OVEREATERS ANONYMOUS   REGION 5 SECRETARY

RE: Region 5 Assembly
March 8 – 10, 2019
Milwaukee WI

January 2019

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

It is time to prepare for the 2019 Spring Region 5 Assembly, which will be held at the HYATT Regency in Milwaukee WI.

There are 13 DOCUMENTS in Packet A:

A01: This **Secretary Letter** (6 pages, **NEW**) is the first document of Packet A, the first of the pre-assembly packets. Expect Packet B, which will contain various reports, to be posted when registration has closed on February 22nd, 2019. The Secretary Letter contains a list of all the documents in Packet A, along with other pertinent information. Please read this document carefully so you don't miss anything.

A02: Hotel Information and Floor Plan (3 pages, **NEW**): Check this to get information regarding our hotel.

A03: The **Assembly Registration Form** (1 page, **NEW**): Use this form to register if you do not wish to use the online registration system. For more information see the section below on Registrations.

A04: Funding Assistance Information and Form (2 pages, November 2017): Funding assistance forms (to send region representatives to assembly) are to be received at the Lombard address on the form **by February 6th**.

A05: The **Proposed Agenda** (6 pages, **NEW**): This contains the proposed agenda for our assembly, including room assignments, and is handy to refer to during assembly.

A06: The **Fall 2018, Assembly Minutes** (12 pages, same as in the 2018 Fall Assembly Packet C). Please read these minutes. If you have any questions or notice anything changes to be made in the minutes, please let me know as soon as possible!

A07: The **Proposed Motions** (9 Pages): These are the motions that are being considered at the upcoming assembly.

A08: The **Region 5 Bylaws** (8 pages, November 2017)
A09: The **Region 5 Policies and Procedures** (18 pages, October 2018)
A10: The **Region 5 Convention Guidelines** (8 pages, November 2016)
A11: The **Region 5 Standing Rules** (2 pages, November 2017)
Notice the revision dates and have access to the most current versions during the assembly.

A12: The **Region 5 Assembly Information for Representatives and Visitors** (19 pages, January 2019): This document has been completely rewritten. It has be updated with information of our current practices. The explanations have improved for both readability and ease of use. There is good information for anyone attending assembly in this document. You will want to spend some time reviewing this document, even if you have attended the Region 5 Assembly many times. If there is something you feel should be changed or added, please let the Region 5 Secretary know.

A13: The **Region 5 Assembly Handbook** (37 pages. December 2017): Contains instructions and all of the parts needed to complete your own Region 5 Assembly Handbook. The **Region 5 Assembly Handbook** is a notebook of resources for Region 5 representatives, including all of the documents in Packets A and B.
If you do not have a Region 5 Handbook, you can order one from the Secretary for $20 (to be picked up at the Assembly) or you can create/print one yourself. The first page contains step by step instructions on how to put the Handbook together.
If you already have a Region 5 Assembly Handbook or just received one from a previous representative, you will want to make sure that the documents are up to date. Check the revision dates against those in the above list of Packet A documents.

REGISTRATION:

We have a new registration system. As we were getting a new website, we decided it was time to upgrade out registration system. The registration service allows us to create better registration forms with increased capabilities. I have also adjusted the paper registration form to match the online registration.

We have raised the cost for registration by $3.00 to cover the rising cost of Assemblies. **Representatives** may register for $48 through February 22nd, though there will be an early bird price of $43 for those who register by February 15th. Representative registrations will not be accepted after February 22nd. The option for those who want to attend, but are not registered by February 22nd is to register as a visitor. Only visitors may come as walk-ins.

Visitors are always welcome. If you plan to visit, please register by February 22nd. There is no charge for visitors to register unless they wish to join us for the Saturday Luncheon, which must be prepaid ($28). Visitors are also welcome to register (without lunch) as walk-ins. If you are coming as a visitor, please consider serving as a copy coordinator, a timer, or a ballot teller.

Registration may be completed online at https://OARegion5.regfox.com/oa-region-5-2019-spring-assembly or mailed in using the form. Contact me if you have any difficulty with online registrations.

You can now register online and opt to pay by check. Please send the check to the address indicated in the online form. The check must be received by February 22nd, 2019 for your registration to be considered completed.

Your Intergroup treasurer or other officer can register you and your fellow Region 5 Representatives all at once using the online form. The online registration form is setup to accept multiple registrants now.   If you are going to use the paper form, please use one paper form per Region 5 Representative and Visitor and mail them to the Region 5 Secretary in one envelope and one check.

PRINTING:
I am more than happy to print documents for you. We are now only offering the full Assembly Handbook which includes the all of the documents in the packets in a binder for $25.00. If you have the Assembly handbook, I can print all of the Assembly specific documents including the agenda, motions, and reports for $15.00

Documents will not be mailed but will be available for pickup when you register at the assembly. However, you do not need to rely on the Region 5 Secretary for printing. Instead you can print the documents using your printer, ask an OA friend to print the documents for you, or have the documents printed at an Office copy store.

LUNCHEON:

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 the funds haven't been received in time to reserve your lunch, you may need to make other arrangements for lunch.

The Saturday **luncheon menu** will be:
- Homemade Vegetable Soup – made with vegetable base and no pasta or wheat and potatoes are to be included
- Create Your Own Salad Bar
  Spinach, Romaine and Mixed Greens, Vine ripe garden tomatoes, cucumbers, sliced onions, sliced green and red bell peppers, toasted pine nuts, grilled chicken breast slices, bacon crumbles, julienne turkey, hard boiled eggs, black and garbanzo beans, Cheddar Cheese, Blue Cheese Crumbles, Parmesan Cheese, Assorted Sugar Free Dressings
- Fresh Baked whole wheat grain dinner rolls with butter
- Fresh cut seasonal fruit
- Coffee, Decaffeinated Coffee, Assorted Teas and Iced Tea

HOTEL RESERVATIONS:

We will be meeting at the HYATT Regency 333 West Kilbourn Avenue, Milwaukee, Wisconsin 53203.

To reserve a room at the HYATT Regency in Milwaukee WI please click on this link: https://www.hyatt.com/en-US/group-booking/MKERM/G-OVER
Or call the hotel directly +1 414-276-1234 referencing the group name "G-OVER". The discounted rate is $99.00 per night (Total $198.00 for both nights). Make your reservations by February 15th, 2019 to get the discount and give Region 5 room credit toward the meeting rooms. The special room rate will be available until February 15th, 2019 or until the group block is sold-out, whichever comes first. The price for the room will increase to $159.00, so you want to make sure you get your

room reservation. Please see the document "A02 Hotel Information.pdf" for more information including maps and parking.

WEBSITE:

Our webmaster has spent the month of January 2019 creating a new website. It is being upgraded to provide a new attractive graphical interface. The top 20 pictures that were submitted for the Fall Assembly Graphic Contest are proudly being displayed on the site. I hope you will take the time to visit it and appreciate all of the hard work that was put into creating it. We have a new calendar that is easier to use. Plus a new Announcements page that will list the upcoming events in a grid that will make it easier to see what is going on around our region. We have also placed our newsletter in a more prominent position, so that it will be easier to find.

The new website may have been completed by the time Packet A has been published and registration has started. If not it will be completed soon after. I will be sending out an email announcing the new website.

VIDEO CONFERENCING:

Region 5 has budgeted to provide video conference service to facilitate committee meetings between assemblies. This service provides the ability:
- for committees to meet virtually via video conferencing on computers, tablets, and mobile devices
- to share a white board and documents for a collaboration effort
- for virtual voting

Those of us who have been using this service never want to go back to just phone conferences for meetings. Using the video conference for meetings adds a missing element, seeing the body language of the people talking. It's almost like having a meeting in person. I encourage you to start using this service for your committee meeting.

To host a video conference for your committee, just contact the Region 5 Secretary. The secretary will schedule the meeting for you and send you instructions on how to connect, work with the software, and close the meeting.

ELECTIONS:

It is never too early to start considering running for a Region 5 service position. During the Fall 2019 assembly, we will be holding elections for vice-chair and

secretary. Please consider if you are willing, able, and available to apply for one of these offices. During the Assembly weekend please talk to the current chair and treasurer to find out more about the service. The Application for Region 5 Office are on the Region 5 website on the Forms page.

Also please consider fellow Region 5 OA's that you feel would serve the region well in one of these positions. Encouragement will go a long way.

OTHER INFORMATION:

Remember that the **Region 5 addresses frequently change**. When mailing something to Region 5, please use the most recent form (from the Forms page of region5oa.org) and mail it in to the address on the form.

I look forward to working with you in March!

Thank you for your service.

In Abstinence and Service,
Joel I ☺
Region 5 Secretary
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