



Region 5 2020 Spring Assembly

March 13-15, 2020

Location: Hilton Garden Inn Chesterton, IN

Saturday 2020-03-14 Morning Session

1. The 2020 Spring Assembly Saturday Morning Session was called to order by the Chair CJ M. at 8:00 AM Central Time. Opened with:
 - a. The assembly said the OA Responsibility Pledge followed by the serenity prayer.
 - b. For Today was read by Susan H.
 - c. 12 Steps was read by Lesley N.
 - d. 12 Traditions was read by Steve B.

2. Credentials Report

- a. The Credentials Report Roll Call was conducted by Vice-Chair Eileen C.
- b. Counts are:

| | |
|---------------------------------|-----------|
| Voting Reps Present: | 17 |
| Voting Officers Present: | 4 |
| Eligible Voters Present: | 21 |
| Non-voting alternates, guests | 3 |
| Parliamentarian | 1 |
| Region Trustee | 0 |
| Total Attendance | 25 |

- c. The full credentials report can be found in the packet C file: "C03.Spring 2020 Assembly Credentials.pdf"
 - d. The Chair declared a quorum to be present.
 - e. The Chair explained unanimous consent.
 - f. There was no objection to the credentials report as presented. The credentials report was approved.
3. Standing Rules
 - a. Read by Chris B.
 - b. There was no objection to adopting the Standing Rules. The Standing Rules were adopted.
 4. Agenda
 - a. Corrections to the agenda:
 - i. Friday night meetings were in Sand Creek
 - b. There was no objection to approving the Agenda as amended. The amended Agenda was approved.
 5. Consent Agenda
 - a. The Chair placed the following Policy & Procedures Motions on the consent agenda: D.
 - b. Hearing no objection, the consent agenda consisted of motion D.
 - c. A vote was taken to approve the consent agenda. The consent agenda was adopted.
 6. Chair read a few responses to our 2019 Fall Assembly Minute Writing Exercise.
 7. Region 5 Chair conducted a mini count down of years of abstinence.
 8. Recognitions
 - a. 4 First Timers (Green Dots) were recognized.
 - b. 2 Former Officers and Trustees were recognized.
 - i. Steve B. Former Vice-char
 - ii. Chris B. Former Vice-chair

9. Minutes Approval Committee

- a. Carol D. and Steve B. were appointed to the Minutes Approval Committee and Joel I. will be the Chair person.

10. Volunteer Service

- a. JenMarie B. was appointed Copy Coordinator.
- b. Kathy K. was appointed Timer.

11. Emergency New Business will be considered by the Bylaws Committee. The chair of the committee is Karen B.

12. Nominating Committee

- a. The Service Positions of Chair and Treasurer are up for election at the 2020 fall assembly. We are seeking individuals to fill these service positions.
- b. The following Region Representatives were appointed by state as members to the Nominating Committee:
 - i Illinois: Chris B., Sandy F.
 - ii Indiana: Christina H., Paula K.
 - iii Kentucky: Jennifer L.
 - iv Michigan: Carol D.
 - v Ohio: Steve B., Jo A.
 - vi Wisconsin: Lynn H., Shirley L.

13. Executive Committee Reports Q/A

- a. Chair
 - i No questions were asked.
- b. Vice-Chair
 - i The Jackson Area intergroup and Greater Dayton Intergroup are the combined host for this assembly.
- c. Secretary
 - i No questions were asked.
- d. Treasurer
 - i Additional report given
 - 1 The balance in our checking account was \$40,000. The balance in our savings account is \$13,000. The combined balance is \$53,000.
 - 2 In our budget for 2020 we recognized that we had excess money, so we planned to spend some of that money down. For instance, there is a larger budget for PIPO. We are also donating \$13,600 to World Service this year.
 - 3 When your groups send in checks, please indicate which group the money is from.
 - 4 Please use the form when sending in your group checks. Use the form to indicate if you want an email receipt or to mail a written receipt. A receipt will only be mailed if a self-addressed stamped envelope is provided. It takes an extra 7 minutes to process receipts. Your canceled check can serve as a receipt. Please don't request a receipt unless you really need it.
 - 5 Working with Finance committee to spot check and streamline processes.
 - 6 Rotating out as Treasurer at the Fall 2020 Assembly. Please consider taking on this service position.
 - ii Question
 - 1 The budget to actual document that was sent out indicates the Fall Assembly it is actually for the entire year of 2019.

- e. Trustee
 - i Trustee Barbara K. is not present.
 - ii Additional Report is being delivered by Karen B.
 - 1 Karen talked to the Chairman of the Board of Trustees about some way to communicate meeting cancelations or it being moved on the World Service Office. On Monday the Chairman will talk to someone about this.

- 14. Announcements were made.
- 15. The 2020 Spring Morning Assembly was adjourned at 9:01 AM Central Time for committee meetings with the Seventh Step Prayer.
- 16. Business Committee meetings started at 9:15.

Saturday 2020-03-14 Afternoon Session

- 1. The 2020 Spring Assembly Saturday Afternoon Session was called to order by the Chair CJ M. at 1:30 PM Central Time. Opened with:
 - a. The OA Responsibility Pledge followed by the Serenity Prayer.
 - b. The Concepts of OA Service 1-7 were read by Kerry M.
 - c. The Concepts of OA Service 8-12 were read by Mary F.
- 2. The Chair read a few more responses to our 2019 Fall Assembly Writing Exercise.
- 3. Credentials Report:
 - a. The Credentials Report Update Roll Call was conducted by Vice-Chair Eileen C.
 - b. Counts are:

| | |
|---------------------------------|-----------|
| Voting Reps Present: | 17 |
| Voting Officers Present: | 4 |
| Eligible Voters Present: | 21 |
| Non-voting alternates, guests | 3 |
| Parliamentarian | 1 |
| Region Trustee | 0 |
| Total Attendance | 25 |

- c. The full credentials report can be found in the packet C file: "C03.Spring 2020 Assembly Credentials.pdf"
 - d. There was no objection to the credentials report as presented. The credentials report was approved.
- 4. Minutes Approval Committee for the 2019 Fall Assembly.
 - a. The 2018 Fall Assembly minutes were in the packet A file: "A05.Region 5 2019 Fall Assembly Minutes.pdf".
 - b. The minutes were approved by the Minutes Approval Committee on November 23, 2019.
 - c. There are no corrections to the minutes.
 - d. Hearing no objection, the minutes were approved by the assembly.
- 5. 7th tradition was collected.
- 6. Parliamentarian moment was presented by Karen B. on the "Difference between an Assembly and the Summer Conference Call".
- 7. Outreach Committee of the Whole:
 - a. There was an hour discussion led by the Vice-Chair Eileen C. on what the committee goals and direction should be for 2020.

- b. The committee decided the following:
 - i Break into the following two sub-committees to continue the effort from last year:
 - 1 Intergroup to Intergroup
 - 2 Each One Reach One
 - ii PI/PO sub committee from last year is rolling into Each One Reach One.
 - iii Intergroup to Intergroup will include working on the Speakers List. Chris B. volunteered to manage the Speakers List.
 - c. There was an open discussion on virtual participation in an assembly when a situation arises that the assembly is unable to meet in a single location. There was a consensus that the Bylaws committee should work on changing the Region 5 Bylaws to allow for the conducting of Region 5 business including voting during an online meeting when circumstance warrant it.
8. Assembly recessed for a 15-minute break at 3:20 pm.
 9. Assembly was called back to order at 3:35 PM Central Time by the Region 5 Chair.
 10. The Outreach Committee of the whole split into 2 sub-committees for additional discussion.
 11. Assembly was called back to order at 5:00 PM Central Time by the Region 5 Chair.
 12. Announcements were made.
 13. 7th tradition collected was \$122.00
 14. The 2020 Spring Saturday Afternoon Assembly was adjourned at 5:06 PM Central Time with “I put my hand in yours”.

Sunday 2020-03-15 Morning Session

1. The 2020 Spring Assembly Sunday Morning Session was called to order by the Chair CJ M. at 8:00 am central time. Opened with:
 - a. Serenity Prayer.
 - b. For Today was read by Darie.
 - c. OA Diversity Statement was read by Jo.
2. The Chair read a few responses to our 2019 Fall Assembly Minute Writing Exercise.
3. Credentials Report
 - a. The Credentials Report Update Roll Call was conducted by the Vice-Chair Eileen C.
 - b. Counts are:

| | |
|---------------------------------|-----------|
| Voting Reps Present: | 17 |
| Voting Officers Present: | 4 |
| Eligible Voters Present: | 21 |
| Non-voting alternates, guests | 3 |
| Parliamentarian | 1 |
| Region Trustee | 0 |
| Total Attendance | 25 |
 - c. The full credentials report can be found in the packet C file: “C03.Spring 2020 Assembly Credentials.pdf”
 - d. There was no objection to the credentials report as presented. The credentials report was approved.
4. Committee Reports
 - a. Bylaws Committee
 - i. The report was presented by the Bylaws Committee Chair: Kerry.
 - ii. Reviewed the pending motions and made recommendations for amendments.

- iii. Discussed work to perform between now and the fall assembly including working on three amendments for virtual/electronic meetings.
 - iv. Discussed and created a Policy amendment for the Fall 2020 Assembly for the Clarification for the Region 5 Board officer liaison positions to the sub-committee for the Outreach Committee of the Whole. Policy and Procedures Article H. Section 5.
- b. Convention Committee (For the Region 5 Convention Oct 9-11, 2020, Cleveland, OH)
- i. The report was presented by the Convention Committee Co-Chair: Jo A.
 - ii. The Board approved the registration form and the Marketplace flyer. These will be provided at the Region 5 Assembly for representatives to take back to their groups. Joel will ensure that both of these documents will be uploaded to the Region 5 website asap.
 - iii. A draft of the current program outline has been provided to the Convention committee. Room assignments cannot be determined until we know whether we will use using 3 or 4 breakout rooms. Currently the committee is planning for 4 tracks, include one specified for the 12 Steps and 12 Traditions. The General Sessions (4) will be based on Chapter 11 of the Big Book. Mike confirmed that Bob from Columbus is recording the weekend.
 - iv. Allen offered to provide karaoke on Friday evening at no expense to the Region. The committee has arranged for Singing Sandy as the dee jay for Saturday night at a cost of \$500.
 - v. The Publicity sub-committee is reviewing the contact information for all Region 5 intergroups to ensure the correct email address are available. Registrations and invitations will be sent out to neighboring intergroups (Pittsburgh, Youngstown, Erie, etc.). The sub-committee is planning on sending emails to all who registered for Milwaukee inviting them to the Cleveland Region 5 assembly. The sub-committee is establishing a master email list in Cleveland to ensure that every member receives the information about the convention. Following the convention, the master list of those who registered in Cleveland and Milwaukee will be forwarded to Columbus for 2021.
 - vi. The decorations sub-committee has already assembled many of the items needed for the volunteers and the décor at the convention. The sub-committee has suggested a Vision/Dr Office Photo Booth during the Saturday dance time whereby members can take a picture of themselves using their own cell phone. This will not be a break in tradition. The sub-committee has plans for favors and centerpieces as well as signage outside of the break out rooms telling what meeting is in session.
- c. Finance Committee
- i. The report was presented by Mary F.
 - ii. The Finance Committee is an oversight committee. They are charged with making sure procedures are followed and monitoring reporting. To that end, we reviewed the financial reports and their meaning. Gerri distributed two documents. One addresses how OA groups can do their banking. The other provides suggestions to the Finance Committee members about how they can look at the information provided to be sure it is correct. Everything related to finances is open to the committee and their right to review. Questioning something is not be viewed as an insinuation something nefarious is occurring.
 - iii. During the Fall Assembly, we moved many line items such as credit card processing fees and hotel liaison fees to their directly related expenses. For example, when we process credit cards for assembly payments, the fees will be charged to Assemblies. At this point, we are not certain if this will provide better information or not. For the Summer conference we will review the reports for the first six months of 2020 and evaluate the effectiveness of this approach.

- iv. Gerri sent out links to our One Drive account, so the Committee can do ongoing reviews. There is a section set up for questions and comments. The Committee members can review as time permits.
- v. There is no additional work to be done at this time
- d. Media Committee
 - i. The report was presented by the Media Committee Chair: Keri E.
 - ii. The Media Committee is performing a full review of the Region 5 website for Broken links. We will be sending these to the Region 5 Secretary as soon as it is done.
 - iii. The committee will be reviewing the "How to use the Calendar" document for posting to the website. The Webmaster has requested the graphics on the website to be a particular size for optimal viewing. He suggested putting the requirement somewhere so people know, so he doesn't need to. Keri will work with Joel to create graphic guidelines for website elements.
 - iv. The committee met after the Committee meeting to put together friends don't let friend's isolate email blast letter for the Coronavirus crisis. This letter will be reviewed by the Region 5 board and to be distributed to the membership as soon as possible. The letter will also be included in the upcoming newsletter.
 - v. The committee discussed the upcoming Freedom from Bondage newsletter and made assignments for articles. The goal is to publish the newsletter by 4/11/2020. Articles to be written and sent to Keri by 3/27/2020. The newsletter will be edited and assembled by 3/31/2020. The committee will review and edit the newsletter by 4/3/2020. The newsletter will be submitted to the Region 5 board for review by 4/6/2020.
- e. Outreach Committee of the Whole
 - i. Speaker List
 - 1. Chris B. asked everybody to look the current speaker list over and indicate if someone on the list is no longer in OA or has passed away. A form was created for all other changes to the list. Please take copies of this form and bring it back with you to your intergroups. Send all changes to Chris B. by email.
 - ii. Intergroup to Intergroup
 - 1. The report was delivered by Sub-committee Chair: Carol D.
 - 2. Smart Goal is supporting the Intergroup Renewal workshops by providing a booklet to be used at the workshop. This will include a calendar and Intergroup Representative Manual templates. This will be provided to the Region 5 board by July 2020.
 - iii. Each one Reach one
 - 1. The report was delivered by Sub-committee Chair: Jo A.
 - 2. Smart Goal is purchase OA Posters and distribute by mid May 2020. We will also perform the skit at the Fall Assembly.
- f. Nominating Committee
 - i. The report was presented by Nominating Committee Chair: Lynn H.
 - ii. Committee is looking for a new Region 5 Chair and Treasurer.
 - iii. Individual contact assignments were made to committee members.
- 5. Unfinished Business
 - a. There was no unfinished business to consider.

6. New Business

a. Motion A

i. Motion A is:

MOVE TO AMEND:

Add new section to the Region 5 Policy & Procedures after:

Article: II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5

Section: H. Hotel Liaison

And renumber all sections that come after appropriately.

PROPOSED WORDING

II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5

...

H. Hotel Liaison

...

I. Meeting Coordinator

The Chair appoints a Meeting Coordinator to fulfill the following duties:

1. Manage the R5 Host Email account and calendar.
2. On request schedule meetings for the Region 5 executive board, committees, intergroups, and groups.
3. Sends out invitations for scheduled meetings.
4. Provides meeting hosting or establishes co-hosting privileges for co-hosts as requested.
5. Hosts the Region 5 Summer Conference by managing the virtual session and break-out rooms.
6. Aids in connecting to a virtual meeting.
7. Supports broadcasting one or more sessions at the Region 5 Assembly.
8. Supports broadcasting events being produced by a Region 5 Committee.
9. Assist with the creation of and use of Region 5 Online Registrations.
10. Assists the Assembly hosting intergroup with the check-in table.
11. Reports to the Region 5 Secretary.
12. May be outsourced to professional service or employee. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V. OA members may serve a maximum of eight (8) consecutive years.
13. May be invited to Region Executive Board Meetings as needed on request.

J. Duties of the Region 5 Delegate to WSBC

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K. Region 5 Delegate Support Fund

...

ii. Motion A was presented by Joel I.

iii. An editorial change was proposed for readability on line 12.

12. a. May be outsourced to professional service or employee.
- b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
- c. OA members may serve a maximum of eight (8) consecutive years.

iv. There was no objection to this editorial change for Motion A.

- v. An amendment to motion A was proposed adding the work “Virtual” to the name of the service position.

I. Virtual Meeting Coordinator
The Chair appoints a Virtual Meeting Coordinator to fulfill the following duties:

- vi. An amendment to motion A was proposed changing the title from “Virtual Meeting Coordinator” to “Coordinator of Virtual Meetings”

I. Coordinator of Virtual Meetings
The Chair appoints a Coordinator of Virtual Meetings to fulfill the following duties:

- vii. The proposed amendment to Motion A has been adopted.
- viii. An amendment to motion A was proposed changing 8 years to 4 years in line 12c.

- 12.
 - a. May be outsourced to professional service or employee.
 - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
 - c. OA members may serve a maximum of ~~eight (8)~~ four (4) consecutive years.

- ix. The proposed amendment to Motion A failed.
- x. An amendment to motion A was proposed adding a line “d. Previous experience with virtual meetings is required.”

- 13.
 - a. May be outsourced to professional service or employee.
 - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
 - c. OA members may serve a maximum of eight (8) consecutive years.
 - d. Previous experience with virtual meetings is required.

- i. The proposed amendment to Motion A failed.
- ii. Motion A as amended was adopted.

b. Motion B

- i. Motion B is:

MOVE TO AMEND:

Article: II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5
Section: G. Webmaster

PROPOSED WORDING

G. Webmaster

The chair may appoint a webmaster to maintain the Region 5 website.

- 1. Reports to the Region 5 Secretary.
- 2. May be outsourced to professional service or employee. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V. OA members may serve a maximum of eight (8) consecutive years.
- 3. May be invited to Region Executive Board Meetings as needed on request.

- ii. Motion B was presented by Joel I.
- iii. An editorial change was proposed for readability on line 2.

2. a. May be outsourced to professional service or employee.
b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
c. OA members may serve a maximum of eight (8) consecutive years.

- iv. There was no objection to this editorial change for Motion B.
- v. An amendment to motion B was proposed changing 8 years to 4 years in line 2c.

2. a. May be outsourced to professional service or employee.
d. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
e. OA members may serve a maximum of ~~eight (8)~~four (4) consecutive years.

- vi. The proposed amendment to Motion B by failed.
- vii. Motion B as changed was adopted.

c. Motion C

- i. Motion C is:

MOVE TO AMEND:
Article: II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5
Section: H. Hotel Liaison, Paragraph 13.

PROPOSED WORDING

H. Hotel Liaison
The Chair appoints a Hotel Liaison to fulfill the following duties:
...
13. May be outsourced to professional service or employee. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V. OA members ~~may~~ may serve a maximum of eight (8) consecutive years.
14. May be invited to Region Executive Board Meetings as needed on request.

- ii. Motion C was presented by Joel I.
- iii. An editorial change was proposed for readability on line 13.

13. a. May be outsourced to professional service or employee.
b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
c. OA members may serve a maximum of eight (8) consecutive years.

- iv. There was no objection to this editorial change for Motion C.
- v. An amendment to motion C was proposed changing 8 years to 4 years in line 13c.
- vi. The amendment was denied by the Region 5 deeming it a frivolous amendment since the same motion failed in the previous two motions.
- vii. Motion C as changed was adopted.

7. Emergency New Business
 - a. There is no Emergency New Business to consider.
8. Announcements were made.
9. Recognized outgoing representatives.
 - a. Keri E. representative for Central Illinois Intergroup
 - b. Amanda M. representative for Greater Dayton Intergroup
 - c. Chris B. alternate representative for Chicago West Farout Intergroup
 - d. Sandy F. representative for Chicago West Farout Intergroup
10. Green Dot Ceremony was conducted.
11. Chairperson's Drawing was conducted.
12. The 2020 Spring Sunday Morning Assembly was adjourned at 9:42 central time with "I put my hand in yours".

Joel I.
Region 5 Secretary

Minutes Approval Committee: Carol D. representative for Jackson Area Intergroup and Steve B. representative for Central Ohio Service Intergroup.

Date Minutes were approved: 2020-04-12