

## Mini-Conference Planning Suggestions

The NE Ohio Mini-Conference is a conference held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues before the General Service Conference. The Mini-conference allows Area Committee members and GSRs to experience the workings of the General Service Conference. The delegate is sent to the General Service Conference more informed and better prepared by the experience.

*The purpose of this document is to capture the experience, strength and hope of past planning committees to aid future Mini-Conference planning committees in their task. It will assist in avoiding common pitfalls and the urge to 'reinvent the wheel,' should there be a breakdown in communication between committees. This document will serve as a repository of routine document templates, which have been developed over years of hosting the conference. It is our hope that future planning committees will update these documents on a yearly basis to keep the information current and representative of the experience.*

*This is a living document – use it, change it, edit it as necessary. Keep the old parts too, though and date and sign additions so that future trusted servants may know who to ask for amplification and help.*

### Mini-Conference Governance

- The Mini-Conference is an annual function hosted by the Area Committee of Area 54 NE Ohio General Service
- Based on a two-year cycle:
  - 1<sup>st</sup> year - co-chaired by the immediate past delegate and seated delegate (in the event of death, another past delegate has replaced the immediate past delegate)
  - 2<sup>nd</sup> year - co-chaired by seated delegate and alternate delegate (or Area chair)
  - Treasurer assigned by the co-chairs in the 1<sup>st</sup> year. The treasurer will:
    - Should not be assigned to Area treasurer to prevent co-mingling of funds
    - Maintains an account of receipts and pays expenses incurred
    - Pays all bills in a timely fashion to prevent late charges and the creation of ill will with our business associates
    - Receives registrations and promptly gets registrant information to the registrar
    - Assists co-chairs in preparation of preliminary budget
    - Produce a final income and expense report to be delivered to the Area Committee within 3 months of the conclusion of the Mini-Conference
  - Registrar assigned by the co-chairs in the 1<sup>st</sup> year. The registrar will:
    - Maintains a list of registered participants
    - Prepares nametags
    - Manages on-site registration table from 4:00 PM Friday until the Saturday banquet; some guest only attend the Mini-Conference for the banquet and arrangements need to be made to provide registration material at the start of the Saturday banquet
- The committee co-chairs exercise the right of decision often in the planning process because many decisions require immediate action. However, reliance on the Mini-Conference committee composed of Area Committee members and interested GSRs for

major decisions, such as changes to the program schedule, has proven most effective in our democratic society

### Mini-Conference Timing

- The Mini-Conference is typically the first weekend in April
- Discuss scheduled date with other Ohio Area delegates ASAP to avoid conflicts
- Should not interfere with Easter because this will likely reduce participation. Future Easter dates, including potential conflicts marked \*
  - 2010 - 4/4\*            2013 - 3/31\*            2016 - 3/27\*
  - 2011 - 4/24           2014 - 4/20            2017 - 4/16
  - 2012 - 4/8\*           2015 - 4/5\*            2018 - 4/1\*

### Mini-Conference Location

- Site location is selected and a contract signed at least one year before the event; this may require starting the search up to two years in advance; delaying this process may result in expensive room rates and inferior facilities
- Site location is used for two consecutive years for consistency in planning
- Site location is rotated around Area 54 in order to highlight General Service to different parts of the Area (NOTE: this may be limited by minimum facility requirements)
 

2009 – 2010 Beachwood Hilton East	1999 – 2000 Sandusky Holiday Inn
2007 – 2008 Westlake Holiday Inn	1997 – 1998 Akron Ramada Plaza
2005 – 2006 Cleveland Holiday Inn	1989 – 1996 Middleburg Heights
2003 – 2004 Hudson Holiday Inn	1976 – 1988 Fairlawn
2001 – 2002 Ashtabula Comfort Inn	1975            Cleveland Hotel
- The local district(s) should be encouraged to form a hospitality committee
- Negotiate a contract that includes some of the following:
  - Use room nights to pay for meeting room rental and comp rooms for guests
  - Adequate breakout rooms for conference committee discussion (8 to 10 rooms); the ballroom could house a couple discussions if adequate sound reduction is available, such as a partition
  - Contract should provide for two or three pre-planning meetings
  - Facilities for 250 participants; 125 – 150 room nights (or 75 per night); 150 people banquet that expands to 250 for the meeting afterwards
  - Hospitality room(s) with the ability to bring in our own food and beverages
  - The hotel restaurant should have a reasonably-priced breakfast and lunch buffet
  - Reasonable room rates
  - Minimal or no down payment
  - Sufficient sound equipment to conduct meetings and mock conference
  - This facility will also house the Ohio State Convention every four-years when Area 54 hosts the event; in these years, the facilities must be able to expand to sufficient room nights and house more participants

### Mini-Conference Guests

- There are two invited guests to the Mini-Conference, including:
  - A GSO or AA Grapevine staff member; it is best to communicate with the GSO staff coordinator to schedule this staff member

- The seated East Central Region trustee; alternately, the U.S. trustee-at-large or a non-trustee director when the ECR trustee is unavailable
- Expenses of guests must be included in the budget, including travel, housing and meals
- Scheduling 6 months or more in advance proves most beneficial for reducing travel expenses from New York City and reducing schedule conflicts for the ECR trustee who travels frequently in the spring. The GSO staff coordinator approves the travel of staff members to delegate Area events
- Recent GSO and AA Grapevine staff guests have included:

2010 Eva Sanchez	2006 Julio Espaillat	2002 Rick Walker
2009 Mary Dargon	2005 Gayle Solheim-Reise	2001 Warren Stafford
2008 Doug Richardson	2004 Valerie O'Neill	2000 Bill Archer
2007 Adrienne Brown	2003 Arnold Ross (AAGv)	
- Other Ohio delegate Areas – in the recent past, the Area has supported other Ohio delegate Area mini-conferences by sending the delegate and one or more officers, as well as encouraging other Area Committee members attendance at these events. This cooperation has improved the working relationship between delegate Areas while maintaining autonomy in differing practices that has been educational and beneficial to preparing the delegate and other officers to serve Area 54

### **Mini-Conference Flyer**

- The flyer has traditionally been printed on goldenrod-colored paper
- Prepare a flyer, or preliminary flyer, and distribute it at Gratitude Sunday and the November Ohio State planning meeting in Columbus
- Mail the flyer to groups in the January mailing, along with the theme questions
  - Theme questions can be found in the previous Conference Final Report in the *Conference Advisory Actions* for the Conference Agenda Committee
- Mail the flyer to groups in late-February or early March, along with the agenda items
- Post the flyer on the Area Web site
- Distribute the flyer to other Ohio delegate Areas by e-mail

### **Mini-Conference Planning Meetings**

- Typically two or three planning meetings held at the event location on the 4<sup>th</sup> weekend of January and February; a third date is reserved in March if necessary
- Schedule inclement weather dates
- Prepare planning meeting agendas
  - January – adopt a budget, review preliminary schedule, assign chairs, and fill the duty roster, including:
    - Alcahthon chair(s)
    - Bell ringer(s)
    - Floor manager
    - Greeting committee
    - Hospitality committee
    - Skit director
    - Video chair(s)
  - February – review schedule changes and hotel walkthrough
  - March – if necessary; can alternately be used to prepare Mini-Conference folders

### **Mini-Conference Committee Participant Folders**

- Should be prepared in advance, possibly as an alternate to the 3<sup>rd</sup> planning meeting
- Use a two-pocket color-coded folder, i.e. one color for each committee
- Label folders with the committee name and location of breakout room
- Prepare an adequate supply for each committee (15 – 20 per committee) for 8 to 10 committees
- Conference committee contents include:
  - Guidelines for the specific committee
  - Agenda for the specific committee
  - Background material including literature, specific to the agenda items
- All folders should also include:
  - Mini-Conference Program (schedule of events)
  - List of agenda items for all committees
  - Conference Theme Questions
  - Summary of Conference Procedures (makeup of General Service Conference reverse)
  - Area 54 annual schedules
  - Area 54 contribution envelope
  - GSO contribution envelope (FR-2)
  - Self-support group folio (FV-19)
  - Your General Service Office (F-6)
- Review the contents of the folder with participants at the start of the event

### **Mini-Conference Taping**

- Well in advance of the event, the co-chairs should secure an agreement with a professional audio taping company to provide taping services for all meetings held during the Mini-Conference weekend
- The taping company is permitted to sell recordings to participants for profit
- The taping company is permitted to sell any of its recordings to participants during designated sales times
- The conference does not accept royalties from the taping company
- The taping committee should clearly understand the Traditions of anonymity at the level of press, radio, film and the Internet

### **Mini-Conference Budget**

- The Mini-Conference operates on a budget separate from the Area budget. In 2004, the Area Assembly established a budget limited to cash on hand, or \$1,500. Any excess after all bills are paid is sent to the area treasurer.
- The budget should offset expenses against income generated by registration fees. The banquet tickets are typically sold at cost. Usual expenses include:
  - Cost of travel, room, meals and a gift for GSO staff and ECR trustee
  - Costs of flyers and programs
  - Cost of registration materials
  - Cost of preparing folders, including printing background material, supporting literature and printing participant material
  - Seed money for hospitality committee, which is currently \$300

### **Mini-Conference Hospitality Committee**

- The local district(s) should be encouraged to form a hospitality committee, however, this does not always occur
- The hospitality committee will provide coffee, snacks and other beverages beginning at 4:00 PM on Friday until 8:30 AM Sunday. Hospitality is not open 24 hours, but the committee should prepare for late closing on Friday and Saturday evening.
- The hospitality room is closed during sessions, which has proven to be a good time to clean and replenish supplies
- The hospitality room is intended to reduce excess costs of food and beverage typical at hotel to save the committee and participants money
- The hospitality committee will be called upon to serve an ice cream bar Friday and Saturday evening at the conclusion of evening sessions

### **Suggested Timeline (or Jeff's Mini-Conference To-Do List)**

## **Mini-Conference Monthly To-Do List**

Revised: 9 January 2010

*[This document attempts to capture the myriad duties, details and deadlines of planning for the annual mini-conference. It reflects the combined input of our area's past delegates from Panels 47, 49, 53 and 57. By its very nature, it will always be incomplete, but will hopefully trigger thoughtful reflection and planning on the part of our trusted servants. The word "Delegate" is a noun AND a verb - assign tasks to others wherever possible!]*

*{Suggested Responsible Person is noted in brackets like these}*

### **NOVEMBER BEFORE PANEL BEGINS**

1. {Mini-Conference Co-Chairs: Incoming and Rotating Delegates}
  - a. Develop mini-conference early bird flyers
  - b. Meet with hotel staff for mini-conference
  - c. Print mini-conference early bird flyers
  - d. Choose treasurer for mini-conference
2. {Corresponding Secretary}
  - a. Print mini-conference early bird flyers
    - a. 50 for each area at November Ohio State planning meeting = 150
    - b. 500 for Gratitude Sunday
    - c. Notify Box 4-5-9 and Grapevine of dates for mini-conference using anonymity-protected email address for contact; e.g., [delegate@area54.org](mailto:delegate@area54.org)
    - d. Send copies to GSO and ECR trustee

### **DECEMBER**

1. {Delegate-Elect}

- a. Meet with hotel staff for mini-conference
2. {Corresponding Secretary}
  - a. Mailing due at Post Office last week of December, containing:
    - i. Mini-Conference early bird Flyer

## **FIRST YEAR**

### JANUARY

1. {Delegate}
  - a. Develop MC conference budget with Immediate Past Del and MC Treasurer
  - b. Mini-conference planning meeting on fourth Sunday
    - i. CHAIRS: Immediate Past & New Delegate
    - ii. Present Mini-Conference budget
    - iii. Begin filling slots on schedule
    - iv. Accept Hospitality Committee Bids
2. {Area Chairperson } At the Area assembly – 3<sup>rd</sup> Sunday
  - a. Announce that Hospitality Room bids will be accepted at Mini Planning mtg
  - b. Announce snow date for January mini planning meeting
3. {Treasurer} IMMEDIATELY cuts checks and registrations for Conference of Delegates, Past & Present and other mini-conferences in state of Ohio (this may have to be done in advance of budget approval, including hotel reservations for minis)
  - a. Dels/PP
  - b. Area 53
  - c. Area 54
  - d. Area 55
  - e. Area 56

### FEBRUARY

1. {Delegate/Alternate, along with Past Delegates}
  - a. Select agenda items for mini-conference
  - b. Place GSO literature order for background
  - c. Meet with hotel staff for MC
2. {Corresponding Secretary}
  - a. Print GSC Agenda items for mailing
  - b. Theme Questions on reverse side
  - c. Mailing due at Post Office last week of month, to include
    - i. Mini-Conference flyer, final version
    - ii. Agenda items – Theme Questions
3. {Immediate Past & New Delegate} Mini-conference planning meeting on 4<sup>th</sup> Sunday
  - a. CHAIRS: Immediate Past & New Delegate
  - b. Pass out agenda items and theme questions
  - c. Hotel walk-through
  - d. Finalize schedule; fill all slots

### MARCH

Finalize room setups and banquet orders for Area 54 Mini-Conference

APRIL

Area 54 Mini-Conference – late March/early April, depending on Easter date

MAY

1. {All Officers}
  - a. Ohio State Convention Planning meeting – 2<sup>nd</sup> Saturday
  - b. Coordinate mini-conf dates for next year among all areas

JUNE

At the Area Committee Meeting: Mini-Conference final report by treasurer

OCTOBER

Last opportunity to present GSC agenda items to area

NOVEMBER

{Mini-Conference Co-Chairs: {Delegate & Alternate Delegate}}

- a. Develop mini-conference early bird flyers
- b. Meet with hotel staff for mini-conference
- c. Print mini-conference early bird flyers
- d. Choose treasurer for mini-conference

{Corresponding Secretary}

- a. Notify Box 4-5-9 and Grapevine of dates for mini-conference using anonymity-protected email address for contact; e.g., [delegate@area54.org](mailto:delegate@area54.org)
- b. Print mini-conference early bird flyers
  - i. 50 for each area at November Ohio State planning meeting = 150
  - ii. 500 for Gratitude Sunday
- c. Send copies of flyer to GSO and ECR trustee

DECEMBER

{Mini-Conference Co-Chairs: {Delegate & Alternate Delegate}}

- a. Meet with hotel staff for mini-conference

{Corresponding Secretary}

- a. Mailing due at Post Office last week of month - Mini-Conference early bird Flyer

## **SECOND YEAR**

### JANUARY

{Delegate}

- a. Develop MC conference budget with Immediate Past Del and MC Treasurer {Area Chairperson } At the Area assembly – 3<sup>rd</sup> Sunday
  - b. Announce that Hospitality Room bids will be accepted at Mini Planning mtg
  - c. Announce snow date for January mini planning meeting
- {Treasurer} IMMEDIATELY cuts checks and registrations for Conference of Delegates, Past & Present and other mini-conferences in state of Ohio (this may have to be done in advance of budget approval, including hotel reservations for minis)
- a. Delegates Past & Present
  - b. Area 53
  - c. Area 54
  - d. Area 55
  - e. Area 56

Mini-conference planning meeting on fourth Sunday

- a. CHAIRS: Immediate Past & New Delegate
- b. Present Mini-Conference budget
- c. Begin filling slots on schedule
- d. Accept Hospitality Committee Bids

### FEBRUARY

{Past Dels & New Delegate/Alternate}

- a. Select agenda items for mini-conference
- b. Place GSO literature order for background
- c. Meet with hotel staff for MC
- d. Mini-conference planning meeting on 4<sup>th</sup> Sunday
  1. CHAIRS: Delegate and Alternate Delegate
  2. Pass out agenda items and theme questions
  3. Hotel walk-through
  4. Finalize schedule; fill all slots

{Corresponding Secretary} Mailing due at Post Office last week of month, to include

- Mini-Conference flyer, final version
- Agenda items – Theme Questions (Usually back2back)

### MARCH

{New Delegate/Alternate}

Finalize room setups and banquet orders for Area 54 Mini-Conference

### APRIL

Area 54 Mini-Conference – late March/early April, depending on Easter date

MAY

At the Ohio State Convention Planning meeting – 2<sup>nd</sup> Saturday:  
Coordinate mini-conf dates for next year among all areas

**Begin identifying potential mini-conference cities for next two years.**

JUNE

At the Area Committee Meeting: Mini-Conference final report by treasurer

Contact convention and visitor bureaus in identified cities and submit Mini-Conference minimum requirements

JULY

Review bids received from convention bureaus

AUGUST

Begin negotiations with hotels

SEPTEMBER

**Finalize choice of hotels for next two years and sign contracts.**

OCTOBER

Last opportunity to present GSC agenda items to area

NOVEMBER

{Mini-Conference Co-Chairs: {Incoming and Outgoing Delegates}}

- a. Develop mini-conference early bird flyers
- b. Meet with hotel staff for mini-conference
- c. Print mini-conference early bird flyers
- d. Choose treasurer for mini-conference

{Corresponding Sec'y}

- a. Notify Box 4-5-9 and Grapevine of dates for mini-conference using anonymity-protected email address for contact; e.g., [delegate@area54.org](mailto:delegate@area54.org)
- b. Print mini-conference early bird flyers
  - i. 50 for each area at November Ohio State planning meeting = 150
  - ii. 500 for Gratitude Sunday
- c. Send copies of flyer to GSO and ECR trustee

DECEMBER

{Mini-Conference Co-Chairs: {Incoming and Outgoing Delegates}}

- a. Meet with hotel staff for mini-conference

{Corresponding Secretary}

- a. Mailing due at Post Office last week of month - Mini-Conference early bird Flyer

## ATTACHMENTS

History of the Mini-Conference

Why Do We Need a Conference by Bernard B. Smith

Why Should I Attend the NEOH Mini-Conference? (NE Ohio Recorder submission)

Loving Invitation to a Staff Member of GSO

Loving Invitation to a Regional Trustee

Mini-Conference Flyer

Mini-Conference program (schedule)

Agendas for Planning Meeting 1 & 2

Mini-Conference Proposed Budget

Mini-Conference Final Budget Report [Presented to Area Committee after conclusion]

Hospitality Supplies List

Mini-Conference Theme Questions

Moderator's Guidelines

Mini-Conference Agenda Items

Mini-Conference Committee Reports

Mock Conference Committee Recommendations [Distribute during Mock Conference]

Mini-Conference Evaluation Form

How the General Service Conference Operates - and  
Summary of Conference Procedures (goes into participant folder)

Moderator's Guide (give to Area Committee moderators)

Anonymity Statement (to be read before all meetings)

Blanket Exemption for Ohio Sales Tax Form



## **THE MINI-CONFERENCE**

### **– A SPIRITED EXPERIENCE**

Every year in April, ninety-three members of Alcoholics Anonymous from all over the United States and Canada meet in New York City for a weeklong General Service Conference. These people are called *delegates*. They bring to the Conference the opinions and feelings of the members of A.A. who elected them. They share these views with all the other delegates attending. Collectively, with the trustees, directors and staff, these 134 individuals come to a meeting of the minds on the issues brought before the Conference this year. Their foremost thought remains what is best for A.A. as a whole.

Every member of our Fellowship is potentially a delegate if he or she is willing to serve in this manner, yet not everyone will be chosen to do so. It is for this reason that the mini-Conference was devised; so that all members of our Fellowship get an opportunity to see how the Conference takes place. Everyone may participate in discussions of the actual agenda items that will come before the Conference this year. This also gives the delegate from our area last minute information of our collective area conscience just prior to his/her departure for New York.

The first known mini-conference was staged in Washington, D.C. in 1974. Then, a recent past delegate named John Waterfield had the vision and inspiration to make this a reality. He became a regional trustee to the General Service Board. An account of this event was reported to the 1975 General Service Conference and the delegate from our area, Bob Bacon, felt encouraged to attempt to do the same.

The first Northeast Ohio Mini-Conference was held in the fall of 1975 at the Cleveland Hotel, now known as the Renaissance Cleveland Hotel. It was not well attended, but everyone who did attend was impressed and pleased with what they saw and heard, and expressed the hope that these would continue. Our next delegate, Fred Boyd, liked the idea. He felt the ideal time to hold the mini-Conference would be in March just preceding the Conference in New York City. Thus, Area 54's next mini-Conference was held in March 1976. This has been continued every year since then,

growing in popularity and attendance. The Mini-Conference is now self-supporting and is viewed as a valuable tool in service work.

This idea has spread across Ohio. Area 55 held its first mini-conference in 1982 and Area 56 began hosting its mini-conference the following year. In 1999, Area 53 held its first weekend gathering following the time-proven format of Ohio's three delegate areas. By also participating in each others' mini-conferences, all of Ohio's delegates are better informed on the issues facing our Fellowship. It has been said that the easier, softer way of maintaining sobriety ***IS*** through service. We welcome you all in our 35th year and hope you will understand more of the General Service structure and experience the excitement of our Third Legacy of Service.

Revised 12/2009

## Why Do We Need a Conference?

*The late Bernard B. Smith, nonalcoholic, then chairperson of the board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting:*

“We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in A.A. that rebirth that brought us back to life.

“We need it because we, more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade A.A. We need it to ensure A.A. against government, while insulating it against anarchy; we need it to protect A.A. against disintegration while preventing over-integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services.

“We need it to ensure that changes within A.A. come only as a response to the needs and the wants of all A.A., and not of any few. We need it to ensure that the doors of the halls of A.A. never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is.”

**WHY SHOULD I ATTEND THE NORTHEAST OHIO MINI-CONFERENCE?**

That's an interesting question and I hope that I can provide an adequately engaging answer. Below I will offer some good reasons why everyone, whether you are involved in General Service work or not, is encouraged and welcome to attend the 33<sup>rd</sup> annual Northeast Ohio Mini-Conference.

**Exercise your voice and vote in A.A.-as-a-whole.** Don't let others make decisions for you! Express your opinion on the items of business that will be discussed and voted on by your elected delegate at the General Service Conference in New York City at the end of April. The mini-conference is designed to provide a forum for understanding the issues concerning the future of A.A. that will be decided, on your behalf, whether you choose to participate in General Service or not.

**Learn about service beyond the church basement steps.** Every service job in A.A. is important. Responsibilities range from the Twelfth Step, to a phone call, a cup of coffee, a ride, or the General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service. An A.A. service is anything whatever that helps us to reach a fellow sufferer, whether sponsorship of a new member or sponsorship of A.A. in a new country that is just getting started. Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good public relations of almost every description. They call for committees, delegates, trustees, and conferences.

**Why can't we just 'keep it simple'?** These services, whether performed by individuals, groups, areas, or A.A. as a whole, are utterly vital to our existence and growth. Nor can we make A.A. simpler by abolishing such services. We would only be asking for complication and confusion. Concerning any given service, we therefore pose but one question: "Is this service really needed?" If it is, then maintain it we must, or fail in our mission to those who need and seek A.A. The most vital, yet least understood, group of services that A.A. has is those that enable us to function as a whole, namely: the General Service Office, A.A. World Services, Inc., The A.A. Grapevine, Inc., and our board of trustees, known legally as the General Service Board of Alcoholics Anonymous. Our worldwide unity and much of our growth since early times are directly traceable to this cluster of life-giving activities.

**Meet your Regional Trustee and a staff member from your General Service Office in New York City.** Oh, and your delegate will be there, too. He'd like to meet you and hear your views on the pressing agenda items of the day. He will carry your ideas and the conscience of the whole area to the General Service Conference.

**Meet other A.A.'s who are interested in service beyond the group level.** Having trouble convincing some members of your home group that all that alphabet soup stuff is more than just 'AA politics'? Other General Service Representatives (GSR) and District Committee Members (DCM) have already faced that difficulty and have great ideas to share on how to build interest at your home group. Come and learn!

**See how your generous contributions are being used to help carry the message.** New literature has been released in recent months, including a revised edition of the Spanish Big Book. New public service announcements and DVD versions of your favorite conference approved videos have been produced this year. These and more will be shown or will be available for sale at the mini-conference.

So, hopefully, one or more of these has sparked an interest for those of you who aren't sure about attending the 33<sup>rd</sup> Northeast Ohio Mini-Conference on the weekend of April 11-13, 2008 in Westlake, Ohio. If you are a GSR for your group, or even if your group has no representative to General Service, please ask your group for a little financial assistance. Maybe they would be willing to pay for one of your nights at the hotel. The new lowered registration fee is only \$16 this year. What a bargain! Come and join us on the 'broad highway' of service to AA-as-a-whole, and find out what you've been missing.

In Love and Service,  
Jeff Your, Panel 57 Delegate  
Northeast Ohio – Area 54

[Substantial material from the *2007-2008 General Service Manual combined with Twelve Concepts for World Service* was used in writing this article.]

34<sup>th</sup> ANNUAL  
AREA 54 NORTHEAST OHIO GENERAL SERVICE  
**MINI-CONFERENCE**



April 3-5, 2009

**“Our Commitment to Carry AA’s Message  
- Enthusiasm and Gratitude in Action”**

All members of A.A. are encouraged to attend this conference

**SCHEDULE:**

**CONFERENCE REGISTRATION**

NAME \_\_\_\_\_ As you would like it on your nametag \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

Registration	_____ x \$ 16.00 = \$ _____	Saturday Breakfast	_____ x \$ 10.00 = \$ _____
Saturday Banquet	_____ x \$ 29.00 = \$ _____	Saturday Box Lunch	_____ x \$ 16.00 = \$ _____
Sunday Brunch	_____ x \$ 16.00 = \$ _____	<b>Total</b>	<b>= \$ _____</b>

*Anyone can register at the door; however, the meals may not be available.*

Please make checks payable to: **NE Ohio Mini-Conference**

Mail to: Mini-Conference, 1076 Woodview Road, Cleveland Hts OH 44121

Email inquiries to: [MiniConference@area54.org](mailto:MiniConference@area54.org)

**POSTMARKED NO LATER THAN MARCH 27<sup>th</sup> or please register at the conference.**

**SPEAKERS**

Banquet (Open AA Meeting)  
**Andy T**, A.A.G.V. Board non-trustee director

Trustee's Report  
**Bob M.**, our East-Central Regional Trustee

**Registration**  
 Friday: 1 – 7 PM  
 Saturday: 8 – Noon

**Hospitality Suite**  
 opens Friday at 4 PM

**Conference Begins**  
 Friday: 7:00 PM

**LOCATION**  
**Hilton East Beachwood**  
 (See map on back for details)

**\$84 per night**  
 (Plus State & Local Tax)

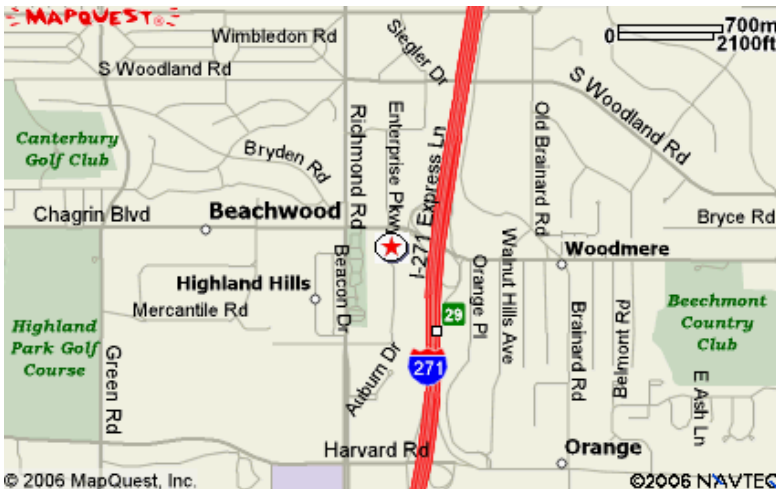
Reserve your room by  
**March 6, 2009**

**Phone: (216) 464-5950**

Make reference to:  
**Northeast Ohio  
 Mini-Conference**

Free parking for hotel guests  
 and local participants

**VISIT US ONLINE AT → <http://www.area54.org>**



**Hilton Cleveland East / Beachwood**

3663 Park East Drive, Beachwood, Ohio 44122  
 Tel: 1-216-464-5950 Fax: 1-216-464-6539

**Directions**

From I-90 and Points North: Take I-271 (local lanes) South to Chagrin Blvd. Turn right and follow to first street which is Park East Drive and turn left.

From Downtown Cleveland: Take I-77 South to I-480 East and follow to I-271 (local lanes) North to Chagrin Blvd. Turn left and follow to first street which is Park East Drive and turn left.

From Points East: Take the Ohio Turnpike (I-80) West and follow to 187/Exit 13. Take I-480 West to I-271 (local lanes) North to Chagrin Blvd. Turn Left and follow to first street which is Park East Drive and turn Left.

From Points West: Take the Ohio Turnpike (I-80) East and follow to exit 9A. Then follow I-480 East to I-271 (local lanes) North to Chagrin Blvd. Turn left and follow to first street which is Park East Drive and turn left.

From Points South: Take I-71 or I-77 North to I-271 (local lanes) North to Chagrin Blvd. Turn left and follow to first street which is Park East Drive and turn Left.

**Amenities at the Hilton Hotel**

All guestrooms, with one king or two double beds, feature the new Serenity Bed by Hilton, Sweet Dreams bedding in all guest rooms and Crabtree & Evelyn La Source bath amenities. Guestrooms include a chair with ottoman, large work desk with lamp, two line speaker phones, wireless High speed internet, voicemail, personal wake up call, a digital alarm clock with the capability to plug in MP3 players, hair dryer, iron and ironing board, complimentary in room Lavazza coffee and access to On Command Videos. Refrigerators, microwaves & rollaway beds are available

at a cost of \$25.00 and are based upon availability. Newly renovated Fitness Center with state-of-the-art equipment by Precor® High Speed Internet Access, In House Audio/Visual Department, 24 Hour Business Center; 404 guest rooms and 8 suites.

**What is the purpose of the Area 54 Mini-Conference?**

This Mini-Conference was developed to give our Delegate the informed conscience of the groups in Area 54— Northeast Ohio, on some of the agenda items that will be addressed at the General Service Conference. Due to time constraints, it is not possible to address all of the agenda of the General Service Conference. The selected agenda is mailed to the registered General Service Representatives (GSRs) of the groups in advance. The group can discuss the issues and send their group’s conscience to the Mini-Conference via their GSR. At the Mini-Conference the issues are discussed with GSRs from many groups throughout Area 54. Using the committee system and voting procedures described in the AA Service Manual, a consensus is reached. This consensus will be taken to the General Service Conference via our seated Delegate.

The Mini-Conference will also feature displays and information provided by the Area 54 Standing Committees and a variety of ways for a GSR to share with others committed to their service to others. GSRs can meet the East Central Regional Trustee, a staff member from the General Service Office and the Area Committee. There are also sharing sessions for GSRs and an Ask-it-basket hosted by Past Delegates, the Regional Trustee and GSO Staff member.

**Why do I have to pay?**

While there are no dues or fees for membership in AA, it is the practice of Area 54 General Service that each individual event be self-supporting. This conference requires months of planning, preparation and money to present. Our expenses include printing of the background material and purchase of literature relevant to the agenda that will be discussed, printing of flyers and schedules, mailing costs and registration supplies. We do not pay our speakers, but we do provide for their expenses to attend the conference. At times we have snack or beverage expenses. The hospitality rooms are self-supporting of themselves. The Saturday Night Speaker is an open A.A. Meeting and is the only function that will not require attendees be registered.

**All members of A.A. are encouraged to attend!**

**SUNDAY - April 5, 2009**

7:00 - 7:30 AM **Early Bird Discussion**, South Room, Calvin L., Chair

7:00 - 8:20 **Hospitality Room OPEN**

*Please take your seats immediately when you hear the bell!*

8:30 - 9:50 **"Our Commitment to Carry A.A.'s Message –  
Enthusiasm and Gratitude in Action."**

Panels on the theme of the 59th General Service Conference

Lindsay S., Chair & Jamie B., Timer

***Humility and Sacrifice***—Diane K., Panel Chair

***Enthusiasm and Gratitude***—Christine M., Panel

***Spiritual Program in Action***—Bob D., Panel Chair

Chair

10:00—10:45 **Past Delegates Panel**

Dan F. [59/54], Chair

11:00 - 11:30 **ASK-IT BASKET**, Ballroom

Howard L. & Mary D., Co-Chairs

All Past Delegates participate

11:30 **Conference Closes**

Recording firm in lobby for your convenience

11:30 AM—1 PM **Discounted brunch available in hotel restaurant**

1:00 pm **Area Assembly**, Ballroom (all encouraged to attend)

**Please turn in survey questionnaires before you leave.**

Chair:	Dan F. [59/54]	Co-Chair:	Jeff Y. [57/54]
Treasurer:	Bob McK. [47/54]	Registration:	Carrie R./Shyrl B.
Hospitality:	Dist 10, 32, 40, 41, 42	Greeters:	Mae R.
	Steve B & Dave S, Chair	Bell Ringers:	Herman A. &
Floor Mgr:	Robert A.		Mary Ann W.
Committees:	A54 Committee Chairs	AV by:	George & Freddie's Tapes

Thank you for sharing this weekend with us. It is our hope that you have met many new friends, had a chance to express yourself and to share your experiences, thereby, leaving here with your batteries charged with a renewed sense of commitment to the Fellowship.

**SERVICE SHOULD NOT BE A SECRET  
Until We Meet Again, May God Bless You & Keep You ONE  
DAY AT A TIME!**

**34th Annual  
Area 54 NE Ohio General Service  
Mini-Conference**

Our Theme this year and at the  
59th General Service Conference:

**"Our Commitment to Carry  
A.A.'s Message – Enthusiasm  
and Gratitude in Action."**



# April 3-5, 2009 Beachwood Hilton

*Come visit us at*  
<http://area54.org>

## FRIDAY - April 3, 2009

- 2:00 - 8:30 PM **Registration** - ballroom lobby - Carrie R., Registration  
 4:00 - 6:50 **Hospitality - Director D; Archives** - Director C  
 Recording firm in lobby for you convenience  
 \*\*\* DINNER ON YOUR OWN \*\*\*
- 6:45 - 7:00 **Committee Chairs/Moderators**  
 meet in Director C Room with Dan M., [53/54]
- 7:00 - 7:15 **Conference Opening** — Ballroom One  
*Please take your seats immediately when you hear the bell!*  
**Welcome** — Dan F., Delegate & Conference Chair  
**Mini-Conference History** — Tim H., Archives Chair  
**Introductions** — Ola P., Area Chairperson  
 Area 54 Officers, Past Delegates, Committee Chairs  
 Other Area Delegates & Officers  
 Trustee—Howard L., Southeast Regional trustee  
 General Service Office Staff Member — Mary D.
- 7:15 - 7:30 **Love & Service** — Christine McG., PI Chair  
 7:30 - 8:15 **General Service: "What it is and My Experience"**  
 Ballroom, Jay M., Chair — 3-5 minutes each  
 General Service Rep (GSR) — Mae R.  
 District Committee Member (DCM) — Pete P., Alt.DCM  
 Committee Chair — Quinsetta M., Special Needs Chair

- 8:40—9:00 Area Committee Officer — Diane K., Recording Sec'y  
 Delegate — Dan F., [59/54]  
 Trustee—Howard L., Southeast Regional trustee  
 General Service Office Staff Member — Mary D.  
**Coffee break—Ballroom lobby**
- 9:00—9:30 **Ohio Delegates, Panels 58 & 59 — Highlights**  
 Richard U., Chair and Jordan P., Timer  
 Panel 59 delegates—Area Highlights, 2 mins each  
 Panel 58 delegates— Conference Highlights, 5 mins
- 9:30 - ??? **The Spiritual Value of Our A.A. Dollars**  
 Klaus K., Treasurer & Jamie B., Finance Chair  
**General Introduction Session**  
 Everyone is invited to share, 2 minute time limit  
 Sean M., Chair; Sarah K., Timer
- 10:00 **Ice Cream Bar**, Hospitality Room  
**Conference Approved Videos**,  
 South Room, Jerry P., Group Services Chair
- 11:00—7:00 **Alcathon**, South Room— Lara N., Chair

**The hospitality rooms CLOSED during all sessions**

**Please Wear Your Badges AT ALL TIMES**

## SATURDAY - April 4, 2009

- 7:00 - 7:30 AM **Early Bird Discussion**, South Room, Calvin L., Chair  
 8:00 - 2:00 PM **Registration** in ballroom lobby  
 8:00 - 8:50 AM **Literature Sales** — Ballroom 6  
**Grapevine Sales** — Ballroom 6  
 Hospitality Room Open —or— discounted buffet in restaurant  
 Recording firm in ballroom lobby for your convenience  
*Please take your seats immediately when you hear the bell!*
- 9:00 - 10:00 **Opening Remarks**, Ballroom — Diane K., Chair  
**Trustee's Report** — Howard L., Southeast Regional trustee  
**General Service Office Report** — Mary D., General  
 Service Office staff

10:00 - 10:15	<b>The Issues &amp; their history</b> — Bob D., Alternate Delegate
10:15 - 10:30	<b>Hospitality Room OPEN</b> - Director D
10:30 – 12:00	<b>Conference Committee Sessions</b> Archives/Int'l-Director C; Corrections-East II; CPC/SN-West I Finance-East I; Grapevine—Ballroom 6; Literature-North II; Public Info#1-South; Pub.Info#2-West II; Treatment-North I
12:05 PM	Committee reports due to James T./Susan R. at Bus. Center
12:00 - 1:20	Literature Sales, Grapevine Sales & Hospitality Room <b>OPEN</b>
12:00 - 1:20	Lunch on your own
1:30 - 4:30	<b>Mock Conference</b> — Ola P. & Jeff Y.[57/54] co-chair <b>Committee Reports &amp; Recommendations</b> , Ballroom 1 <b>Area Discussion &amp; Voting</b> – Jay M., Record/Tonia B., Timer
4:30 – 7:20	<b>Hospitality Room OPEN</b>
6:30 PM	<b>Banquet</b> , Ballroom 1, Prepaid only
7:30	<b>Skit</b> , Ballroom 1— Richard U., Director
8:00	<b>Open AA Speaker Meeting</b> , Ballroom 1 Mary D., Speaker Jeff Y.[57/54], Chair
9:30	<b>Ice Cream Bar</b> , Hospitality Room <b>Conference Approved Videos</b> ,
10:00	South Room, Jerry P., Group Services Chair
10:00-7:00	<b>Alcathon</b> , South Room — Lara N., Chair

**The hospitality rooms will be CLOSED during all sessions**

**Please Wear Your Badges AT ALL TIMES**

# AGENDA

First planning meeting of the 33<sup>rd</sup> Annual Northeast Ohio Mini-Conference  
Sunday, January 27<sup>th</sup>, 2007  
2:00 pm – Westlake Holiday Inn

Serenity Prayer and greetings  
Welcoming remarks by Jeff Y. & Dan F., co-chairs  
Introductions around the room

All planning meeting attendees are eligible for package drawing  
Mini-Conference package \$200+ value, includes:  
Room for two nights, Registration, Banquet ticket for one  
Add'l opportunities to enter by attending planning meeting in Feb and assembly

Review budget

Registration update

Review schedule - Assign volunteers to fill empty slots  
Workshop and Theme topics

Review menu

Next planning meeting on February 24<sup>th</sup> at which time we will finalize plans and tour the facilities

Close with the Responsibility Statement

Notes \_\_\_\_\_  
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# AGENDA

Second planning meeting of the 33<sup>rd</sup> Annual Northeast Ohio Mini-Conference  
Sunday, February 24<sup>th</sup>, 2007  
2:00 pm – Westlake Holiday Inn

Serenity Prayer and greetings

All planning meeting attendees are eligible for package drawing

Mini-Conference package \$200+ value, includes:

Room for two nights, Registration, Banquet ticket for one

Add'l opportunities to enter at next planning meeting and Feb and March

Drawing will be held at Area Committee meeting in March

Review agenda items

Registration update – Dan F.

Budget update, Mini-Conference stipends

Review schedule, fill missing slots

Close with the Responsibility Statement

Tour facilities

Notes \_\_\_\_\_

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**Area 54 NE Ohio General Service Mini Conference  
Proposed Budget 2008**

Starting balance			\$1,256.86
<b>INCOME</b>	Units '@ =		
Registration	144	\$16.00	\$2,304.00
Area-paid Mini-conference pkg			\$215.32
Banquet	70	\$29.00	\$2,030.00
<b>TOTAL</b>			<b><u>\$4,549.32</u></b>

**EXPENSES**

**HOTEL**

Coffee (1st 30 inc, \$13/gal add'l)			\$247.00
Banquet	70	\$29.00	\$2,030.00
Photocopies			\$10.00
<b>TOTAL HOTEL</b>			<b><u>\$2,287.00</u></b>

**GUESTS (ECR Trustee & GSO Staff)**

Gifts			\$100.00
Room nights	4	\$77.40	\$309.60
Banquets	2	\$29.00	\$58.00
Additional Meals			\$80.00
Travel	Bob M		\$328.80
Travel	Doug R		\$341.00
<b>TOTAL GUESTS</b>			<b><u>\$1,217.40</u></b>

**OTHER:**

Flyer & Schedule Printing			\$245.00
Registration Materials			\$100.00
Background Printing			\$200.00
Background Literature			\$200.00
Hospitality Room			\$300.00
<b>TOTAL OTHER</b>			<b><u>\$1,045.00</u></b>

<b>TOTAL EXPENSES</b>			<b><u>\$4,549.40</u></b>
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Ending balance, projected	24		\$1,256.78
Net revenue(loss)			<b><u>\$(0.08)</u></b>

**32nd Area 54 NE Ohio General Service Mini Conference  
Final Report**

			Proposed		Actual
Starting balance			\$995.00		\$995.90
<b>INCOME</b>					
	Jnits '@ =			Paid	
Registration	150	\$20.00	\$3,000.00	144	\$2,880.00
Banquet	75	\$29.00	\$2,175.00	94	\$2,894.00
Mini-conference package income			\$0.00		\$215.32
Area-paid room nights for officers			\$0.00		\$619.20
Other income/donations			\$0.00		\$0.00
<b>TOTAL</b>			<u><b>\$5,175.00</b></u>		<u><b>\$6,608.52</b></u>
<b>EXPENSES</b>					
<b>HOTEL</b>					
Coffee (1st 30 inc, \$13/gal add'l)			\$260.00	30	\$0.00
Banquet	75	\$29.00	\$2,175.00	96	\$2,678.93
Meeting Rooms			\$0.00		\$0.00
Photocopies			\$0.00		\$10.00
Microphone charges (AV)			\$50.00		\$178.50
<b>TOTAL HOTEL</b>			<u><b>\$2,485.00</b></u>		<u><b>\$2,867.43</b></u>
<b>GUESTS (ECR Trustee &amp; GSO Staff)</b>					
Gifts			\$100.00		\$69.12
Room nights	4	\$77.40	\$309.60	included below	
Banquets	2	\$29.00	\$58.00	included above	
Travel			\$600.00		\$518.70
<b>TOTAL GUESTS</b>			<u><b>\$1,067.60</b></u>		<u><b>\$587.82</b></u>
<b>OTHER:</b>					
Flyer & Schedule Printing			\$300.00		\$279.27
Registration Materials			\$100.00		\$126.77
Background Printing			\$300.00		\$157.60
Background Literature			\$300.00		\$291.84
Hospitality Room			\$300.00		\$300.00
Planning Meetings			\$0.00		\$0.00
Additional room nights			\$0.00		\$1,011.23
Misc			\$150.00		\$20.00
<b>TOTAL OTHER</b>			<u><b>\$1,450.00</b></u>		<u><b>\$2,186.71</b></u>
<b>TOTAL EXPENSES</b>			<u><b>\$5,002.60</b></u>		<u><b>\$5,641.96</b></u>
Ending balance			\$1,167.40		\$1,962.46
Net revenue(loss)			<u><b>\$172.40</b></u>		<u><b>\$966.56</b></u>

## **Mini-Conference Hospitality Supplies List**

Coffee: 5 cans regular & 2 can decaf  
Styrofoam: 1,000 - 10 or 12oz Cups; 500 Bowls; 500 - 9" plates  
Tableware: 500 plastic forks, knives, spoons  
Napkins 2,000  
Creamer 10 containers  
Misc: Sweet-Lo; salt & pepper packets; sugar packets  
Tea Bags 200

### **FOOD**

Roast Beef - 20 pounds  
Turkey - 40 pounds  
Bagels - 50  
Frozen Danish - 100  
Cream cheese  
Block Cheese 1 each Swiss & cheddar  
Burger Buns - 30 dozen  
Mayo, Mustard (4) - 96oz squeeze bottles of each  
Lettuce - 6 heads  
Sliced Tomatoes  
Concentrated Juice  
Chips & Pretzels  
Apples, Bananas

### **ICE CREAM**

Ice cream – (8) 2-gallon containers  
Toppings - Chocolate & Caramel squeeze bottles  
Rainbow & chocolate sprinkles;  
Crushed peanuts  
Frozen whipped topping

### **Miscellaneous utensils**

Ice cream scoopers  
Large bowls  
Trays  
(2) to (4) coffee pots  
Donation cans  
Check with hotel about cold storage

[updated by JM – 2007]

## **31<sup>st</sup> Area 54 NE Ohio Mini-Conference Workshop Theme**

### **“Passing It On in a Changing World”**

THEME QUESTIONS – Please discuss these questions at your home group and submit your responses at the Mini-Conference or give to your GSR to bring to the March assembly.

1. How does a changing world affect what your group is doing today to carry the A.A. message to newcomers?
  
  
  
  
  
  
  
  
  
  
2. Bill W. originally called the Traditions “Twelve Points to Assure Our Future”. How are the Traditions fulfilling that purpose 60 years later?
  
  
  
  
  
  
  
  
  
  
3. How does your group convey that the responsibility for self-support includes giving of effort and time in addition to money?
  - 4a. What current issues do you feel affect A.A. that need to be talked about?
  
  
  
  
  
  
  
  
  
  
  - 4b. Why do you feel they are important?
  
  
  
  
  
  
  
  
  
  
  - 4c. What changes would you like to see as a result of these discussions?

# 33rd Northeast Ohio Mini-Conference

April 11-13, 2008



## **MODERATORS:**

### **Please Read Aloud at Start of Committee Deliberations:**

“Our purpose in this committee session is to share our experience, strength and hope on the topic for the good of AA as a whole and to cover all the items on our agenda.”

“The report from each Committee section will be combined and summarized, and will appear in the April-May-June issue of the Northeast Ohio Recorder. “

“In order to provide an opportunity to thoroughly discuss each topic, we suggest that participants adhere to the two minute rule. Each person should confine his or her sharing to two minutes on each topic. To cover all the topics, some moderators choose to divide the time equally for each topic and come back for further discussion on topic if time allows. Additional sharing on a specific topic should come after all topics have been covered.”

“If we need to take a break, shall we agree to reconvene as quickly as possible?”

## **REPORTERS:**

Please record only a brief sense of the committee deliberations on each point, using the provided worksheet. Write clearly or print.

**Immediately following the Committee Session or Workshop, please hand in your report to \_\_\_\_\_, who will be compiling reports in the Business Center, off the lobby.**

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## **2008 Northeast Ohio Mini-Conference Agenda Items**

### **Cooperation With the Professional Community and Public Information Committees**

Discuss the 2002-2006 General Service Conference Advisory Actions regarding replacement and production of television public service announcements.

Consider proposed text for a new section on posthumous anonymity in the pamphlet "Understanding Anonymity."

Consider request that a wall poster with information about Alcoholics Anonymous be created for placement in school guidance counselor offices.

Review contents of Kit and Workbook – each committee

### **Corrections and Treatment Facilities Committees**

Discuss the possible development of Conference-approved literature and/or service material to stimulate A.A. members' interest in Treatment Facilities Twelfth Step work.

Discuss a proposal that the pamphlet, "Bridging the Gap" (BTG), be rewritten to reflect that the BTG program is used in both Treatment Facilities and Corrections service work.

Review contents of Kit and Workbook – each committee

### **Finance & Agenda Committees**

Review suggestions for the theme of the 2009 General Service Conference.

Discuss request that a Finance Kit be developed to assist group, Intergroup/central offices, district and area service workers in carrying the message of our shared responsibility for the Seventh Tradition.

Consider the request to "Discuss the benefits and liabilities, both spiritual and practical, of funding the General Service Office of Alcoholics Anonymous solely by the voluntary contributions of A.A. members and A.A. groups, that profits from literature sales will no longer be used to fund our General Service Office.

### **Grapevine Committee**

Review and discuss the staff report addressing the 2007 Additional Consideration to "explore less expensive formats for the production of the Workbook."

Consider publishing two CDs of stories from La Viña on Traditions One – Twelve.

Reconsider the 2007 General Service Conference Committee Advisory Action recommending that:

"The Grapevine and La Viña include a section on the medical, legal and social aspects of alcoholism, with an appropriate disclaimer."

Review contents of Workbook.

### **Literature & Report and Charter Committees**

Review progress report from Publications Department on the revision of the pamphlet "The A.A. Member—Medications and Other Drugs."

Consider a request to change the title of the pamphlet "44 Questions" to "FAQ" subtitled "Frequently Asked Questions about A.A."

Consider a request to reinstate the pamphlet "Letter to a Woman Alcoholic."

Consider a suggestion to place a glossary of terms used in the *A.A. Service Manual* and the *Twelve Concepts for World Service* after the text of the *A.A. Service Manual* and directly preceding the index.

### **Policy and Admissions & Archives Committees**

Consider proposal that the current secondary Conference Archives Committee be established as a standing Conference committee.

Review contents of Workbook and consider draft language on copyright.

Consider delegating to General Service Office management the responsibility for General Service Conference site selection.

### **Trustees Committee**

Review report from the trustees' Committee on Nominating regarding Nominating Procedure No. 9 ("Guidelines for Hiring General Manager, G.S.O.") and length of service of General Manager, G.S.O.

Discuss request to revisit the 2007 General Service Conference Advisory Action to consider all eligible Class A and Class B trustees when selecting the Chairperson of the General Service Board.

## **2009 RECOMMENDATIONS AND ADDITIONAL CONSIDERATIONS**

### **Cooperation With the Professional Community and Special Needs Committees**

- Review contents of C.P.C. Kit and Workbook.  
 No recommendation  
 Additional considerations, if any
- Review contents of Special Needs Workbook  
 No recommendation  
 Additional considerations, if any
- Discuss specific possible uses of the A.A. Grapevine and La Viña in C.P.C. (and Special Needs) endeavors.  
 No recommendation  
 Additional considerations, if any
- Consider request to develop a new Special Needs recovery pamphlet for newcomers or prospective members.  
 Recommend that the Publications Department develop a new Special Needs recovery pamphlet for newcomers or prospective members, and that a draft or progress report be considered by the trustees' and the Conference Committees next year.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Consider request "to develop a generic A.A. poster or posters for places such as hospitals, places of employment, doctors' offices, etc."  
 Recommend that the Publications Department develop a generic A.A. poster or posters for places such as hospitals, places of employment, doctors' offices, etc. and that a draft or progress report be considered by the trustees' and the Conference Committees next year.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Consider request to publish a book of stories from members living in remote communities.  
 Recommend that the Publications Department develop draft materials of stories from members living in remote communities, or progress report, to be considered by the trustees' and the Conference Committees next year.  
 -OR-  
 No recommendation  
 Additional considerations, if any

### **Corrections Committee**

- Review contents of Corrections Kit and Workbook.  
 No recommendation  
 Additional considerations, if any
- Consider updating the pamphlet "It Sure Beats Sitting in a Cell."  
 Recommend that the pamphlet "It Sure Beats Sitting in a Cell" be updated, and that a draft revision or progress report be returned to the trustees' and Conference Committees next year.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Discuss issues that may be involved in A.A. members' complying

with the rules of correctional facilities, such as signing "sponsorship agreements" or legally binding documents.

- No recommendation  
 Additional considerations, if any

### **Finance Committee**

- Review material submitted from the Fellowship concerning the 2008 Conference Advisory Action "the trustees' Finance and Budgetary Committee gather input from the Fellowship on the benefits and liabilities, both spiritual and practical of fully funding G.S.O. Services to the Fellowship (G.S.O. functional expenses) by the voluntary contributions of A.A. members and groups."  
 Recommend that the operations of the General Service Office of Alcoholics Anonymous be solely funded by the voluntary contributions of A.A. members and A.A. groups, and that profits from literature sales will no longer be used to fund our General Service Office operations.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Discuss request to produce a Seventh Tradition poster.  
 Recommend that the Publications Department develop a draft poster on the Seventh Tradition, and that said draft or progress report, be considered by the trustees' and the Conference Committees next year.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Discuss other aspects of self-support

### **Grapevine Committee**

- Review contents of A.A. Grapevine and La Viña Workbook.  
 No recommendation  
 Additional considerations, if any
- Consider request that "the 2007 Conference Advisory Action recommending that 'the Grapevine and La Viña include a section on the medical, legal, and social aspects of alcoholism, with an appropriate disclaimer' be rescinded."  
 Recommend that the current section on the medical, legal and social aspects of alcoholism, in the AA Grapevine and La Viña be removed.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Consider request that the 2004 Conference Advisory Action be rescinded  
 Recommend that the following 2004 Conference Advisory Action be rescinded:  
 "To allow the widest distribution of the A.A. Grapevine and La Viña to all purchasers, while guarding against affiliations with any outside enterprise, a) subscriptions to the A.A. Grapevine and La Viña magazines be issued only by A.A. Grapevine, Inc., or by A.A. trusted servants directly; and b) the A.A. Grapevine, Inc., adopt standardized sales practices and pricing structures for all purchasers. Note: This recommendation is to clarify the 1993 Advisory Action stating that the Grapevine Corporate Board not

actively pursue the placement of Grapevine materials for resale in commercial (non-A.A.) outlets.”

-OR-

- No recommendation
- Additional considerations, if any

video on the General Service Representative (G.S.R.), and that a draft video or progress report be returned to the trustees' and Conference Committees next year.

-OR-

- No recommendation
- Additional considerations, if any

**Literature Committee**

- Consider request that the pamphlet “Questions and Answers on Sponsorship” be reviewed toward eliminating or revising outmoded ethnic, cultural and vocational references.  
 Recommend that the Publications Department review the pamphlet “Questions and Answers on Sponsorship” toward eliminating or revising outmoded ethnic, cultural and vocational references, and that a draft revision or progress report be returned to the trustees' and Conference Committees next year.  
-OR-  
 No recommendation  
 Additional considerations, if any
- Consider request to add a sentence to the pamphlet “A Newcomer Asks” that encourages newcomers to obtain and study the Big Book, Alcoholics Anonymous.  
 Recommend that a sentence be added to the pamphlet “A Newcomer Asks” that encourages newcomers to obtain and study the Big Book, Alcoholics Anonymous, and that a draft revision or progress report be returned to the trustees' and Conference Committees next year.  
-OR-  
 No recommendation  
 Additional considerations, if any
- Discuss whether there is a need to develop Conference-approved literature that focuses on the topics of spirituality, and agnostics or atheists/nonbelievers in A.A.  
 Recommend that there is a need to develop Conference-approved literature that focuses on the topics of spirituality, and agnostics or atheists/nonbelievers in A.A., and that a draft revision or progress report be returned to the trustees' and Conference Committees next year.  
-OR-  
 No recommendation  
 Additional considerations, if any
- Consider request to develop a second volume of Daily Reflections.  
 Recommend that the Publications Department develop a second volume of Daily Reflections, and that a draft or progress report be returned to the trustees' and Conference Committees next year.  
-OR-  
 No recommendation  
 Additional considerations, if any
- Consider request to develop a video on the General Service Representative (G.S.R.).  
 Recommend that the Publications Department develop a

**Public Information Committee #1**

- Consider request to add the text "Provide initial motivation" to the section "What A.A. does NOT do" in the pamphlet "A.A. at a Glance."  
 Recommend that the text "Provide initial motivation" be added to the section "What A.A. does NOT do" in the pamphlet "A.A. at a Glance."  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Review updated text and graphics of the pamphlet "A Message to Teenagers..." which utilizes selected text and graphics from the current "Too Young?" pamphlet.  
 Recommend that the updated text and graphics of the pamphlet "A Message to Teenagers..." which utilizes selected text and graphics from the current "Too Young?" pamphlet be approved, and that the Publications Department will make the necessary changes when current stock is depleted.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Public Service Announcements (P.S.A.s):  
 1. Review current television P.S.A.s for relevance and usefulness.  
 2. Assess the need for a new television P.S.A.  
 No recommendation  
 Additional considerations, if any

**Public Information Committee #2**

- Consider draft 2010 Alcoholics Anonymous Membership Survey Questionnaire.  
 Recommend that the draft 2010 Alcoholics Anonymous Membership Survey Questionnaire be approved.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Consider the need to clarify the importance of not breaking the anonymity of living A.A. members in memorial announcements when one of our Fellowship dies.  
 Recommend the importance of not breaking the anonymity of living A.A. members in memorial announcements when one of our Fellowship dies.  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Discuss suggestion that Public Information committees "explore the use of the A.A. Grapevine and La Viña in their endeavors."  
 No recommendation  
 Additional considerations, if any
- Review contents of P.I. Kit and Workbook.  
 No recommendation  
 Additional considerations, if any

**Treatment Facilities Committee**

- Discuss a proposal that Treatment Facilities literature include information that would assist Treatment Facilities committees with their effort to inform treatment professionals about A.A. and to carry the A.A. message to patients in out-patient treatment programs.  
  
 Recommend that Treatment Facilities literature include information that would assist Treatment Facilities committees with their effort to inform treatment professionals about A.A. and to carry the A.A. message to patients in out-patient treatment programs.  
  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Discuss request that the Conference Committee on Treatment Facilities expand its scope to include service to Special Needs Committees and that the name of the committee be changed to the "Conference Committee on Treatment Facilities/Special Needs."  
 Recommend that Conference Committee on Treatment Facilities expand its scope to include service to Special Needs Committees and that the name of the committee be changed to the "Conference Committee on Treatment Facilities/Special Needs."  
  
 -OR-  
 No recommendation  
 Additional considerations, if any
- Discuss specific possible uses of the A.A. Grapevine and La Viña in Treatment endeavors.  
 No recommendation  
  
 Additional considerations, if any
- Review contents of T.F. Kit and Workbook.  
 No recommendation  
  
 Additional considerations, if any

**Archives and International Committees**

- Review contents of Archives Workbook.  
  
 No recommendation  
  
 Additional considerations, if any
- Discuss ideas to make A.A.'s archives and history more readily available to the Fellowship.

No recommendation

Additional considerations, if any

**International Conventions/Regional Forums**

- Discuss an anonymity-protected photograph of the flag ceremony to be taken at the 2010 International Convention.

Recommend that an anonymity-protected photograph of the flag ceremony to be taken at the 2010 International Convention.

-OR-

No recommendation

Additional considerations, if any

- Consider a broadcast of the 2010 International Convention Opening Flag Ceremony similar to the encrypted, anonymity-protected, delayed extranet broadcast of the 2005 International Convention Opening Flag Ceremony.

Recommend an encrypted, anonymity-protected, delayed extranet broadcast of the 2010 International Convention Opening Flag Ceremony

-OR-

No recommendation

Additional considerations, if any

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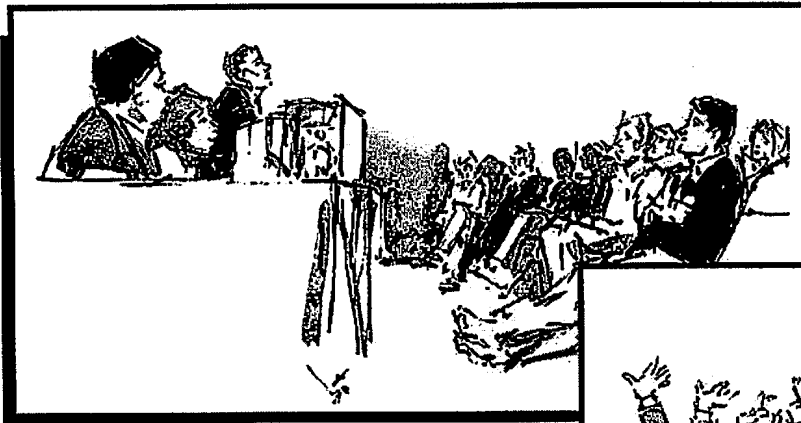
**Area 54 Northeast Ohio Mini-Conference Evaluation**

**THIS IS YOUR CONFERENCE. PLEASE TAKE THE TIME TO FILL OUT THIS EVALUATION SO WE, YOUR TRUSTED SERVANTS, MAY MAKE IT BETTER FOR YOU.**

1. Is this your first time to a Conference of this type? \_\_\_\_ Yes \_\_\_\_ No
2. Did you enjoy the Conference? \_\_\_\_ Yes \_\_\_\_ No  
If No, why not? \_\_\_\_\_  
Will you return? \_\_\_\_ Yes \_\_\_\_ No  
If No, why not? \_\_\_\_\_
3. Was there enough time for you to express yourself during the Conference? \_\_\_\_ Yes \_\_\_\_ No  
If No, please explain \_\_\_\_\_
4. Please number in importance: (1 — most important to 8 — least important)  
Ask-It Basket \_\_\_\_\_ GSO /Trustee Report \_\_\_\_\_ Presentations \_\_\_\_\_  
Speaker Meeting \_\_\_\_\_ Spiritual Sharing \_\_\_\_\_ Committee sessions \_\_\_\_\_  
Voting Session- \_\_\_\_\_ Fellowship \_\_\_\_\_ Other \_\_Specify\_\_\_\_\_
5. Presentations
  - a. Did presenters seem prepared? \_\_\_\_ Yes \_\_\_\_ No
  - b. Did you feel they knew their subject? \_\_\_\_ Yes \_\_\_\_ No
  - c. Were they too long? \_\_\_\_\_ To short? \_\_\_\_\_ OR Just right? \_\_\_\_\_
  - d. Did the presentations help prepare you for workshops? \_\_\_\_ Yes \_\_\_\_ No  
If No, please explain \_\_\_\_\_
6. Committee sessions:
  - a. Was your workshop well run? \_\_\_\_ Yes \_\_\_\_ No
  - b. Was there time to cover all the material? \_\_\_\_ Yes \_\_\_\_ No
  - c. Did everyone who wished get a chance to speak? \_\_\_\_ Yes \_\_\_\_ No  
If NO on any of the above, explain \_\_\_\_\_
7. Did you enjoy the spiritual sharing Friday night? \_\_\_\_ Yes \_\_\_\_ No  
Did you enjoy the spiritual sharing Sunday morning? \_\_\_\_ Yes \_\_\_\_ No  
Explain any changes needed \_\_\_\_\_
8. Did you get a chance to fellowship with people who were of help to you ? \_\_\_\_ Yes \_\_\_\_ No
9. Comments and/or suggestions: \_\_\_\_\_  
\_\_\_\_\_
10. Who paid for your attendance here? Self \_\_\_\_ Friend \_\_\_\_ Sponsor \_\_\_\_ Group \_\_\_\_  
District \_\_\_\_ Area \_\_\_\_ Central/IG Office \_\_\_\_ Other \_\_\_\_ specify \_\_\_\_\_
11. Service Position - GSR\_\_ DCM\_\_ Area Officer\_\_ Delegate \_\_  
Past Delegate \_\_\_\_ Committee Chair \_\_\_\_ Other \_\_\_\_ specify \_\_\_\_\_

*What you have learned here - take it back to your home group and district meetings and share what you have experiences, so that together we may keep the rest of the Fellowship informed. Thanks for your support! Have a safe journey home.*

# How the GENERAL SERVICE CONFERENCE OPERATES



**The purpose of  
Conference debate  
is to reach a group conscience—  
there are no winners or losers**

# Summary of Conference Procedures

**G**enerally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

## Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

## Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Each Committee considers carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are urged to resist the temptation to edit recommendations on the floor.

## Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two-thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

## Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

## General Rules of Debate and Voting

*(Agreed to at the beginning of each Conference)*

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- *Full* discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been

stated by someone else, it is not necessary to go to the mike and say it again.

- Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Conference business.
- Voting is by show of hands.

## Tabling a Motion

Tabling a motion (postponing discussion to a later time during the same Conference):

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.

## Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Must be made without comment.
- Requires a second.
- Is not debatable.
- Requires a *two-thirds vote*.

## Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone.

- Only a *simple majority* is required.
- If the majority votes to reconsider, *full debate*, pro and con, is resumed. (Conference members are urged to limit discussion to *new* considerations of the question under debate.)
- No action may be reconsidered twice.

## Floor Actions

Floor actions may be introduced at any time during the Conference except at the Sharing Sessions, and:

- Must be made without comment.
- Must be submitted in writing by the maker to the Conference secretary.
- Will come up for deliberation after all Committee reports have been heard.
- Require a *two-thirds majority*.

All floor actions will be heard unless there is a motion that the Conference decline to consider a floor action. A motion to decline to hear a floor action:

- Must be made without comment.
- Is not debatable.
- Requires a *two-thirds majority*.



## Area 54 NOE Ohio Mini-Conference Moderators Guide

### **MODERATORS:**

#### **Please Read Aloud at Start of Committee Deliberations:**

“Our purpose in this committee session is to share our experience, strength and hope on the topic for the good of AA as a whole and to cover all the items on our agenda.”

“The report from each Committee section will be combined and summarized, and will appear in the April-May-June issue of the Northeast Ohio Recorder. “

“In order to provide an opportunity to thoroughly discuss each topic, we suggest that participants adhere to the two minute rule. Each person should confine his or her sharing to two minutes on each topic. To cover all the topics, some moderators choose to divide the time equally for each topic and come back for further discussion on topic if time allows. Additional sharing on a specific topic should come after all topics have been covered.”

“If we need to take a break, shall we agree to reconvene as quickly as possible?”

### **REPORTERS:**

Please record only a brief sense of the committee deliberations on each point, using the provided worksheet. Write clearly or print.

**Immediately following the Committee Session or Workshop, please hand in your report to \_\_\_\_\_, who will be compiling reports in the Business Center, off the lobby.**

## **Anonymity Statement**

### **TO BE READ AT THE START OF EACH SESSION:**

“There may be some here who are not familiar with our Tradition of personal anonymity at the public level:

“Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, [TV], and films.”

“Thus we respectfully ask that no AA speaker – or, indeed, any AA member – be identified by full name in published or broadcast reports of our meetings, including reports on new media technologies such as the Internet, social networking sites and Twitter.

“The assurance of anonymity is essential in our effort to help other problem drinkers who may wish to share our recovery program with us. And our Tradition of anonymity reminds us that A.A. principles come before personalities.”

*Adapted from “Speaking at Non-AA Meetings, p.13, with permission of A.A. World Services, Inc.*



## Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

*(vendor's name)*

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

5739.02(B)(12) Sale to organization operated exclusively for charitable purposes: "improvement of health through the alleviation of illness, disease, or injury..."

*Purchaser must state a valid reason for claiming exception or exemption.*

Northeast Ohio General Service, Alcoholics Anonymous

*Purchaser's name*

PO Box 91384

*Street address*

Cleveland, OH 44101

*City, state, ZIP code*

Delegate

*Signature*

*Title*

*Date signed*

N/A

*Vendor's license number, if any*

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.