

The following motions were presented at the Fall Assembly 2017 for proposed changes to the Area Guidelines which were made by the Officers and Coordinators:

1)

Page 1, Table of Contents Page, bottom:

~~Approved By vote of the Area 60 Assembly October 20, 2013*~~

Approved by vote of the Area 60 Assembly October 15, 2017**

Motion seconded by Yvette N. No discussion. Approved unanimously.

2)

Page 7, Officers and Coordinators Meetings:

current text, with text to be deleted strike-through

Officers and Coordinators Meetings:

All elected Officers, Appointed Officers and Appointed Service Coordinators meet ~~a minimum of three weeks before~~ each of the Area ~~Quarterly and Assembly~~ meetings to review the meeting Agenda set by the Chairperson and to review any other old and new business that may be pertinent to the wellness and functioning of the Area. *

The new paragraph, with added text would read:

Officers and Coordinators Meetings:

All elected Officers, appointed Officers and Appointed Service Coordinators meet in a timely manner prior to each of the Area Assemblies and Quarterly Committee Meetings to review the Agenda set by the Chairperson and to review any other old and new business that may be pertinent to the wellness and functioning of the Area. *

Motion seconded by Walter. No discussion. Approved unanimously.

3)

Page 12, Section VI – Appointed Officers

According to *The AA Service Manual*, “Other Officers,” an area committee may also have other officers who are responsible to the committee to help serve the needs of its groups and members. ~~Area 60 traditionally appointed the following: Archivist, Registrar, and Recording Secretary*~~. These are appointed by the Area Chairperson with approval of the Area Committee and have a voice and vote at Area committee meetings and Assemblies. Certain positions require or are better performed by candidates who possess computer skills and equipment.

Reformat the list to alpha by office: Archivist, Newsletter Editor, Recording Secretary, Registrar, Alternate Treasurer

Motion seconded by Chad U. No discussion. Approved unanimously.

4) Page 13

Changes to the Newsletter Editor Guidelines were suggested by the Newsletter Editor.

Newsletter Editor:

The Area 60 Newsletter Editor is responsible for the production, printing, and distribution of the WPA Newsletter (Seeds Of Service)*, and sets the deadline for submission of articles. The Newsletter is published quarterly, coinciding with the four quarterly Area 60 Committee Meetings and the theme or subject matter for each edition is based on the theme, presentation or discussion topics of the year's General Service Conference. A report on circulation, distribution and expenses is given at Area Committee Meetings.

The ~~Seeds Of Service*~~ **Area 60 newsletter**** is intended to be a resource to help our members better meet the needs of their groups and districts in carrying the message of AA. It is also a resource for GSRs to use for their reports and for home groups to use for group consciences or discussion topics. Each issue includes excerpts of GSO material relevant to the theme (including pamphlets, books, Box 459's, Grapevine articles, regional forum reports, other Area newsletters, etc.). The Area Officers, Coordinators, DCMs and any other AAs, submit articles for the newsletter. Notice of Area 60 sponsored events such as Days of Sharing, Getaway Weekend, etc. are also published in the newsletter and districts are encouraged to supply information for the district news section.

Once the newsletter is formatted properly and proof read to assure accuracy of information, it is printed and distributed to the groups in Area 60, Central Offices and GSO; it is also distributed to the email list and made available on the Area 60 Website. Area 60 also exchanges newsletters with some other Areas and any copies left over are made available at Days of Sharing, Getaway Weekend, etc.

Because of the specialized nature of the position, the Newsletter Editor is a four-year Appointed Officer position, and an Alternate Newsletter Editor is recommended.¹ The Alternate Editor has a voice and a vote only in the absence of the Editor. **

Motion seconded by Jon M. Discussion: Bob. H. likes the name Seeds of Service, does not know why we are changing it. **Chad U.** advised we are not necessarily changing the name at this time, but will have the flexibility to change the name without changing the Guidelines. **2 people opposed making the change. Bob H.** on minority opinion stated if a name change is being considered 10 years down the road, we shouldn't be changing it today. A recount was taken and the **motion passed 50 approved, 4 opposed, 2 abstained. Bernie** on minority opinion stated that for continuity purposes, it should remain as Seeds of Service.

5)

Page 13, Section VII—Appointed Service Coordinators

Area 60 Service Coordinators receive and communicate information with their counterparts at GSO. They are familiar with workbooks, AA Guidelines and literature pertinent to their work and keep an inventory of related literature and materials. Each service coordinator's responsibility is to encourage, support and coordinate the work of AA members, groups or districts in Area 60. These services are provided to make 12 Step work possible. The service coordinators have a voice and a vote at area meetings and assemblies.

It is suggested that they:

- Work within their budget and report expenses to the Area Treasurer
- Attend and participate in all Area meetings, planning meetings, events, (GAW, etc.) when possible
- Upon rotation, they share their experience and work with their successors
- Recruit an alternate to assist them in their duties and vote in their absence **
- Certain positions require or are better performed by candidates who possess computer skills and equipment.

Seconded by Helen H. No discussion. Approved unanimously.

6)

The Guidelines Committee reviewed the positions of Archivist and Archives Coordinator and determined that the positions are adequately described and that no changes are necessary.

7)

As per past practice, the Guidelines Committee recommends changing the title of the T/SN-A Committee to conform to the change recently instituted by GSO:

Page 14: Treatment/Special Needs Accessibilities*:

The ~~T/SN-A~~* Coordinator assists AA* District Committees and groups in the formation of new AA meetings in Treatment Facilities, coordinates a “Bridging the Gap” program in Area 60, and makes information about AA’s function and purpose available.

He/she will assist and educate groups and districts with special needs members *such as: physically challenged (~~blind, deaf and handicapped~~)*, parents with children (unable to attend meetings*), home or nursing home bound, and language barriers. He/she will also maintain a display of conference-approved literature that addresses Special Needs*.

This Coordinator can sometimes work closely with the Corrections Committee to provide a temporary contact upon release so that he/she will feel more at home in AA.

Treatment and Accessibilities:**

The Treatment and Accessibilities** Coordinator assists Area 60** District Committees and groups in the formation of new AA meetings in Treatment Facilities, coordinates a “Bridging the Gap” program in Area 60, and makes information about AA’s function and purpose available.

He/she will assist and educate groups and districts regarding accessibility issues ** such as: **physical challenges**, parents with **child care needs****, home or nursing home bound, and language barriers. He/she will also maintain a display of conference-approved literature that addresses **Accessibility Issues**.**

This Coordinator can sometimes work closely with the Corrections Committee to provide a temporary contact upon release so that he/she will feel more at home in AA.

This change necessitates a change in the Corrections Committee:

Page 14: Corrections Committee (CC):

The CC Coordinator recruits AA contacts to bridge the gap between inside and outside meetings by introducing newly- released alcoholics to local meetings; encourages AA members to participate in AA's Correctional Correspondence Program; and offers assistance in the work of those members who carry the message through AA meetings in correctional facilities. The CC Coordinator can sometimes work closely with the ~~T/SN-A~~ **Treatment and Accessibilities** ** Coordinator to provide a temporary contact upon release so that he/she will feel more at home in AA. (Bridging the Gap).

Seconded by Maresa S. Discussion: Jody K. noted that Treatment Facilities should not be capitalized. **Scott R.** felt that instead of using he/she, the term Coordinator should be substituted throughout the text. **Ed S.** stated that it should read he or she rather than he/she. **Jon C.** stated that motion will be amended to not capitalize treatment facilities and change the wording from he/she to coordinator. **Seconded as amended by Ed S. No discussion. Passed unanimously.**

8)

Page 15-16

AREA 60 WESTERN PENNSYLVANIA GENERAL SERVICE, INC. FINANCIAL GUIDELINES

~~F. 4. PENNSYLVANIA STATE CONVENTION~~

- a. ~~The Delegate and Alternate Chair shall be fully funded to attend the Pennsylvania State Convention. The Alternate Delegate may be fully funded to attend if the Delegate does not attend.~~
- b. ~~The Grapevine / LaVina Chair shall be fully funded to attend the Pennsylvania State Convention every other (odd numbered) year.*~~

Text deleted only

This motion did not pass the Officers and Coordinators Committee. The reason being that the body has voted on this more than once and has voted it down both times. Anyone can attend the convention, but it is not part of the General Service Structure. Seconded by Thomas , GSR Dist.14 , 2 opposed. Minority opinion by George K. that he is opposed to it.

This change in the Financial Guidelines necessitates the following changes:

Page 9, The Delegate:

The Area 60 Delegate also maintains communication with our Northeast Regional Trustee and represents our Area – and often participates in – the following Northeast Regional events: NERF (Northeast

Regional Forum, NERAASA (Northeast Regional AA Service Assembly), and NERD (Northeast Regional Delegates meeting). The Delegate also represents Area 60 ~~at the PA State Convention and~~ **General Service** events in Western PA such as Days of Sharing and Get Away Weekend. *

Page 11, Alternate Area Chairperson:

Participating in the Area Committee Meetings and Area Assemblies as a parliamentarian may also be a duty of the Alternate Chair. He/she should also be familiar with meeting guidelines and procedures. ~~He/she also serves as the liaison to the PA. State Convention, attending planning meetings, and reporting to the Area Committee, and attending the Convention.*~~

This motion did not pass the Officers and Coordinators Committee unanimously. The reason being that the body has voted on this more than once and has voted it down both times. Anyone can attend the convention, but it is not part of the General Service Structure. Oppose motion seconded by Thomas, 2 opposed. Minority opinion by George K. that he is opposed to it.

9)

M. An annual audit of Area 60 financial documents shall be performed every ~~December~~* January ** on financial documents from the preceding fiscal year. The chair of the Finance Committee shall facilitate the audit.

Date changed only

Motion seconded by Jade. No discussion. Passed unanimously

¹ Guidelines change approved by vote of the Area 60 Assembly March 29, 2015.

Deleted Text Strike thru

**Added Text Underlined

CHANGES, ADDITIONS, AND DELETIONS FROM OLD AREA 60 GUIDELINES TO CREATE THE NEW APPROVED GUIDELINES

Any additions to or deletions from The Area 60 Guidelines are intended to reflect recent practices from 2007 to 2013; change in names of service Committees per the General Service Conference; and fulfill need for clarity and simplicity for ease of use.

Table of Contents [p.1] changed to reflect location of items and added documents. Multiple approved notations 2004-2007 removed. Approved by vote ...October 20, 2013 added.

Foreword [p.2] expanded to support information in Area 60 ByLaws in bullet one; and to be more specific regarding financial support in bullet four. Quarterly meetings added to bullet five. Amendments statement (from old pg.22 Miscellaneous heading) added at end.

SECTION I GSR: Duties consolidated.

ADDED: First line “as well as Area Quarterly meetings and Assemblies (The GSR has a vote at Area Assemblies.)”

ADDED: ...[mail contact with the] District, the Area and the General Service Office. Word “and” deleted. Word “bulletin” changed to Newsletter.

Bullets 2,4,5, 6, 7, 10 and 12 Deleted [Information included in above bullets.

Bullet 12 deleted – repetitive.

ADDED after Term and Method of Election in Notification paragraph: location of Notification information form.

In Alternate GSR: First line rewritten for clarity.

SECTION II DCM: Last line of The District simplified to “may include five to 25 groups”.

Qualifications: Second bullet rewritten to “It is suggested that the DCM have four or five years of sobriety.”

ADDED to Duties: First bullet: ADDED Assemblies and Quarterly meetings. ADDED as second bullet “reports on District activities at Area 60 Quarterly meetings and Assemblies.” The word Holds changed to “Chairs”. Next two bullets rewritten and consolidated. Next bullet rewritten to include mention of the Post Conference Assembly and distribution of the Conference Report Books. ADDED to “organizes workshops” bullet: “invites Area Officers to visit the District.”

In Term, Eligibility. And Election Procedures Deleted: Some areas...each year. Also deleted: confusing section from the word “While” to end of paragraph.

SECTION III – AREA MEETINGS combines old Section III and part of IV. All Area meetings are now mentioned including the Officers and Coordinators Meetings.

SECTION IV: AREA ACTIVITIES now in its own Section. Expanded to include Workshops and DCM Liaison Contact Program. Days of Sharing expanded to include Area 60 sponsorship—how to request and advantages of doing so as well as mention of DOS Guidelines available as indicated in Table of Contents. Get Away Weekend reorganized for

clarity. ADDED: “Informative workshops and sharing sessions are usually part of the agenda as well as a guest speaker for the Saturday evening Banquet.

SECTION V. AREA OFFICERS—ELECTED BY ASSEMBLY

ADDED to paragraph 2: Certain positions require or are better performed by candidates who possess computer skills and equipment.

ADDED: Two paragraphs regarding what happens if any elected officer is unable to complete term to which they are elected.

The Delegate ADDED as second bullet: Presents Conference experiences and results to the Area members;

Alternate Delegate Northeast Regional Convention deleted—no longer exists.

Area Treasurer Expanded to include information about maintaining and monitoring the Area’s 501c3 non-profit status and coordinating with the accountant for tax filing.

SECTION VI – APPOINTED OFFICERS

First paragraph deleted. [repetitive]

ADDED to now first paragraph: “Certain positions require or are better performed by candidates who possess computer skills and equipment.” Section reorganized to show three appointed and voting positions first.

Archivist Area Ad hoc Finance/Budget Committee changed to more accurate name: Area Finance Committee.

Recording Secretary and Registrar remains the same.

Alternate Treasurer ADDED in first line: “with the approval of the Area Chair.” ADDED in second line “excluding the dispensing of funds”. Second paragraph of old description deleted as those items are now part of the Treasurer’s duties. ADDED to the first paragraph: “As the Chair, he/she is responsible for setting times and date for Committee meetings, for keeping Officer/Coordinators informed of monies left in their budgets, and for submitting the Committee prepared upcoming year’s Area Budget at the Third Quarterly Area Meeting for discussion and approval by the Area Committee.” New second paragraph: “This office is considered a non-voting position to avoid any conflict of interest. Expenses are provided for in the Ad Hoc Committee line item on the financial report.

SECTION VII—APPOINTED SERVICE COORDINATORS

Opening paragraphs ADDED as bullet #5 “Certain positions require or are better performed by candidates who possess computer skills and equipment.”

Corrections Committee TF Coordinator abbreviation changed to T/SN-A to coordinate with Conference decision to combine committees and name change of the treatment facilities and special needs to Treatment/Special Needs-Accessibility.

Grapevine Word “Coordinator” added in heading.

Literature Word “Coordinator” added in heading.

Special Needs/Remote Communities (SN/RC) and Treatment Facilities (TF)

Information combined, rewritten, and reorganized to reflect new committee now called Treatment/Special Needs-Accessibilities. Previous information incorporated when applicable.

Financial Guidelines

These guidelines submitted by the Finance Committee were rewritten, reorganized, examined for correctness, tested by the Finance Committee for ease of understanding and practical use, adjusted as necessary to the result of this updated document. The Ad Hoc Guidelines gratefully accepted the submission.

CONDUCTING THE AREA 60 AUDIT

New document regarding Area 60's yearly audit required due to its non-profit status. This is an internal audit not conducted by an accountant. The format has been tested by the past year's financial audit participants, and the process proved to be successful.

CARING FOR AREA 60'S 501c3 NON-PROFIT STATUS

It is prudent to have instructions for the Area 60 Officers regarding guarding the Non-Profit status. This document has instructions of what needs to be watched, what needs to be done, and the records that need to be kept in an orderly manner. There are also instructions for the Treasurer regarding tax filing and how to monitor any changes that may occur by the IRS including contact information and an IRS newsletter available.

SUGGESTED GUIDELINES FOR DAYS OF SHARING

Updated with name changes of committees and with addition of #1 in B. regarding flyers on the Area 60 Website.

SUGGESTIONS GUIDELINES FOR HOST COMMITTEE

These guidelines were written when Districts hosted the Area Quarterly and Assembly meetings, bringing the snacks and making the coffee. Although currently this system is not used, the Guidelines committee thought it prudent to keep the information in the Guidelines for the future.

OLD MISCELLANEOUS SECTION INCORPORATED INTO OTHER SECTIONS

DEFINITION OF TERMS USED IN GENERAL SERVICE ACTIVITIES

Definitions same as in previous guidelines with the following exceptions: D.O.S. updated with *Area Activities pg. 8* location; Definition of District meeting added; periods removed from DCM and GSR.

GEOGRAPHICAL LOCATIONS AND MAP remain the same.

General Service Structure Western Pennsylvania Area 60 CHART ADDED.

[The Committee hopes that this list will be helpful in your understanding the changes to the old Guidelines. We trust that you will find the new, approved Guidelines clearer and user friendly.] Jlh 12/4/13