



## OVEREATERS ANONYMOUS REGION 5 SECRETARY

January 26, 2021

**RE: Region 5 2021 Spring Assembly  
March 12 – 14, 2021 Virtual Zoom**

Dear Region 5 Intergroups, Representatives, Officers, and Trustee,

It is time to prepare for the Spring 2021 Region 5 Assembly, which will be as a Virtual Zoom Assembly from the comfort of your own home. We don't have a lot of time to get ready for the Spring Assembly as it is almost around the corner. I know it's surprising, but there is only 6 weeks to go. So, get your Region 5 Mojo going and let's get to it

### **There are 20 documents in Packet A**

- A01.R5 2021 Spring Assembly Secretary Letter.pdf  
New - 4 Pages  
This document you are currently reading. This document contains important and specific information for the upcoming assembly.
- A02.R5 2021 Spring Assembly Agenda.pdf  
New - 4 Pages  
The proposed agenda the Region 5 Chair has put together for the assembly. Even though this Assembly is virtual, it was decided that we will keep to the same schedule as last year's Spring Assembly. All times listed are Eastern Time.
- A03.R5 2021 Spring Zoom Connection Information.pdf  
New - 2 Pages  
This document contains information connecting to the Assembly.
- A04.R5 Intergroup Funding Assistance Form.pdf  
2 Pages  
If your intergroup needs additional funding to send representatives to the Assembly, please submit this form to the Region 5 Secretary by September 30<sup>th</sup>.
- A05.R5 2020 Fall Assembly Minutes V2.pdf  
New - 12 Pages  
This document is the unapproved minutes from the Region 5 2020 Fall Assembly.

- A06.R5 2021 Spring Assembly Motions.pdf  
 New - 2 Pages  
 These are the motions that have been submitted for consideration at the Region 5 2021 Spring Assembly. There is only 1 Bylaws Amendment to consider. There will be no Consent agenda for Region 5 Spring Assembly.
- A10.R5 Officer Application Vice-Chair - Deanna B.pdf  
 New – 3 Pages  
 An application for Region 5 Vice-Chair.
- A11.R5 Smart Goal Guide for the Outreach Committee.pdf  
 New – 3 Pages  
 This is refresher document that is describing what we will be working on Saturday Afternoon at the Assembly.
- A12.R5 Outreach Committee of The Whole Sub-committee Report.docx  
 2 Pages  
 This is the Sub-Committee report document for the Outreach committee of the Whole sub-committees.
- A13.R5 2021 Spring Assembly Intergroup Reports.pdf  
 1 Page  
 This an open letter to all of the Intergroup Representatives to submit an Intergroup report for your intergroup to Region 5 no later than February 20<sup>th</sup>, 2021.
- A20.Region 5 Bylaws.2017-11.pdf  
 November 2017 - 8 Pages
- A21.Region 5 Policies and Procedures 2021-03.pdf
- March 2021 – 19 Pages
- A22.Region 5 Standing Rules.2017-11.pdf  
 November 2017 – 2 Pages
- A23.Region 5 Convention Guide.2016-11.pdf  
 November 2016 – 8 Pages

- A24.Region 5 AssemblyInfo 2019-01.pdf  
January 2019 – 19 Pages  
This document describes what to expect at the upcoming assembly. However, it was written for Face-to-Face Assemblies. So while the Agenda is basically the same, there will be differences, since we are doing this Assembly Virtually over Zoom.
- A25.Region 5 Assembly Handbook 2021-04.pdf  
April 2021 – 39 Pages  
This document is just a guide to build your Assembly Handbook.
- A30.R5 Business Committee Form.pdf  
March 2019 – 3 Pages
- A32.R5 Committee Contact Form.pdf  
March 2021 – 2 Pages
- A33.Application for Region 5 Officer.pdf  
June 2021 – 2 Pages  
While this was due on January 11<sup>th</sup>, 2021, I would like to extend the deadline till February 20<sup>th</sup>, 2021. If you feel moved to run, please fill out the form, sign it, scan it and send it to my email address.

#### **What is not included in this packet**

- Reports from Region 5 Committees and Officers of the Board. These will be in Packet B. Available on February 26<sup>th</sup>, 2021.

#### **Virtual Business Committee Meetings**

So, at the last assembly, I received committee report from only two of the business committees. And one of those two reports wasn't actually a report but instead was their meeting minutes. It is a really a big help when I get a good committee meeting report. I struggle getting the summaries for the committee reports for the minutes without your help. This is why, I always ask for electronic versions of your committee reports at the Assemblies. I appreciate your effort at the Spring Assembly getting me the reports, I need.

Typically, at an Assembly I hand out a committee folder to the chair of the committee. This folder contains such documents as a roster form, committee purpose, and other such important documents that pertain to the committee. Unfortunately, we are not meeting in person, so I cannot give you the committee folder in person. What I did to compensate was to create a virtual folder and to send the link to the Committee. Now I cannot honestly tell if any of the Committees used the Virtual Committee Folder. I hope you will at the next assembly. In this folder, I have placed a copy of the standard forms. It is document 4. I have also placed this in Packet A as document A30. This document contains the suggested Committee Meeting

Agenda, a page for the minutes, and a page for the report format. To make your life even easier I have created a template document for the committee report. If you open this document in Word it will automatically create a new document for your report. You can name that report anything you want. I suggest Committee Name followed by the date. Please email me copy of this report and email it to me no later than 8:30 AM on Sunday morning. You can use this report to guide you, when it is your turn to give your report on Sunday. I also placed a roster of the committee. Please take a roll call and send me any changes in the same email. I am not sure if you can upload or modify any documents in the folder, but if you can, please place a copy of the documents in the folder also.

Sub-committees from the Outreach Committee of the Whole should use is document "A12.R5 Outreach Committee of The Whole Sub-committee Report.docx" in Packet A.

Committee chairs are also responsible to collect and put together a roster for your committee meeting based form "A32.R5 Committee Contact Form.pdf". You can ask everybody to submit their contact information via Chat. You can save the chat window by clicking the ellipsis in the lower right side of the Chat Window. Don't forget you can ask someone on your committee to put this roster together for you. Please send of copy of this Committee Roster to each of your committee members.

If you have any questions, please don't hesitate to email me or call me.

Thank you for your service.

Yours in recovery,

Joel I.

Region 5 Secretary

614-381-7824

R5Secretary@outlook.com