



## REGION 5 ASSEMBLY MINUTES

November 10-12, 2017

Indianapolis, IN

**Saturday Morning Call to Order:** The regular meeting of the OA Region 5 Assembly was called to order by Chair CJ M. at 8:00 am (ET), at the Hilton Indianapolis Hotel and Suites in Indianapolis, IN, on Saturday, November 11, 2017.

**Opening Ceremonies:** The Chair led the Responsibility Pledge and the Serenity Prayer, John O. read from *For Today*, Nora K. read the 12 Steps, and Kris WL. read the 12 Traditions.

**Credentials Report:** Vice Chair Michael B. took roll call. The Credentials report was adopted with 30 eligible voters, 2 visitors and alternate representatives, plus the Parliamentarian and the Trustee for a total of 34 in attendance. The report will be posted with these minutes in Packet C.

**Standing Rules:** The Standing Rules were read by Carol D, Chair of the Bylaws Committee.

Standing Rule 9 was amended as follows: Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing or electronically, prior to 12:30 pm on ~~the day~~ Saturday of the assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.

The Standing Rules were adopted as amended.

**Agenda:** The Chair announced that there will not be a speaker 12:30 Saturday and we will be holding elections immediately after the Credentials Report Sunday, followed by the Committee Reports. The agenda was adopted as amended.

**Consent Agenda:** Bylaws motions 2 and 3 and Policy motions E, F, G, H, I, J, K, L, M, N, O, P, Q, and S from Packet B were placed on the Consent Agenda. Motions 2 and M were removed.

A two-thirds affirmative vote was needed to adopt the Consent Agenda. The Consent Agenda was adopted as amended (Motions 3, E, F, G, H, I, J, K, L, N, O, P, Q, and S).

- **Motion 3:** Move to amend Region 5 Bylaws Article VI, Section B Vacancies, Paragraph 2 as follows: 2. If an officer resigns before the mailing of the agendas, notice of the vacancy and resume forms will be sent out with the agendas. Resumes may be returned up until the time of the assembly at which the election will take place. If an officer resigns after the agenda mailing, Region 5 representatives will be

notified at the assembly, resumes will be turned in by ~~4~~ 5:00 p.m., and elections will take place that ~~afternoon~~ Sunday.

- **Motion E:** Move to amend the Region 5 Policies and Procedures Article I, Section H, Paragraph 5 as follows: Nominating Committee: Seek out qualified members who are willing to serve as a Region 5 officers or trustee. A Nominating Committee will be appointed by the Region 5 chair at the first assembly each year. This committee shall be chaired by the Region 5 secretary and shall consist of at least one member from each state or province when available. Such members will have at least one year of active service at the Region 5 level, when possible.
- **Motion F:** Move to amend the Region 5 Policies and Procedures Article I, Section H, by adding the following new Paragraph 5 as follows: Outreach Committee of the Whole: Meets during the spring assembly to determine the outreach goals of Region 5 for the following year and form subcommittees to accomplish those goals.
- **Motion G:** Move to amend the Region 5 Policies and Procedures Article III introduction as follows: The ~~Intergroup Outreach Committee~~ Region Chair is responsible for selecting a leader for the Friday night Intergroup Sharing Meeting.
- **Motion H:** Move to amend the Region 5 Policies and Procedures Article III, by striking Section F as follows: ~~F. Announce the 7:30 am Saturday meeting for committee chairs.~~
- **Motion I:** Move to amend the Region 5 Policies and Procedures, Section I, G, Paragraph 12 as follows: Committee chairs will meet with the Region 5 chair ~~prior to and~~ immediately following the assembly.
- **Motion J:** Move to amend the Region 5 Policies and Procedures Article II, Section G, Paragraph 2, Sub-paragraph d. as follows: Meets with committee chairs ~~prior to the start of and~~ immediately after the closing of the ~~Saturday~~ last general business session of the assembly and at other times as might become necessary.
- **Motion K:** Move to amend the Region 5 Policies and Procedures Article I, Section C, Paragraph 1, Sub-paragraph a. as follows: Application forms shall be ~~sent out~~ posted with each scheduled assembly agenda.
- **Motion L:** Move to amend the Region 5 Policies and Procedures Article I, Section C, Paragraph 3, Sub-paragraph a. as follows: The outgoing Secretary completes ~~and mails~~ the minutes of that assembly and coordinates with the new secretary to post Packet C before the duties of that office cease.
- **Motion N:** Move to amend the Region 5 Policies and Procedures, Article II, Section K, Paragraph 3 subparagraph a. as follows: To facilitate submission of information and documents to Region 5 by making the following procedure known to their intergroup as follows:
- **Motion O:** Move to amend the Region 5 Policies and Procedures Article II, Section I, Paragraph 1, sub-paragraph k., item 3 as follows: Financial Reports (1/1 through ~~6/30~~ 5/31)
- **Motion P:** Move to amend the Region 5 Policies and Procedures Article I, Section G, Paragraph 4 as follows: Each Region 5 business committee or ad hoc committee

should have a representative from each state and province when possible. ~~The Region 5 chair will appoint such people if necessary for these committees: Minutes Approval and Nominating.~~

- **Motion Q:** Move to amend the Region 5 Policies and Procedures Article I, Section B, Paragraphs 1, 5, and 6 as follows:
  1. The Intergroup Sharing Meeting will be held on Friday evening of the assembly weekend. The Region 5 Chair shall solicit volunteers and assign a leader for this meeting. (See suggested format ~~on page C-11~~ in Article III.)
  5. An orientation meeting will be scheduled for all new representatives and alternates prior to the start of the assembly business meeting. The Region trustee or other Region officer as determined by the Region chair will facilitate at the meeting. Parliamentary procedure pamphlets may be distributed to each new representative and alternate. The Region vice chair will be responsible for maintaining an inventory of *The Twelve Concepts of OA Service* (pamphlet). (See Instructions for Leaders of Orientation Meeting for First Time Region Representatives, ~~page C-12~~ Article V.)
  6. The Saturday night open OA meeting will be facilitated by the hosting intergroup. (See suggested format ~~on page C-12~~ in Article IV.)
- **Motion S:** Move to amend Standing Rule 9 as follows: Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing or electronically, prior to 12:30 pm on ~~the Saturday~~ of the fall assembly and prior to 5:00 pm on the Saturday of the spring assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.

**Mid Meeting Ceremonies:** The Chair read a response from the March 2017 Assembly Five Minute Writing Exercise. This was followed by a Mini Countdown of length of Abstinence. The Chair recognized 4 new representatives or "Green Dots" [Nora K. from CHI-WIF, Makeda Y. from Greater Detroit Intergroup, John O. from Greater Dayton Intergroup, Becky F. from Let Go Let God] and 2 former officers and trustees.

**Appointments:** The Chair appointed Joel I. and Jo A. to the Minutes Approval Committee, Jeanna C. to be the Copy Coordinator, Jeanna C. and Denise O. to be the Timer, and Patty K. and Jeanna C. to be the Elections Tellers.

**Reports of the Executive Committee:** The reports of the Chair, Vice Chair, Secretary, Treasurer, and Trustee were posted in Packet B. The Executive Committee members fielded questions regarding the reports.

\*\*\*The Treasurer reminded us that the Indianapolis P.O. Box is no longer forwarding mail to the new address.

\*\*\*\*Tech Soup discounts on PayPal, MicroSoft, QuickBooks. \*\*\*

**Special Committee Appointments:**

- The Chair appointed the following to the Nominating Committee: Sylvia T. (IL), Kevin F. (IN), Clare W. (KY), Judith D. (MI), Juliette R. (OH), Shirley L. (WI). The Region 5 Secretary will serve as chair for this committee.

**Adjournment:** The Saturday morning meeting was adjourned at 9:00 am, followed by the 7th Step Prayer.

**Saturday Afternoon Call to Order:** After the Business Committee Meetings, Luncheon, a Speaker, and the Five Minute Writing Exercise, the Saturday afternoon session was called to order by the Chair at 2:00 pm.

**Opening Ceremonies:** The Chair led the Responsibility Pledge and the Serenity Prayer, Clare W. read the Concepts of Service 1-7, Makeda Y. read the Concepts of Service 8-12, and the Chair read one more response from the March Five Minute Writing Exercise.

**Credentials Report:** The Vice Chair took Roll Call. The Credentials report was adopted with 29 eligible voters, 2 visitors and alternate representatives, plus the Parliamentarian and the Trustee for a total of 33 in attendance. The report will be posted with these minutes in Packet C.

**Report of the Minutes Approval Committees:** The March 2017 Assembly Minutes were approved March 14, 2017, and the July 2017 Conference Call Minutes were approved July 18, 2017. \_\_\_\_\_

**Mid Afternoon Ceremonies:** The Seventh Tradition envelope was passed. (The total was \$153)

**Parliamentary Moment:** Our Parliamentarian, Karen B., explained substitute motions.

**Nominee Presentations:**

Steve B for Region 5 Vice Chair

Joel I for Region 5 Secretary

**New Business:**

Motions posted in Packet B that were not adopted with the consent agenda are as follows:

**Substitute Motion A:** Move to amend the Region 5 Policies and Procedures Article II, Section H, adding a new Section M, and re-lettering the subsequent Sections as follows:

## H. Duties of the Region 5 Vice Chair

1. Region Assembly
  - a. Performs duties in the absence of the chair.
  - b. Act as liaison with host intergroup.
  - c. Takes roll call for Credentials Report.
  - d. ~~Serves on the Convention Committee as the hotel liaison.~~
  - e. ~~Serves as liaison between assembly hotel and Region 5.~~
  - d. Solicit a hosting intergroup per **Region 5 Policies and Procedures**, Article I, Section A, Item 3.
  - f. e. Performs duties as designated by chair.
2. ~~Assembly Hotel Selection and Related Responsibilities~~
  - a. ~~Researches and selects hotel sites for Region 5 assemblies. Makes a personal inspection, if necessary.~~
  - b. ~~Signs contract with hotel on behalf of Region 5.~~
  - c. ~~Makes reservations for region officers at the assembly hotel and advises officers of arrangements.~~
  - d. ~~If available, obtains hotel forms and/or other hotel promotional material to be forwarded to the Region 5 secretary for distribution to region representatives and/or alternates.~~
  - e. ~~Notifies assembly hotel of number of luncheon participants.~~
  - f. ~~Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly at the site.~~
  - g. ~~Authorizes payment of the hotel bill after review with the region treasurer.~~
  - h. ~~Solicit a hosting intergroup per **Region 5 Policies and Procedures**, Article I, Section A, Item 3.~~
3. Management
  - a. ~~Orders and maintains an inventory of necessary materials and publications for use in the orientation meetings for new region representatives and alternates. This includes parliamentary procedures books and "The Twelve Concepts of OA Service" (pamphlet) which will be provided to all new region representatives and alternates.~~
4. 2. Other Functions.
  - a. Attends Region 5 Convention and serves as Hotel Liaison.
  - b. Performs other region responsibilities in the absence of the chair, as needed.
  - c. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.
  - d. Is the direct link between the Region 5 Executive Board and the Hotel Liaison.
    1. Presents hotel recommendations for Board approval
    2. Presents hotel contracts for Board approval.
  - e. Chairs the Outreach Committee of the Whole during the Spring Assembly.

**M. Hotel Liaison:** The chair ~~may~~ appoints a hotel liaison to fulfill the following duties:

1. Serves as liaison between assembly/convention hotel and the Region 5 Board.

2. Researches and ~~selects~~ ~~recommends~~ hotel sites for Region 5 assemblies and conventions ~~for R5 Board selection~~. Conducts personal inspections, if necessary.
3. Negotiates ~~and signs~~ contract with hotel on behalf of Region 5.
4. Makes room reservations for Region 5 officers at the assembly/convention hotel and advises officers of arrangements. ~~Makes room reservations for Parliamentarian at Region 5 Assemblies.~~
5. Forwards hotel floor plan, forms, reservation instructions, and/or other hotel promotional material to the Region 5 Secretary for distribution.
6. Informs the Region 5 Secretary of meeting room assignments for the events on the assembly agenda. Informs the Convention Program Committee of the meeting room assignments for the events on the convention program.
7. Notifies assembly/convention hotel of number participants for each meal.
8. Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly/convention at the site.
9. ~~Authorizes payment of the hotel bill after~~ ~~r~~Reviews hotel bill with the Region 5 Treasurer.
10. Attends Region 5 Assemblies and Conventions and serves as the Hotel Liaison.
11. Expenses of the Hotel Liaison will be paid by Region 5, including meals, hotel, and travel expenses.
12. Except as noted above, rReports to the Region 5 Vice Chair.
13. May serve a maximum of eight consecutive years.

A majority vote was needed to adopt Motion A. Motion A was adopted.

**Motion B:** Move to amend the Region 5 Policies and Procedures, Article II, Section j, Paragraph 1, Subparagraph f. as follows: Balances and reconciles ~~checkbook~~ bank and credit card accounts monthly, ~~has checkbook audited monthly for insurance purposes, and submits checkbook for audit at each assembly.~~ Bank and credit card account reconciliations and statements to be uploaded monthly for finance committee review. All banking and credit card information will be available for audit by the Finance Committee at each assembly.

A majority vote was needed to adopt Motion B. Motion B was adopted.

**Amended Motion C:** Move to amend the Region 5 Policies and Procedures, Article II, Section j, Paragraph 1, Subparagraph g. as follows: Sign all checks and orders for the payment of money, which shall be countersigned Unscheduled payments in excess of \$200 shall be countersigned or approved by another officer of Region 5. Unscheduled payments of \$500 or more shall be countersigned by another officer of Region.

A majority vote was needed to adopt Motion C. Motion C was adopted as amended.

**Motion D:** Move to amend Region 5 Policies and Procedures, Article II, Section K, by adding Paragraph 4 as follows: The terms of Region 5 Representatives shall be limited. After completing 4 consecutive years as a representative, one year of rotation out of

service shall be observed. Request for a waiver of this limitation shall be submitted in writing to the Region 5 Board.

A majority vote was needed to adopt Motion D. Motion D failed.

**Amended Motion M:** Move to amend the Region 5 Policies and Procedures Article II, Section K Responsibilities of the Region 5 Representatives and/or Alternates, Paragraph 1 Assemblies, Sub-paragraph a as follows: Completes ~~and mails~~ online or returns paper assembly registration form by deadline.

A majority vote was needed to adopt Motion M. Motion M was adopted as amended.

**Motion R:** Move to amend the Region 5 Policies and Procedures Article I, Section D, by adding Paragraph 3 as follows: Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these policies. Changes cannot alter the intent or effect of the policy. Changes will be reported by the following assembly/conference call by the Region 5 Chair.

Motion R needed a majority vote to be adopted. Motion R was adopted.

**Motion 1:** Move to amend the Region 5 Bylaws Article VI Officers, Section A Election of Officers by adding Paragraph 10 as follows: 10. No person shall serve more than eight (8) consecutive years as a Region 5 officer.

Motion 1 needed a two-thirds vote to be adopted. Motion 1 was adopted.

**Amended Motion 2:** Move to amend Region 5 Bylaws Article VI, Section B Vacancies, Paragraph 2 as follows: If an officer resigns before the mailing of the agendas, notice of the vacancy and resume forms will be sent out with the agendas. Resumes may be returned up until the time of the assembly at which the election will take place. If an officer resigns after the agenda mailing, Region 5 representatives will be notified at the assembly, resumes will be turned in by ~~±~~ 5:00 p.m. on Saturday, and elections will take place ~~that afternoon~~ as the first order of business on Sunday morning.

Motion 2 needed a two-thirds vote to be adopted. Motion 2 was adopted as amended.

**Motion 4:** Move to amend the Region 5 Bylaws Article XIV by adding Section C as follows: Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these bylaws. Such changes cannot alter the intent or effect of the bylaw. Changes will be reported by the next assembly/conference call by the Region 5 Chair.

Motion 4 needed a two-thirds vote to be adopted. Motion 4 was adopted.

**Emergency New Business:** There was no Emergency New Business

**Adjournment:** The Saturday afternoon session was adjourned at 4:15 pm ET, followed by the OA Promise

**Sunday Morning Call to Order:** The Chair called the Sunday Morning Business Session to order at 8:00 am ET.

**Opening Ceremonies:** The Chair led the Responsibility Pledge and the Third Step Prayer, *For Today* read by Jo A, the Unity with Diversity Policy Statement read by Becky F.

**Credentials Report:** Vice Chair Michael B. took roll call. The Credentials report was adopted with 29 eligible voters, 2 visitors and alternate representatives, plus the Parliamentarian and the Trustee for a total of 33 in attendance. The report will be posted with these minutes in Packet C.

### **Election:**

**Vice Chair:** 29 votes were cast, 15 needed to elect. Steve B received a majority of the votes. **Steve B was elected Vice Chair.**

**Treasurer:** 29 votes were cast, 15 needed to elect. Joel I received a majority of the votes. **Joel I was elected Secretary.**

### **Business Committee Report Summaries:**

**Bylaws:** Amended motions . Some committee members were surprised about how exciting it was to be on the Bylaws Committee. -----~5min

**Convention 2017:** The convention evaluations were generally positive. A new challenge was that there were more participants that anticipated. -----

**Convention 2018:** The 2018 convention will be at

**Finance:** Amended Motion C. Updated the Proposed 2018 Budget.

Communication

**Media:** Growing Recovery in Region 5, aligned with WSBC's theme for next year. Asked those present to submit articles on Embracing Unity in the mists of change: \_\_\_\_\_ by November 25th. Goal of submit for approval by December \_\_\_\_\_, and posting by \_\_\_\_\_

### **Outreach Sub-Committee Report Summaries:**

**Diversity:** \*\*\*\*\*See

**Unity:** Joel will continue to chair this committee until the March assembly. Conference call to continue the work of ....

**2018 Budget:** The 2018 budget was adopted as presented.



**Recognition:** 5 representatives \_\_\_\_ were recognized

**Intergroups** are encouraged to get meeting list off oa.org

**Convention bid** are encouraged. Milwaukee fall of 2019, Cleveland fall of 2020, Chicago area will discuss 2021.

**Adjournment:** The November 2018 Region 5 Assembly was adjourned at 9:40 ET followed by the OA Promise.

Susan M

Region 5 Secretary

**Minutes Approval Committee:** Joel I from Central Ohio Service Intergroup and Jo Aslan from Cleveland Central Intergroup

**Date Minutes were approved:** \_\_\_\_\_

, and the Chair read \_\_ more responses to the March Five Minute Writing Exercise.