



## SECRETARY REPORT FOR ASSEMBLY – March 2016

Our March Assembly will be March 11&12. Again, I am excited for the opportunity to work with you in person!

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

- B01: The Secretary Report – (3 pgs) **\*\*New\*\***
- B02: The Chair Report – (2 pgs) **\*\*New\*\***
- B03: The Vice Chair Report – (1 pg) **\*\*New\*\***
- B04: The Trustee Report – (3 pgs) **\*\*New\*\***
- B05: The Credentials Report – (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 Central Illinois Intergroup for **hosting this assembly!** Madison Intergroup will be hosting us in July.

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 considering 9 motions sent out in Packet A (part 1 and 2), besides the usual committee work and resulting motions, etc. I hope you will be at the Friday evening workshops, too!

Please start considering whether it is time for you to step up to run for Region 5 Chair or Treasurer. Those are the positions we will be filling in this year's election in November. Also, start thinking of candidates you would recommend. Applications are due September 1<sup>st</sup>. The Application can be found on the forms page of region5oa.org, or in Packet A.

Once again, 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 appears just above the Send button. This protects us against submissions by robots, but will not accept submissions without that being correctly filled in.

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!

Since November, I have **updated the Motion Forms**. When using the form, please be sure you have the correct form, and fill out the second page using the instructions on the first page. The Bylaws Amendment Form is used to amend R5 Bylaws, the Policy Amendment Form is for amending the R5 Policies and Procedures, Convention Guidelines, and Standing Rules. And the New Business Form is for other motions. These forms can be found in Packet C, which was sent in December, or on the forms page of region5oa.org.

Also included in Packet C and available on our forms page is the **new Suggested Committee Agenda/Minutes/Report Form**.

**Thank you** for the opportunity to strengthen my recovery by serving all of you!

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

Yours in recovery,

*Susan Mc:-)*

Susan M

Region 5 Secretary

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