 ea	\$4.00
TOTAL: \$4.00	
Adrienne	
1 copy of (B-16) Courage to Change @ \$16.00 ea	\$16.00
TOTAL: \$16.00	
TOTAL FOR THE EVENT: \$21.75	

7. Sunday, November 6, 2022. Tuesday night Northside AFG

Linda and Ed R.

10 copies of <i>How Al-Anon Works</i> (B-32) @ \$7 ea	\$70
5 copies of <i>Courage to Change</i> (B-16) @ \$16 ea	\$80
5 copies of <i>Hope for Today</i> (B-27) @ \$16 ea	\$80
3 copies of <i>Blueprint for Progress</i> (P-91) @ \$9 ea	\$27
1 copy of <i>Discovering Choices</i> (B-30) @ \$17 ea	\$17
<u>TOTAL: \$274</u>	

8. Wednesday, November 9, 2022. Thursday noon, Hope for Today
AFG

Jacque L.

5 copies of <i>How Al-Anon Works</i> (B-32) @ \$7 ea	\$35
4 copies of <i>Welcome Newcomer</i> (K-10) @ \$1.50 ea	\$6
12 copies of <i>Just for Tonight</i> (M-81) @ \$0.25 ea	\$3
2 copies of <i>Opening Our Hearts, Transforming Our Losses</i> (B-29) @ \$16 ea	\$32

TOTAL: \$76

TOTAL SALES FOR THIS REPORTING PERIOD: \$ 834.75

Thank you.

ERIK R. District 1 Literature Coordinator

4/9/2022 to present					
	Budget	Budget Balance	comment		Current bank balance
Public Outreach	\$ 100.00				\$ 1,601.97
Travel	\$ 900.00	\$ (928.29)			
Office Expense	\$ 300.00	\$ (22.55)			
Website	\$ 120.00	\$ (33.90)	domain X 2 yrs		
Gratitude Luncheon	\$ 250.00				
Reserve	\$ 300.00	\$ (300.00)			
Total	\$ 1,970.00	\$ (1,284.74)			
	Updated activity since last district mtg				
Date		Balance	comment		Literature Inventory value
8/13/22 to present					
	less reserve	\$ (300.00)			
	Travel	\$ (204.94)	DR		
		\$ (231.00)	DiSL		
	Office expense				
	Other	\$ (500.00)	WSO and Area contrib		
	Donations	\$ 283.41			
	Literature sales	\$ 753.60			
	literation purchases	\$ (426.80)			

4/9/22 to present	INCOME 2022		comment		
	Description	Income			
	AFG Donations:				
6/29/2022	Hope for Today	\$ 25.00			
11/2/2022	Hope for Today	\$ 25.00			
8/4/2022	Tallahassee AFG	\$ 200.00			
8/7/2022	Northside AFG	\$ 473.12	paid by Venmo to SR- then ck to Dist 1 acct from SR		
10/20/2022	Northside AFG	\$ 258.41	paid by Venmo to SR- then ck to Dist 1 acct from SR		
	Individual Donations:				
	Other Donations:				
6/29/2022	District Meeting basket	\$ 45.00	cash		
	Literature Sales:				
4/9/2022	Literature Sales	\$ 14.10	Katy M ck 8025		
4/9/2022	Literature Sales	\$ 39.70	Adrienne A ck 1472		
4/9/2022	Literature Sales	\$ 23.00	Jacque L ck 489		
4/9/2022	Literature Sales	\$ 20.00	District meeting sales		
5/19/2022	Literature Sales	\$ 195.00	NsideAFG-Ed Rck0101		
5/31/2022	Literature Sales	\$ 37.80	Virginia V- ck1883		
5/31/2022	Literature Sales	\$ 151.40	Jacque L ck 503		
6/9/2022	Literature Sales	\$ 70.00			
7/28/2022	Literature Sales	\$ 70.00	cash from Erik		
7/28/2022	Literature Sales	\$ 70.00	ck. Northside AFG		
9/14/2022	Literature Sales	\$ 183.50	Jacque L ck 537		
9/14/2022	Literature Sales	\$ 67.00	Virginia V. ck 1896		
9/14/2022	Literature Sales	\$ 115.50	ck. Northside AFG		

Announcements

Aug 26, 2022

1. Dear Members, Greetings from your World... Suzanne Velez-Perez



Aug 26, 2022 4:31 PM

Suzanne Velez-Perez

Dear Members,

Greetings from your World Service Office!

It was previously announced that in March 2020 the World Service Office developed a URL shared with electronic meetings to provide newcomers with core information about Al-Anon. This link allowed the member to sign up to receive a one-time email with newcomer information. Members were encouraged to share this in their meetings and include it in their meeting formats when welcoming new members. As a direct result of the pandemic with many Al-Anon groups migrating to online platforms, it was clear that this information was needed for any Al-Anon group welcoming new members and the link was shared with our World Service Conference links of service.

The WSO is delighted to announce that the launch of a web page to welcome Newcomers to Al-Anon is ***now available in Spanish and French!*** Entering this URL will take the member directly to the page on al-anon.org. **Please add these links if used on service arm websites, newsletters or other means of communication so that the Newcomer is directed to the language-specific page:**

English: al-anon.org/welcome

Spanish: al-anon.org/bienvenida

French: al-anon.org/bienvenue

Please don't hesitate to contact GroupServices@al-anon.org if you have any questions.

We hope this information is helpful and thank you for carrying the message of Al-Anon to families and friends of alcoholics.

Yours in fellowship,

Group Services

Al-Anon District 1 Area 9
Task force on Meeting Minutes

Contents:

Purpose of Task Force	1
Research	1-2
Recommendations for District 1 Area 9 Meeting Minutes	3
Sample Meeting Minutes template	4
Suggestions for Creating Meeting Minutes	5

Purpose of task force:

Research and recommend a useful length of time to keep Meeting Minutes, where to keep them, and what content and format would be useful to suit our purposes.

The Task Force consisted of Katy M., Carole H., Erik R., and Colleen M.

The following questions were researched:

1. Is there a legal requirement for creating and keeping Al-Anon District Meeting Minutes?
2. If yes, how does it affect the content of the minutes and length of time they are kept?
3. If no, what are the reasons we create and keep meeting minutes?
4. Is a specific format required/helpful to fulfill the reasons for creating them?
5. Are we currently using a template for meeting minutes? Would using a template help ensure we are keeping the desired information and making it easy to find?

Research:

- Made a phone call to Al-Anon Family Group World Headquarters (757-563-1600) to ask whether there was a legal requirement for Al-Anon Districts to create and keep meeting minutes.

Answer: There is not a legal requirement to create and keep meeting minutes unless the District is an incorporated LDC (Literature Distribution Center). Our District purchases and sells books to the AFG's in the district, but is not an incorporated, registered LDC per Erik Robinson, who runs the literature sales. Therefore, there isn't a *legal* requirement for our district to create meeting minutes.

- There are other good reasons for creating District meeting minutes. They:
 - o provide information on topics discussed and decisions made
 - o list upcoming activities and actions to be taken
 - o are a means for sharing meeting information with those unable to attend
 - o provide interesting information for historians.

- There is a wealth of information on meeting minutes on the internet. A list was sent to the task force members of specific articles that seemed useful for our group, regarding contents and format of meeting minutes. We will be happy to send this list to anyone interested.
- We looked at random samples of our District's meeting minutes for 2018, 2019, 2020, 2021, 2022. They show vast differences in format and content and do not appear to use a template.
- We investigated ways to archive District meeting minutes. We currently produce 4-6 meeting minutes/year based on 2018-2021 files and save them in a PDF format. The size of the PDF document ranges from 37KB to 250KB depending on the number of pages and photos in the file. If we allow 200KB per file and assume 6 files/yr, that would require roughly 1.2 MB / yr or 12MB to keep 10 years of files.
 - a) Area9 website said we could not keep our archived meeting minutes there.
 - b) We investigated whether we had room on our current website to archive our meeting minutes. To determine the amount of space our website already uses, we used GTMetrix.com to help determine the average size of our web pages. We found that the average storage per page is 1 MB. We have approximately 15 pages which take up about 15 MB. Since the Weebly plan we use gives us 500 MB, that gives more than 400 MB leftover. We have plenty of room for archiving meeting minutes on Tallyalanon.org.

Recommendations for District 1 Area 9 Meeting Minutes

- 1 Since meeting minutes are very useful as stated above, we propose that they be kept in an online format on the Tallyalanon website under District business for 12 years (roughly four Panels). That should allow anyone interested in researching projects, decisions, etc. plenty of easy access for the current and previous panels.
- 2 We recommend that a template be developed that suits our needs and use it going forward to make it easier for those creating the minutes as well as those researching and reading them. We are attaching a sample template that can be modified as we choose.
- 3 We are also attaching some *suggested* Do's and Don'ts for creating meeting minutes that may make it easier to create them.

Sample Template

Al-Anon District 1 Area 9, Tallahassee, FL

Meeting Minutes

Date:

Location:

Time:

Attendees:

Review of previous minutes

Reports:

Treasurer:

Literature:

Alateen:

Public Outreach:

DISL:

Old Business

New Business

Other Items & Upcoming Events

The meeting was adjourned at:

Minutes submitted by: _____

Suggestions for Creating Meeting Minutes

Here are some tips to consider when taking meeting minutes.

(Excerpts taken from <https://www.legalzoom.com/articles/dos-and-donts-of-keeping-meeting-minutes>)

Do's for Meeting Minutes

- Include the date and time of the meeting.
- List all the meeting attendees as well as those who were invited but could not attend.
- Use the meeting agenda as the outline for the minutes.
- Record any amendments or corrections that are made to minutes from previous meetings.
- Mention any documents handed out at the meeting and store a copy with the minutes.
- Describe the decisions made at the meeting.
- Record the outcome of any votes taken as well who made the motions and who seconded them.
- Identify and track action items and plans that are discussed, including any due dates.
- Detail any new business that is discussed.
- List items that are held over for future meetings.
- Create typed, electronic minutes that are stored on the District 1 website.
- Use the same naming convention for all minutes files.
- Write the final copy of the minutes as soon as possible after the actual meeting, while it is fresh in your mind.

Don'ts for Meeting Minutes

Consider these frequent pitfalls:

- Don't try to record everything verbatim. Minutes aren't a transcription; they're a summary.
- Don't include personal thoughts or observations. If you have thoughts and ideas during the meeting, record them separately from the official minutes.
- If you're unsure about a point, don't just gloss over it. Ask for clarification during the meeting so that your minutes can be accurate.
- Do not switch tenses throughout the minutes. Use one tense (past tense works well).
- Personal observations or judgmental comments should not be included in meeting minutes. All statements should be as neutral as possible.
- Ideally, Minutes should be concise and summarize the major points of what happened at the meeting.
- Documents referred to in the meeting do not need to be summarized in the minutes. They can be attached to the minutes or the minutes can just indicate where to locate the documents.
- Minutes should match the agenda.