**Area 54 Guidelines DRAFT Revisions Oct 21 2026**

**As administrative changes:**

1. **On page 2 – added revision date**
   2026 Revised (Adoption date) ← will be updated at publishing

2. **On page 7 last line – added Beverly F to list of Area 54 delegates**

| | | | |
|---|---|---|---|
| 75 | 2025-26 | Bev F. | Cooperation with the Professional Community |
| 77 | 2027-28 | Katie S. | To be determined |

3. **On page 23, under Area Finance and Budget Committee** updated the amount area 54 contributed to the Ohio State Convention hospitality to agree with new amount adopted by the convention committee
   **Currently states:**
   • The Ohio State Convention guidelines specify each Ohio Area support the Ohio State Convention hospitality committee with a contribution of $250
   **Change to:**
   • The Ohio State Convention guidelines specify each Ohio Area support the Ohio State Convention hospitality committee with a contribution of $500

## Updates recommended by the committee include:

1. **Page 2 & 30 – description of the Area 54 guidelines, remove reference to the word suggested:**

Page 2 currently states - These guidelines are an extension of suggestions found in *The A.A. Service Manual*.
***Change TO:*** These guidelines are an extension of *The A.A. Service Manual*.

*Page 30 currently states* - The Area guidelines are an extension of suggestions found in *The A.A. Service Manual*

***Change TO***: The Area guidelines are an extension of *The A.A. Service Manual*

2. ***Page 22* - Area 54 Finance and Budget Committee**

**Descriptive in the second paragraph currently states:**
Composition of the Area 54 Finance and Budget Committee will include an appointed Chair

***Change TO*:** Composition of the Area 54 Finance and Budget Committee will include the appointed Chair

3. **Page 17 – bonding treasurer**
   It is suggested that the Area Treasurer be bondable. Any fees for bonding will be paid by the Area.

***Change TO:***:
The Area Treasurer will be bonded. Any fees for bonding will be paid by the Area.

4. **On page 22/23 Finance and Budget Committee:**

Add the following bullet point as first item

In January of each year the Committee will appoint, from among its numbers, an Internal Auditor who is required to: ‘’Prove the cash” at least quarterly, verifying that the change in account amounts is equal to the reported receipts and disbursements, verify that the annual form 990 was promptly filed, that we have the correct name and address of our statutory agent, and the 5-year Statement of Continued Existence is promptly returned. Such other items as deemed advisable by the Committee.

5. **On page 17 under Treasurer add these two bullet points as the first bullets:**

- Be familiar with the use of computers and software used for spreadsheets, word processing, financial reports and other duties, or be willing to learn.
- Work closely with the Finance & Budget committee to reconcile bank statements, prepare an annual budget, and address issues related to finances.

6. **For all area officers and the delegate, add a technology requirement that states**
   Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.

**Changes include:**

a) Page 14 - Delegate
b) Page 15 – Alternate Delegate
c) Page 16 – Area Chair
d) Page 17 – Area treasurer (as in previous change #5)
e) Page 18 - Area Recording Secretary
f) Page 19 – Area Registrar
g) Page 20 – Area Mailing Secretary

7. **On page 13 under “Eligibility to Stand For Area Delegate Or Area Officer,” add a technology requirement bullet:**
   - Be familiar with the use of computers and software needed for spreadsheets, word processing reports and other duties or be willing to learn.

8. **On page 24 under Grapevine and La Vina revise the fourth bullet point to reflect that literature is no longer sold at Founders' Day**

**Currently states:**

• The Grapevine and La Viña Chair has traditionally prepared a Grapevine and La Viña display, sold Grapevine La Viña material, and provided subscription forms on Saturday of the Founders' Day weekend celebration each June in Akron, Ohio.

**Revised to:**

• The Grapevine and La Viña Chair has traditionally prepared a Grapevine and La Viña display and provided Grapevine and La Vina materials and subscription forms on Saturday of the Founders' Day weekend celebration each June in Akron, Ohio.

9. **On page 20, under Area Mailing Secretary, add a new third bullet point that reflects duties to assist in moving to paperless correspondence:**

    - Assists in the transition to paperless (green) delivery of all Area correspondence.

10. **On page 13, under Eligibility To Stand For Area Delegate Or Area Officer:, revise the first bullet point to include GSRs:**

**Currently states:**

- Must be a past or present Area Committee member (Area officers, DCMs, Alternate Delegate, Standing Committee Chairs).

**Revised to:**

- Must be a past or present Area Committee member (Area officers, DCMs, Alternate Delegate, Standing Committee Chairs and GSRs).

11. **On page 14 under Delegate, revise the sixth bullet point to include newly-elected officers in preparing the Area schedule the year they are elected:**

**Currently states:**

- With the assistance of other officers, prepare an annual schedule of events before Gratitude Sunday each year and transmit the information for posting on the website and printing the Area schedule.

**Revised to:**

- With the assistance of seated and/or newly elected officers, prepare an annual Area tri-fold schedule of events and contact information for all officers and stranding

committee chairs to be presented at Gratitude Sunday each year. Forward the information to the webmaster for the website and to the printing company.

## Other Discussion Notes:

A. **Discussed possible alternate treasurer – no changes**

B. **Bev F – Bonding update – Lakeshore Insurance**
Insurance liability for 7 panel members $30,000
Bond cost – background checks etc.
Insured – no background checks – for consulting service non-profit
7 employees – rider for employee dishonesty
$500 per year

Will ask Bob for a Zoom meeting and nonprofit not 501 C3
Bob McK recommended that we refer to Directors and Officers for liability insurance policy

C. **Discussed sending officers and delegates to events and how to trim the expenses duing this crisis**

D. **We may need to revisit Item #3 above "bonding of the treasurer" if we decide to pursue a liability insurance policy**