



OVEREATERS ANONYMOUS

REGION 5 SECRETARY

July 27, 2021

**RE: Region 5 2021 Summer Conference**

**July 17th, 2021, 8:00 AM – 11:13 AM Central Time, 9:00 AM – 12:13 PM Eastern Time**

Dear Region 5 Intergroups, Representatives, Officers, and Trustee,  
This letter is part of the 2021 Summer Conference Packet C. This packet contains the follow up documents after the Summer Conference plus a revised and enhanced Region 5 Agenda.

**Region 5 Summer Conference Call Reports**

- C01\_Region5 Secretary Letter 2021-07.pdf
  - New – 2 pages
  - This document you are currently reading which contains information about all the documents in packet C.
- C02\_R5\_Summer\_Conference\_2021\_Minutes\_V3.pdf
  - New – 6 pages
  - This document contains the minutes of the Summer Conference session.
- C03\_R5\_Summer\_Conference\_2021\_RollCall.pdf
  - New – 1 Page
  - This document contains the summary of the rollcall from the Summer Conference.
- C04\_R5\_Revised\_and\_Enhanced\_Calendar.pdf
  - New – 1 Page
  - This document replaces the calendar in the agenda. Because the Fall Assembly date has changed to the last weekend of October 2021. The calendar includes all of the due dates for the various applications that might be due before the assembly.

**One more calendar reminder**

1. October 8<sup>th</sup>, 2021: Budget requests for committees are due to the Region 5 Treasurer.

**One really big thought**

At the end of the Fall 2021 Assembly, I will no longer be your secretary. It is both sad and exciting for me. It has been my honor to have served you the past 4 years. It wasn't perfect. I made a lot of mistakes but I also had a few successes also. However, now is not the time to reminisce, because I have two months left to serve. We have the Region 5 Convention and the Fall Assembly to help put on. My very last Assembly. That is very sobering.

I hope you will consider running for Region 5 Secretary. It is not that difficult. I know it seems daunting even overwhelming. I certainly thought that when I was considering running for Secretary. There have been challenges, but at no time was I alone. I had lots of help. Truth be told, when I was elected, I regretted it immediately. It thought I knew what I getting into. I stayed late on Sunday afternoon and got turn over from the previous Secretary. One hour into it, I was terrified, confused, and overwhelmed. I discussed it with my sponsor and he advised me to just take one task at a time. This suggestion has served me well. When I got home I went through every file I was given and decided to capitalize on my skills. I built a master Excel file that lists out every task I need to do. I set it up, so all I needed to do was change the dates of the Assembly. All of the tasks are calculated and listed in order with their due dates. More than anything this has made being the Secretary doable. I didn't need to think about what needed to be done, I just followed the to-do task list. Once I got through my first assembly, I felt much more confident. I have not only been a mostly successful Secretary, I had a lot of fun doing it also. I promise you that I will be there with you, if you get elected, every step of the way, guiding you and supporting you in any way I can. If you choose to run for Secretary, you too will be successful and have fun as well.

So, I hope you step up. The Region needs you. We all need you. If you don't step up, who will do it?

### **One not so big of a thought**

Doing the minutes for this Summery Conference was more difficult than normal. Mostly because I only received three committee reports and one set of committee minutes. What I have learned is that doing minutes can be a very easy task. First I create a minute's template before the event. I use the last set of minutes I created for same type of event last year. This mean copying the minutes and removing any details, leaving just the outline that matches the agenda. Then as the event commences, I just fill in the details. Really the only thing missing are the committee reports. You help me there, by giving me your report. Your committee minutes do not help. The committee report template is in the Form/Resources page. It is easy to fill in and then send me and electronic copy of the report. This does not include taking a photo. I need to be able to copy your report summary into minutes. Otherwise, I have to depend on the audio recording. Not a fun activity and very time consuming. Typically I only use the audio recording to fill in the details I might have missed or I have doubts I got right. The report is very useful for you also as committee chair. It helps you get what your committee accomplished into a concise form that is easy to refer to when you have to give your report at the end of the event. So writing the report not only helps me, it helps you. Please make sure your committee, starts using the Region 5 committee forms, and gets an electronic copy (not a photo) to me by the requested date and time. I really appreciate your help with this little thought of mine.

Thank you for your service.

Yours in recovery,

Joel I.

Region 5 Secretary

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