



SECRETARY REPORT FOR SPRING ASSEMBLY — March 2018

March 3, 2018

Dear Region 5 Friends,

In this **Spring Assembly Packet B**, please find the following documents:

1. B01.Secretary Report.pdf (3 pages) - New
 - a. This is what you are currently reading.
2. B02.Chair Report.pdf (1 page) - New
3. B03.Treasurer Report.pdf (1 page) - New
4. B04.Budget v Actual 2017.pdf (3 pages) – New
5. B05.Profit & Loss 207.pdf (4 pages) - New
6. B06.Balance Sheet 2017.pdf (1 page) - New
7. B07.Group Contributions for 2017.pdf (8 pages) – New
 - a. Please make sure your group and/or intergroup contributions were correctly recorded.
8. B08.R5Contribution-Form2018-2.pdf (1 page) - New
9. B09.Media Committee Report.pdf (1 page) - New
10. B10.Convention Committee Report.pdf (1 page) - New
11. B11.Region 5 2018 Convention Registration.pdf (2 page)
12. B12.Trustee Report.pdf (1 page) - New
13. B13.Credentials Report.pdf (1 page) – New
 - a. Please check that your intergroup agrees with the number of groups, and therefore the number of representatives your intergroup is eligible to have. If there is a discrepancy, contact Trustee Linda J.
14. B14.Diversity Sub-Committee Report.pdf (1 page) - New
15. B15.Application for Region 5 Officer.pdf (1 page)
 - a. It is not too early to start considering running for Region 5 Officer. This Fall Assembly we will be holding an election for Region 5 Chair and Treasurer.
 - b. Please talk to CJ and Gerri for details on the service position. We will be publishing day in the life documents for these two service positions in July Packets.
 - c. Applications are due September 1, 2018.
 - d. Also consider volunteering for the Nominating committee during the Spring Assembly. If you know of anybody who is considering please join the committee or pass the name on to me during the assembly, so we can approach them.
16. B16.Day in the Life of R5 Trustee.pdf (1 page) – New
 - a. Our Region may affirm up to three candidates at our November Assembly for the election at WSBC by the Delegates the following May.
 - b. Please consider running for this office. Read this document and then talk to Linda J. for any questions you might have.
 - c. You can find the application here: https://www.oa.org/pdfs/trustee_application.pdf.

17. B17.R5 New Business Form.pdf (2 pages)
 - a. If you have new business please submit the motion by the start of the assembly to me. The Bylaws committee will consider the motion.
18. B18.R5 Bylaws Amendment Form.pdf (2 pages)
 - a. If you have proposed changes to Bylaws the please submit the motion by the start of the assembly to me. The Bylaws committee will consider the motion for the next assembly.
19. B19.R5 Policy Amendment Form.pdf (2 pages)
 - a. If you have proposed changes to Policies & Procedures the please submit the motion by the start of the assembly to me. The Bylaws committee will consider the motion for the next assembly.

As always, the **number of pages** for each document is given for your convenience. And “New” flag indicates that these documents are originals or have been changed since the Fall 2017 Assembly.

Documents not included

1. We only have three motions pending at this time for this assembly. Please refer to packet A for the motions. There is no Consent agenda for this assembly.
2. There are a few reports that have not submitted at this time. This might because the committee has nothing to report at this time. If I receive a report I will add the report to the packet and notify you of the addition. Meanwhile you can refer to the committee report in Packet C of the Fall 2017 Assembly.

The **Packet B reports** will not be presented at the assembly, but there will be a short time allotted for questions you may have. Please prepare your questions ahead of time.

If possible, attend the **open OA meetings** over the assembly weekend: 5:15 pm (Central Time) on Friday and 8:30 pm on Saturday.

Thank you to the Central Ohio Service Intergroup for **hosting this assembly**.

If it has been awhile since your intergroup has **hosted an assembly**, please consider volunteering for future assemblies. If your intergroup doesn't have enough assembly attendees available to host, **consider partnering with other intergroups** to host jointly. Hosting involves manning the check-in table Friday evening and Saturday morning, plus facilitating the open OA meetings Friday and Saturday evenings.

Once again, please help us keep your **intergroup's information** up to date on region5oa.org. If you are having **difficulty submitting** information or documents through the website, please let us know! You should know that we have been experiencing trouble with this on our website. Our Web Master is monitoring this. It seems most emails are being submitted correctly. However there seems to be a problem when including a document attachments. If you do not see the adjustment after 3 to 4 days please send the submission directly to me.

As a reminder:

- You might want to dress in layers for the assembly. Those rooms sometimes get cold or then too warm. So having layers makes it easy to add or remove as needed for your personal comfort.
- Don't forget to have 7th tradition funds for the Saturday afternoon session.

- Don't forget to bring your Assembly Handbook updated with current Bylaws, Policy & Procedures, Standing Rules, Convention Guidelines, and Assembly Info. You can find these in Packet A. You can create your own handbook or you can request a handbook be created for you for a fee of \$20.00. I will have a few copies of the handbook available for purchase at the check-in table.
- Don't forget to bring copies of the three motions also in your handbook.
- If you are unable to attend for any reason please let me know as soon as possible, so I can get you a refund.
- **Committee Chairs**, please be prepared to submit your report electronically to me at the assembly. If you need help please come talk to me during the weekend.

I will be cleaning up and adding a table of contents to our documents after this assembly, to make them easier to read. Changes I will be making will be formatting consistency and fixing some punctuation mistakes. I will have a list of changes made available if you are curious to see specifically what I changed.

I also have scheduled meeting with our Web Master after this assembly to discuss how we can streamline the entire process that I just learned. For example when I submit documents to him for posting in the packets we need to have a way to lock this down to make sure I didn't make any mistakes. This way when I send you the email that the packet is available we can unlock it for you downloading pleasure at once. I am looking forward to figuring how I can make the process of registering easier also. A lot of this is behind the scenes stuff that really won't affect you.

Thank you for your patience as I learn how to do this job. It has been an interesting adventure so far.

And thank you for your service! Together we get better! Don't forget to come by for a free hug. Everybody gets a free hug. 😊

Yours in recovery,

Joel I.

Region 5 Secretary

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