



SECRETARY REPORT FOR ASSEMBLY – November 2015

The November assembly is just around the corner, as we are meeting November 6th and 7th, the weekend of the **first Saturday**, rather than of the second Saturday. I am excited for the opportunity to work with you in person again!

In this **Assembly Packet B**, please find the following documents:

- B01: The Secretary Report – (3 pg) ****New****
- B02: The Chair Report – (2 pgs) ****New****
- B03: The Vice Chair Report – (2 pgs) ****New****
- B04: The Trustee Report – (3 pg) ****New****
- B05: The Credentials Report – (1 pg) ****New****
- B06: The R5 Inventory Results – (50 pgs) ****New****
- B07: The Region 5 Officer Application – (1 pg) ****Changed for this assembly only****
- B08: The Proposed 2016 Budget – (1 pg) ****New****

As always, the **number of pages** for each document is given for your convenience and so you know what it would cost to have the secretary make you copies at 10¢ per page. And **“**New**”** indicates that these documents are originals or have been changed since the last assembly.

Remember to read the **officer reports** and be ready with comments or questions, as during the Saturday morning sessions, there are only five minutes per officer allotted for questions from the assembly.

Make sure the **number of meetings in your intergroup** are correctly reflected on the credentials report. If there is a discrepancy, contact the Region 5 trustee or secretary as soon as possible.

Thank you to Northwest Indiana Intergroup for **hosting this assembly!** Central Illinois Intergroup will be hosting us in March.

If it has been awhile since your intergroup has hosted an assembly, please consider volunteering for future assemblies.

If your intergroup doesn't have enough assembly attendees available to host, **consider partnering** with other intergroups to host jointly.

We have so **much to do this assembly**: This includes Elections, Inventory Results, Budget Approval, and Convention Bid, besides the usual committee work, motions, etc. I hope you will be at the Friday evening workshops, too!

Hopefully, at least one of you will **step up to run for Secretary**, as this will be my last assembly for the time being. I will be available to mentor the next secretary, if desired. I have included B07: Officer Application to facilitate your stepping up.

Information on qualifications, responsibilities, and duties of the secretary can be found in our POLICIES AND PROCEDURES, ARTICLE II Responsibilities and Duties of Officers and Representatives of Region 5, A – E (General), H (Secretary), as well as in “A Day in the Life of the Region 5 Secretary”. The Policies and Procedures document is available on the Region 5 Resources page of region5oa.org, as well as part of Packet A on the Assemblies page. “A Day in the Life of the Region 5 Secretary” can be found in the July 2015 Packet B, also on the Assembly page.

Applications must be received before or during the morning session to be considered for the afternoon elections. Please carefully consider this service opportunity. It is a wonderful position in which I hope to be able to serve again in the future.

I hope the change in **online assembly registration** was helpful. Please give me feedback as to how it worked for you.

Whether registering online or on paper, please remember to register just **one person per form**. Several people can be paid for at one time using the “If you are paying for another’s registration” option, but each of those people needs to be registered individually.

Just a reminder that we make **assembly luncheon reservations** only for those who have paid before our lunch count is due. If you registered using a ticket with the “Paid by other means” option and have not yet paid, you may need to make other arrangements for lunch.

Please help us keep your **intergroup’s information** up to date on region5oa.org.

Here is the format we are using on the Intergroups page at region5oa.org:

Intergroup name and number

Nickname:

Service Area:

Website:

Phone (live or voice mail):

Phone (meeting info):

Email:

Meeting Schedule:

Newsletter:

Intergroup Minutes:

We do have the intergroup name and number for each of the Region 5 intergroups. However, there are some intergroups for which we do not have any other information on the website. **Please make sure** that we have the correct service area and contact information. If your intergroup has a website, make sure the link has been posted, otherwise, please post your meeting schedule.

Meeting schedules, newsletters, intergroup minutes, and other intergroup information may be **submitted for posting** on the Intergroups page. Event information and flyers may be submitted on the Calendar page. Other resources may be submitted on the Region 5 Resources page. In each case, please be sure to **enter the code** that protects us against submissions by robots.

When something is **submitted for posting** on the region website, it is reviewed by the appropriate person, and then posted or sent back for revision.

If you are having **difficulty posting** documents through the website, please let us know!

Thank you for the opportunity to serve all of you and to enrich my recovery as your secretary. The blessings I have received have been amazing!

And thank you for your service! Together we get better!

Yours in recovery,

Susan Mc:-)

Susan M

Region 5 Secretary

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