**Area 53 Assembly Agenda – September 11, 2022 - 10:00 am**

**Doubletree Hilton Columbus Worthington | 175 Hutchinson Ave, Columbus OH 43235**

 **Zoom Link**: <https://us02web.zoom.us/j/9110532022?pwd=dVY5UTVEUmxuQk94Sll5OWM3QnRaQT09>

**Meeting ID**:​ 911 053 2022  **Passcode**:​ area53aa  **Call in Number**:​ (929) 436-2866

1. **Opening of Meeting​ – Marcia H., Chairperson**
* Call to Order and (We Version) Serenity Prayer
* Twelve Concepts
* Agenda Review
* Review & Approval of June Assembly Minutes – **Chris J.**
1. **New Business**
* Election of Panel 73 Officers – **Frank G.**
1. **Officers Reports (2 minute limit with questions after each report)**
	* Delegate – **Donna K.**
	* Chairperson – **Marcia H.**
	* Secretary – **Chris J.**
	* Treasurer – **Tom D.**
	* Web Administrator – **Bill Y.**
	* Registrar – **Dan S.**
		+ Roll Call
2. **District & GSR Reports - Nicholas B., DCM Chairperson**
3. **Standing Committee Reports (2-minute limit with questions after each report)**
	* Accessibilities – **Kathy B.**
	* Archives – **Teri G.**
	* Correctional Facilities – **Jeremy R.**
	* CPC/PI – **Stacia Y.**
	* Grapevine – **Taffy J.**
	* Group Services – **Martha C.**
	* Intergroup Liaison – **Barbara M.**
	* Mini Conference – **Ed. A.**
	* Treatment Facilities – **Sam K.**
4. **Ad Hoc Committee Reports (Actionable items deferred to a future date)**
	* Distribution of Agenda Items Prior to Mini Conference – **Heather R.**
	* Area 53 Inventory **– Joel K.**
5. **Upcoming Events** - ​See Area Calendar for details (area53aa.org/events)
6. **Close Meeting**​ – Responsibility Statement

**Article VI – Duties of the Officers**

**From Area 53 Guidelines Rev. 2022**

1. **Delegate:**
	1. Shall perform the duties specified in *The A.A. Service Manual*, whenever practical.
	2. Is expected to attend all Area, State, and Regional Service activities along with A.A.’s International Convention when held.
2. **Alternate Delegate:**
	1. Shall perform the duties of the Area Delegate in the absence of the Area Delegate.
	2. In the event that the Delegate cannot serve, the Alternate shall assume fully the duties of Delegate.
	3. Shall serve as Chairperson of the Area 53 Mini-Conference.
3. **Chairperson:**
	1. Shall chair all afternoon Area assembly and Area Committee meetings.
	2. Shall prepare the agenda for the Area Assembly and Area Committee Meetings.
	3. Act, in general, as the administrative officer of the Area Assembly.
	4. May appoint an ad hoc committee to investigate a specific purpose or situation. The ad hoc committee will report its findings to the Chairperson and Area Assembly at which time the ad hoc committee will be dissolved.
4. **Alternate Chairperson:**
	1. Shall assume the duties of the Chairperson in his or her absence.
	2. Shall assume other duties as requested by the Area.
	3. Shall chair all morning Area Assembly Meetings.
5. **Secretary:**
	1. Shall take minutes of all Area 53 Assembly and Committee Meetings.
	2. Shall mail minutes of all meetings at appropriate times to all voting members of the Area 53 Assembly, with the exception of those members that have agreed to receive the assembly minutes electronically.
	3. Shall have custody of all current Area 53 Assembly documents (documents for the last two years), including minutes, committee reports, Delegate reports, correspondences, publications of Area 53 Assembly, etc.
	4. Shall transfer all non-current documents, in a timely fashion, to the Area Archives Committee for storage.
	5. Shall notify all members of Area Assembly meetings.
	6. Shall notify voting members of Area Committee meetings.
6. **Alternate Secretary:**
	1. Shall perform the duties of the Secretary in his or her absence.
	2. Shall perform other duties as assigned by the Area Assembly.
7. **Registrar:**
	1. Shall develop, maintain and update, in a confidential fashion, a computerized database of all registered Area meetings and of all Area trusted servants and direct mailings or pro- vide mailing labels as needed and approved by the Area.
	2. Shall keep and update a listing of all persons eligible to vote in Area Committee and Area Assembly meetings.
	3. Shall relay pertinent information between the Delegate and G.S.O., when requested to do so, and shall handle other Area correspondence as requested.
	4. Shall maintain and post on the Area Website a calendar of events related to General Ser- vice within Area 53.
	5. Shall prepare, in a format suitable for publication, a monthly listing of general service related events and information and distribute this document to Area Intergroups for possible inclusion in their monthly newsletters.
8. **Alternate Registrar:**
	1. Shall cooperate with the Group Services Committee by exchanging group, district, and Area change information.
	2. Shall perform the duties of the Registrar in his or her absence.
	3. Shall perform other duties as assigned by the Area assembly.
9. **Treasurer:**
	1. Shall receive and record contributions from A.A. Groups and individuals, and return a receipt for each contribution.
	2. Shall make all disbursements by check or electronic means. Maintain records and supporting documentation for each transaction.
	3. Shall maintain possession of the Area 53 bank card. Shall maintain records accounting for its usage.
	4. Shall maintain a bank account(s) with at least three signatories, the Treasurer and at least two other Area 53 Assembly Officers.
	5. Shall reconcile bank statement(s) monthly.
	6. Shall report to the Area Committee and Area Assembly at each meeting.
	7. Shall prepare a written quarterly report for each Area Assembly meeting, which includes income and expenses since the previous report.
	8. Shall maintain a listing by group, district, or other entity of all donations deposited to the Area account.
	9. Shall prepare an annual financial report at the end of each year.
	10. Shall present a budget for the upcoming year at the October Area Committee Meeting and at the December Area 53 Assembly.
	11. Shall file all necessary annual IRS documents as required by law.
10. **Alternate Treasurer:**
	1. Shall assume the duties of the Treasurer in his or her absence.
	2. Shall assist in the preparation of the quarterly and annual financial report.
	3. Shal review the bank reconciliation(s) prepared by the Treasurer monthly.
	4. Shall serve as Treasurer of the Area 53 Mini-Conference Committee.
	5. Shall perform other duties as assigned by the Area assembly.
11. **Web Administrator:**
	1. Shall update and maintain the Area website including, but not limited to, Area news, calendar of events, district and committee pages, Assembly reports, information pages and archives.
	2. Shall update and maintain the Area email addresses and email lists.
	3. Shall maintain hosting and domain name.
	4. Shall create, maintain and publish digital newsletters and subscriptions.
	5. Shall provide for on-line event registration payments and group contributions.
	6. Shall ensure the privacy of member data stored at the website.
	7. Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.
12. **Alternate Web Administrator**
	1. Shall support the duties of the Website Administrator as requested.
	2. Shall be prepared and willing to assume the officer's duties in the event the officer is un- able to fulfill their duties.
	3. Shall perform other duties as may be assigned by the officer or by the Area Committee.

**CHAIRPERSON’S REPORT**

**Area 53 Assembly, September 11, 2022**

* Due to the health concerns of Ann B., it is my honor and privilege to assume the role of Area Chair for the remainder of Panel 71.
* Since the June Assembly, I have worked with the Doubletree on securing meeting space for the remainder of Panel 71. Additionally, I attended the Meeting on the River in Marietta, Ohio on July 15th – 17th, met with the Tech Team on July 31st to discuss the tech support needed for the purpose of the Assembly, and wrote an article for the Newsletter encouraging members to stand for Area 53 Officer positions. On August 5th – 7th, I attended Ohio State Convention and chaired the “Walking with A Purpose” Panel and on August 27th, I attended the Pleasant Valley Group 76th Anniversary Celebration Hog Roast.
* The Area Committee met for its quarterly meeting virtually on July 10, 2022, at 1:00 p.m. Thirty-one people attended: 1 Interested AA, 2 GSR’s, 8 DCM’s, DCM Chair, 3 Alternate Area Officers, 5 Area Officers, 6 Standing Committee Chairpersons, Alternate Delegate, Delegate and 3 Past Delegates. Full minutes from the meeting have been posted to the Area Website and sent to the panel and GSRs by the Area Recording Secretary.
	+ **Highlights**
		- Heather R., District 22 DCM, and Ad Hoc Com Chair, reported on the distribution of agenda items prior to the Area 53 Mini-Conference and Joel K., Alt DCM Chair, District 15 DCM, and Ad Hoc Committee Chair, reported on the Area 53 Inventory.
		- Discussion on the continuance of the use of Zoom and screen sharing for the Area Assembly and what technology is needed to provide these services. The discussion resulted in the volunteering of several members to create a technology team for the sole purpose of providing tech support for future Area Assembly’s.
		- Discussion on the continuance of the Area having two Zoom accounts. With no compelling reason to hold two accounts, the second account will be discontinued at an appropriate time.
		- Guideline changes that were introduced at the June Assembly and actionable items from the Ad Hoc Committee reports will be on the December Assembly agenda.

If you are not subscribed to the Area 53 email newsletter, I encourage you to so that you don’t miss out on important information. I further encourage you to attend workshops and events that groups, and Districts hold to support their efforts to provide the Three Legacies of AA: **Recovery, Unity, and Service**.

Yours is Service,

Marcia H.

Area 53 Chair, Panel 71

**TREASURER’S FINANCIAL REPORT**

**Area 53 Assembly, September 11, 2922**

* Report FY 2022 Qtr. 3, as of 3 September
* Contributions and expenses have been in the average range this quarter
* Reimbursement and compensation guidelines implemented for this year were successful as many GSR’s, DCM’s and committee chairs were able to attend events with less out of pocket expense
	+ Impact to the overall Area budget appears to be insignificant



**REGISTRAR’S REPORT**

**Area 53 Assembly, September 11, 2022**

An updated listing of all ACTIVE groups as of August 12, 2022 has been provided to the web admin team for publication on the website's group listing page and district pages. Also, an updated trifold as of August 18, 2022 was furnished to the web admin team for publication on the website's CONTACT page.

Secretary Chris J. was provided an updated listing of all active group contacts in Area 53 as of August 10, 2022.

I have been involved in planning and executing registration efforts for our Assembly today. Thank you web admin team for again providing the online registration tool to Area 53 members!

To keep the Area's group and district information up-to-date, I have continued to work with our DCMs. Thank you DCMs for your efforts!

Gathering with other Area Registrar's from the US and Canada, I participated in the GSO's Quarterly Sharing Session on July 13, 2022.

Finally, taking advantage of an opportunity to meet with old friends and new friends from all of Ohio's Areas, I attended the 66th Ohio State Convention August 5-7, 2022. Great job OSC planning team!

Thank you for the opportunity to serve.

Respectfully,

Dan S.

Area 53 Registrar, Panel 71

**DCMC REPORT**

**Area 53 Assembly, September 11, 2022**

We met virtually on Zoom, Sunday the 10th of July. There were 16 AAs in attendance, 11 of whom were DCMs.

Martha C., our secretary, announced upcoming Group Services events. Frank G., as chair of the Nominating committee, wrote an appeal to the DCMs which I read in his absence, encouraging us to consider standing for an Area position.

Joel K., as chair of the ad hoc committee for Area Inventory, gave his report which he would later present to the Area committee.

I read the report from the ad hoc committee - Distribution of Conference Agenda Items, which was chaired by Heather R.

For new business, we discussed the future of this committee meeting, whether to continue as we have been, meeting virtually and quarterly, or to meet more frequently and as a hybrid, finding a physical location where we would meet in person. The committee unanimously decided to meet in person while maintaining the capacity for virtual attendance, and everyone felt that meeting quarterly was unnecessary.

Gladly in service,

Nicholas B.

Area 53 DCMC, Panel 71

***Accessibilities Committee Report***

***Area 53 Assembly, September 11, 2022***

The Accessibilities Committee hold their meetings on the fourth Saturday of the month at 11 am on zoom. The committee would like to welcome anyone interested in serving.

The committee would like to communicate to our AA members with disabilities and/or special needs that we are available to help with reasonable accommodation requests to attend meetings, workshops, or other special events. We have also assisted in identifying resources available to those in need, including literature and online materials.

Some of our projects this year have included:

* Lending library
* List the zoom A.A. meetings continuing for those who may be homebound
* Reaching out to nursing homes to provide literature as well as meetings
* Providing Grapevine magazines and/or subscriptions to those homebound
* Education and training for those who create documents to make them accessible
* Tabletop displays for meetings and special AA events to communicate the committee’s focus
* Plans for a future workshop on disability awareness and AA resources

The next meeting will be Saturday, September 24th at 11:00 am.

Respectfully,

Kathy B., Chair, Area 53 Accessibilities Committee

***ARCHIVES COMMITTEE REPORT***

 ***Area 53 Assembly, September 11, 2022***

* The Archives Committee encourages groups to select representatives to join the Archives Committee. All members of AA that are interested in Archives service are encouraged to join us for a meeting to learn more about the Area 53 Archives Committee.
* The Archives Committee conducts a monthly meeting on the fourth Saturday of each month at 9:00 a.m. on Zoom; refer to the Area 53 website for details [Committee: Archives – Area 53 General Service (area53aa.org)](https://area53aa.org/archives-committee/). Our monthly meeting scheduled for September 24th has been cancelled. The next meeting will be on Saturday, October 22, 2022, at 9:00 a.m. on Zoom.
* The Area and COGF Archives Committees set up a display table at the Ohio State Convention. Some of the materials have been updated onto foam core board for preservation and display.
* Frank G. and Teri G. will attend the 2022 National A.A. Archives Workshop on September 22-25th. We look forward to learning more about preservation and how to better serve you.
* The Committee put the additional shelves into the space at COFG and reorganized our materials.
* Mark E. has digitized several of our past talks that were on cassette tape. The Committee is working on how to best share the talks with interested A.A.s.
* Chris J. and Nick B. coordinated a display table and volunteers from Area 53 for the 2022 Soberfest in Columbus. There were a lot of folks that visited the table and we were able to share about opportunities for service.
* The Committee has added three new oral history interviews; the recordings should be available on the Archives webpage very soon, and we are continuing to interview past Delegates.
* Expenses for this quarter were $74.45 for easels, foam core frames, archival tape, printing, and USB flash drive.
* The Archivist and Committee Members are available to meet with groups and districts to discuss how to support AA’s primary purpose.

**Archives Committee Mission Statement**

***The Area 53 Archives Committee works to aid groups, districts and the Area Committees in preserving our AA history story. This includes maintaining a repository of valuable artifacts and records from our past and present to ensure the integrity of the Area 53 history*.**

Respectfully,

Teri G, Area 53 Archives Committee Chair

**Group Services Committee Report**

**For Area 53 Assembly September 11, 2022**

Currently we do not have an active Group Services Committee. If you’d like to be part of this committee, please contact me at the email and/or phone number below.

As Group Services Chair, I held a virtual GSR School via Zoom in August. There were 8 GSRs in attendance and we had a great time! It’s a great opportunity for GSRs to learn and connect with each other.

I was asked to organize a GSR sharing session at the Ohio State Convention in August. We had about 15 GSRs and interested AAs who attended on Friday at 4:00 PM. This event was a wonderful time of sharing and fellowship among GSRs from all over Ohio. Attendees could choose from a list of topics the ones they wanted to discuss. The topic that got the most attention and discussion was how groups are doing since Covid-19. Some groups have disbanded. Other groups are making hard decisions about how to continue, whether virtually or in-person. Some groups are thriving again.

I also organized a virtual Area 53 Elections Orientation for September 7 at 7:00 PM. At the time of this writing, I am planning to have this include a discussion of the Third Legacy Procedure for elections as described in AA Service Manual (2021 edition) on pp. 110-111 (Appendix G).

I am available for in-person GSR schools. If your district or Group would like to host an in-person GSR school, please contact me.

The next quarterly GSR school will be held via Zoom on Sunday December 4 from 10:00 to 11:30 AM.

Respectfully submitted,

Martha C, Group Services chair

groupservices@area53aa.org

614-581-8381

 **Liaison Committee Report**

**Area 53 Assembly, September 11, 2022**

The Liaison Committee consists of Barbara M., Chair, from Appalachian Ohio Intergroup (AOIO); Patty B., Office Manager of COGF; Frank S., Office Manager and Lisa F., Office Volunteer at Lancaster Area Intergroup; and Diana C., Chairperson, Marion Area Group Fellowship Steering Committee.

The Liaison Committee held a meeting at the State Convention in August for all Intergroup/Central Offices in Ohio with attendance from COGF, Lancaster and AOIO of Area 53; Greater Cincinnati Council of Area 56 and Mansfield Intergroup Office of Area 54. Photos of twelve of the fourteen intergroup offices in Ohio were on display. It was agreed to have the meeting again at next year’s State Convention to be hosted by Area 56.

The Liaison Committee plans to meet in October. Highlights of the recent Seminar for Intergroups and Central Offices of AA (ICOAA) will be reviewed in addition to discussion of general concerns of Area 53’s intergroup offices.

Respectfully submitted by Barbara M., Liaison Committee Chair.

**Web Administrator’s Report**

**Area 53 Assembly, September 11, 2022**

**Good morning,**

**The following report covers June 6th to September 10th. The web team has updated the process for tracking and reporting Area 53 request and web support. We have worked to create an outline for the web service position. One goal is to clearly document the activity, request, fulfillment and work from the web team; to the Area and future web participants. Another goal is to create a landing page that website users will have access to view the web team’s progress.**

 **We also want to encourage and consolidate all web request to the email.** **contact@area53aa.org**

**The web team took approximately 33 service requests from last assembly to the current period. Our service request come primarily from our email contact forum.**

**The area web team distributed newsletters.**

**In service,**

**Bill Y and Erin P.**

**Web Admin and Alt Web Admin, Area 53 Panel 71**