



## REGION 5 ASSEMBLY MINUTES

**November 7, 2015**

MERRILLVILLE, INDIANA

**Call to Order:** The regular meeting of the OA Region 5 Assembly was called to order by Chair Denise O at 8:31 (CT), at the Clarion Hotel in Merrillville, Indiana, on Saturday, November 7, 2015.

**Opening Ceremonies:** The Chair led the Responsibility Pledge and the Serenity Prayer, Ali E read from *For Today*, and Tim H read our 12 Traditions.

**Credentials Report:** Vice Chair Michael B took roll call. The credentials report was adopted with 28 eligible voters and 6 non-voters, for a total of 34 in attendance. The report is attached.

**Standing Rules:** The standing rules were read by the Chair of the Bylaws Committee. The Vice Chair moved to add Standing Rule 19. "The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature." The amendment was adopted. The standing rules were adopted as amended.

**Agenda:** New Business was added, and one correction made. The agenda was adopted as amended. The agenda is attached.

**Mid Meeting Ceremonies:** The Chair read two responses from the 5 Minute Writing Exercise from the July assembly, followed by a Mini Countdown of length of abstinence. The Chair recognized 5 new representatives or "Green Dots" (Ali E, Tim H, Amber M, Sharon R, and Sue W) and 3 former officers and trustees.

**Appointments:** The Chair appointed Joel I and Barb K to the Minutes Approval Committee, Kristen A to be the Copy Coordinator, Mark F to be the Timer, and Kristen A and Mark F to be the tellers for our election.

**Reports of the Executive Committee:** The reports of the Chair, Vice Chair, Secretary, and Trustee were sent out in Packet B, and the Chair's second report and Treasurer's report were distributed at registration. Executive Committee members fielded Representatives' questions regarding the reports. All these reports are attached and will be posted on the website.

**Special Committee Appointments:** The Chair appointed the following to the Emergency New Business Committee: CJ M (IL), Kevin F (IN), Harriette F (KY), Stephanie O (MI), Eileen C (OH), Lynn H (WI). No Representative from ONT was present. Linda J will serve as the chair of this committee.

**Nominee Presentations:** Mike B for Vice Chair, Susan M for Secretary, and Linda J for Trustee.

**Adjournment:** The morning session adjourned at 10:07 am, followed by the 7<sup>th</sup> Step Prayer.

**Call to Order:** Following committee meetings, lunch, and the optional 5 Minute Writing Exercise, the Chair called the afternoon session to order at 2:30 pm.

**Opening Ceremonies:** The Chair led the Responsibility Pledge and the Third Step Prayer, Mark F read Concepts 1-7, Amber M read Concepts 8-12, and the Chair read another response from July's 5 Minute Writing Exercise.

**Credentials Report:** Vice Chair Michael B took roll call. The credentials report was approved with 29 eligible voters and 6 non-voters, for a total of 35 in attendance. The report is attached.

**Report of the Minutes Approval Committee:** The July 11, 2015, Region 5 Assembly Minutes were approved by the Minutes Approval Committee on August 2, 2015.

**Mid-Afternoon Ceremonies:** The 7<sup>th</sup> Tradition envelope was passed (and later it was announced to total \$165).

**Time Out for Robert:** Parliamentarian Karen B explained the difference between casting a "no" vote and abstaining from voting in Region 5 elections.

#### **Election:**

**Vice Chair:** 29 votes were cast, 15 needed to elect, Michael B received 29 "Yes" votes. Michael B is elected Vice Chair.

**Secretary:** 29 votes were cast, 15 needed to elect, Susan M received 29 "Yes" votes. Susan M is elected Secretary.

**Trustee:** Linda J was affirmed by the body as a Region 5 Trustee candidate.

#### **Committee Reports:**

##### **Bylaws Committee:**

- Working on cleaning up Bylaws and Policies by developing motions to be proposed
  - To make them more user friendly
    - In Bylaws Article VI Officers, Section A Election of Officers
      - Move paragraphs so related items are listed together. (Move 8 to 3d, 9 to 4, 10 to 5, and renumber the rest.)
  - To lessen the need for constant revision
    - In Bylaws Article XV Parliamentary Authority as follows:
      - The rules contained in the current edition of "Robert's rules of Order Newly Revised 11<sup>th</sup> Edition" shall govern Region 5 in all cases to which they are applicable and in which they are not inconsistent with the Bylaws regularly adopted by Region 5.
  - To make them in agreement with each other, with current practices, and with OA Inc Bylaws, Subpart B
    - In Bylaws Article XV Parliamentary Authority in last sentence as follows:
      - A ~~non-OA~~ parliamentarian may be requested at the discretion of the chair.
    - In Bylaws Article XI Financial Structure, Article D as follows:
      - Notification of a bequest ~~Bequests~~ must be received within one (1) year of a member's death and must also conform to the general practice of OA.
    - In Bylaws Article III Membership and Voting
      - Insert a new paragraph after C: D. The region trustee shall attend each Region 5 Assembly as liaison to and from the World Service Office. The trustee shall serve with no vote, but shall have a voice at the Region 5 Assembly.

- Re-lettering the current D with E
- In Bylaws Article III Membership and Voting, Article C, paragraph 2 as follows:
  - C. 2. All Region 5 officers, ~~excluding the chair.~~ The Chair shall have the ability to vote only when a written ballot is used.
- In Bylaws Article XI Financial Structure Section A as follows:
  - A. The activities of the Region shall be financed primarily by the contributions of its member groups and the Region 5 Convention.
- In Policies and Procedures Article I Region 5 General Policies, Section E Miscellaneous, Paragraph 3 as follows:
  - ~~Assembly materials, including Region 5 business reports and information, will be available at registration Friday night and Saturday morning. Only essential materials are to be distributed at Region 5 assemblies.~~ Assembly materials will be distributed electronically prior to each Assembly and are also available on the Region 5 website. Any updated materials will be distributed at the Assembly.
- In Policies and Procedures Article I Region 5 General Policies, Section C Elections
  - Plan to consider paragraph 7 in March 2016
- Considering changes to the Standing Rules as follows:
  - 7. All committee reports are to be made in writing and will be included with the Minutes of the Assembly. ~~Motions pertaining to the committee reports may be made during the reports.~~
  - 9. Emergency new business consists of Policy items that should not wait until the next assembly. ~~These Motions~~ must be submitted in writing by any Region Representative or Region Committee, prior to noon on the day of the assembly. The Emergency New Business Committee shall determine if there are urgent matters that should be considered at this assembly.

***Convention Committee:***

- Recap of Convention 2015 from Ruth
  - Monthly convention committee meetings were important for success
  - Hoped for attendance was 500-600, actual attendance was 404
  - Sold over \$2000 of literature, Raffles were successful, Clothing exchange collected about \$400
  - Left over clothing was donated to local shelters
  - Suggestions/comments:
    - Find a secretary who will be at your monthly meetings to take minutes and email them to all committee members immediately after each meeting.
    - Utilize your Hotel Liaison. Having one sole contact for the hotel helps
    - The convention treasurer handles preconvention expenses using the \$2000 seed money, and the Region 5 treasurer handles all other convention finances.
    - Encourage every chairperson to have a back-up.
    - Think about a reentry topic – we missed this in 2015
    - Get the convention listed on WSO Dateline

- Make a Convention Committee roster to facilitate communication between meetings
- Decisions made
  - All committee positions were discussed:
    - 2016 Committees/Chairs:
      - Registration and Finance:
        - Wendy J (registration)
        - Patty K (finance)
      - Huggers and Greeters
        - Judy D is now Secretary, so position is open
        - Will ask Doug E
      - Hospitality
        - Lynn H
      - Program/Speakers/Skit
        - Carol D has volunteered as Co-Chair, so position is now open
      - Literature
        - Ali E will chair if Greater Cincinnati will sponsor the committee
      - Publicity/Public Information
        - Joan S has been doing these tasks at this time
        - We need a dedicated chair for this committee
      - Marketplace/Fundraising/Raffles
        - Jackson Area IG
      - Decorations
        - Judy indicated that Carol P is interested
        - Ruth recommends Barb D to assist
      - Signage
        - Mary Ann M
      - Volunteer Coordinator
        - Cherie L
      - Timer Coordinator
        - Chair position is open
      - Clothing Exchange
        - Roxanne K
      - Entertainment and Dance Coordinator
        - Irene H
      - Meditation Room
        - Stephanie O
    - The following committees are in need of a chairperson:
      - Huggers and Greeters
      - Program/Speakers/Skit
      - Literature
      - Publicity/Public Information
      - Timer Coordinator

***Finance Committee:***

- The books were audited by Harriette F and Eileen C.

- The budget was adjusted and prepared for presentation to the assembly.
- A Motion was prepared proposing that the Vice Chair move to the Convention committee and that the Treasurer become the Chair of the Finance committee.
- On behalf of the committee, 5 motions were presented:
  - To accept the 2016 budget as presented. The motion was adopted.
  - To amend the Policies and Procedures Article II Responsibilities and Duties of Officers and Representatives of Region 5, Section G Duties of the Region 5 Vice Chair, Paragraph 1 as follows:
    - ~~d. Serves as chair of the Finance Committee.~~ Serves on the Convention Committee as the hotel liaison.
  - To amend the Policies and Procedures Article II Responsibilities and Duties of Officers and Representatives of Region 5, Section I Duties of the Region 5 Treasurer by inserting Paragraph I as follows:
    - I. Serves as chair of the Finance Committee
  - To amend the Policies and Procedures Article I Region 5 General Policies, Section H Committee Purpose, Paragraph 4 as follows:
    - Finance Committee: Prepares the annual budget for approval at the last assembly of the year and manages the investment and use of funds of the prudent reserve. This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 ~~vice chair treasurer~~ treasurer serves as chair of this committee ~~and the treasurer serves in an advisory capacity.~~
  - To amend the Policies and Procedures Article II Responsibilities and Duties of Officers and Representatives of Region 5, Section I Duties of the Region 5 Treasurer, Paragraph 4 as follows:
    - 4. Finance Committee
      - a. Assists in preparing budget ~~in an advisory capacity.~~
      - ~~b. Attends meetings as an ex-officio member.~~
  - These 4 policy motions were considered together and were adopted.

***Intergroup Outreach Committee:***

- Decisions
  - As a committee, we will reach out regularly to IGs without representatives at the assemblies.
- Actions Taken
  - Janet P, Sharon R, and CJ M will contact the 10 unrepresented IGs and report to Di C.
  - Met with the Twelfth Step Within Committee to clarify the purposes and roles of the two committees. I/O will now maintain the Speaker/Sponsor List.
- Assignments
  - Unrepresented IGs will be contacted by mid February 2016 as follows:
    - CJ M: 3 Michigan IGs and 1 Wisconsin IG
    - Sharon R: 2 Indiana IGs
    - Janet P: 4 Ohio IGs
  - Di C will write a Meeting Rep's Packet and email it to the committee by February 15, 2016
- Issues for later
  - Campaign to inform IGs of the importance of sending representatives to Assemblies
  - How to increase IG participation

- Reach out to Reps to ask about assembly thoughts
- Research why IGs did or didn't send all the reps the IG was qualified to send

### ***Newsletter Committee:***

- Decisions Made
  - Amber M is the new committee chair
  - The newsletter format was approved
  - The topic for the next issue agreed on: Principles from Steps 10, 11, and 12, Perseverance, Spirituality, and Service
  - Set up a new email address: [R5NewsletterSubmissions@gmail.com](mailto:R5NewsletterSubmissions@gmail.com)
  - The due date for articles (1 to 2 paragraphs only) was set: November 21 to new email
  - 2016 theme will be the Principles of the Concepts
    - March - Concepts 1-5 (Unity, Conscience, Trust, Equality, Consideration)
    - July – Concepts 6-11 (Responsibility, Balance, Delegation, Ability, Clarity, Humility)
    - November – Concept 12 (Selflessness, Realism, Representation, Compassion, Respect)
- Assignments Made
  - Barb K will submit an article on Perseverance
  - Nancy L will submit an article on Spirituality
  - Susan W will submit an article on Service
  - Amber M will research 5 minute writing exercise results, solicit “From the Chair” and “From the Trustee” articles, and email the first draft of *Freedom From Bondage* to committee for editing, then send on to R5 chair and secretary to be posted/distributed

### ***Public Information/Professional Outreach Committee:***

- Budget: Funding is available (\$500 total/year) in the Region 5 budget to assist R5 intergroups with professional outreach.
- Sharing Ideas:
  - Milwaukee Area IG has participated in at least one health fair and is using posters
  - Central Ohio Service IG is working toward doing more PO.
    - Participated in 2 health fairs last summer
    - A member posted posters at meeting facilities, which resulted in influx of new members
    - The IG is looking for information on putting together packets and new posters to display
  - Northwest Indiana IG has put up posters and continued with website, workshops, and gratitude lunch
  - Turning Point IG is setting up a PIPO committee. They purchased posters and gave them to meeting reps to post. They are working with local hospital that provides services to bariatric patients and have started a meeting there. The hospital is using the meeting's rent money to purchase OA literature for their patients.
- Unfinished Business
  - How to let IGs know about the available PO funds
    - Create a flyer?

- Submit an article to Freedom from Bondage?
      - Lynn H will submit an article.
  - Pages on Region 5's website for The Newcomer and For the Professional
    - Joel will create these
    - They will link to oa.org
    - They will have in introductory statement, a purpose statement, and a visual
- New Business
  - Discussed how Region 5 can support IGs that do not have their own website.
  - Wrote a motion to form a Technology standing committee.
  - Suggestion: encourage intergroups to add information on their websites inviting users to receive email blasts from the IG.
- On behalf of the committee, the following new business motion was proposed.
  - To create a new standing technology committee in Region 5. The motion was adopted.

### ***Twelfth Step Within Committee:***

- Decisions Made
  - To accept the amended speaker application
  - To meet with Intergroup Outreach Committee to clarify TSW's role
  - To review the purpose and role of TSW
  - To consider several tasks
    - Create a TSW tab on the website with periodic suggestions for strengthening abstinence and recovery
    - Visit Region 5's IGs via telephone conference to assess how R5 TSW committee might help the IGs strengthen recovery
- Actions Taken
  - Amended Speaker Application Form and submitted it to the Secretary for posting on region5oa.org
  - Reviewed our purpose and role at the region level
  - Met with IG Outreach Committee to define/clarify the roles of the two committees
  - Transferred the responsibility for the Speaker/Sponsor List to the I/O Committee.
- Assignments Made
  - R5 Secretary will follow up on the speaker application template to post it on the website
- Issues for later
  - Consider next set of tasks to strengthen recovery within the region
  - Follow up on CD/Tape library and consider an action plan for this large inventory

### **New Business:**

- Greater Cincinnati Intergroup presented a bid for the 2017 Region 5 Convention. The convention bid was accepted. Tony A and Cheryl R were affirmed as co-chairs for the 2017 R5 Convention.
- Central Indiana Intergroup presented intent to bid for the 2018 Region 5 Convention.
- Proposed motions sent to the Fellowship in Packet A to be considered together, to insert the underlined content:

- Bylaws Article VIII, EXECUTIVE BOARD, Section B. The Executive Board shall: 5. Appoint an officer to act as a board liaison to any standing or special committee as needed.
- Policies and Procedures Article I R5 GENERAL POLICIES, Section G. COMMITTEES, 11. The Executive Board may appoint an officer to be a board liaison to any standing or special committee.
- Policies and Procedures Article II, RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5, SECTION F. An officer may be appointed to serve as a board liaison to any special or standing committee. The liaison shall be a non-voting member of the committee. During and between Assemblies, the liaison may help prepare an agenda, call and attend the committee meetings.
- The motions were adopted.

**Emergency New Business:** There was no emergency new business.

**Region 5 Inventory Results Discussion:** Presented/facilitated by Karen B.

**Mid Meeting Ceremony:** The Chair recognized three representatives for whom this is the last assembly of their term: Eileen C, Harriette F, and Barb K. The Green Dot Ceremony was performed with 5 new representatives: Ali E, Tim H, Amber M, Sharon R, and Sue W.

**Adjournment:** After announcements, the meeting adjourned at 5:22 pm, followed by the OA Promise.

Susan M  
Region 5 Secretary

**Minutes Approval Committee:** Joel I, Barb K, Denise O

**Date Minutes were approved:** November 22, 2015