**District 25 Business Meeting Agenda**

 January 12, 2023 6:30-8:30 pm (**120 min assigned**)

All Al-Anon members are welcome.

**Opening** (6:30 pm; 10 min)

Serenity Prayer: Let’s begin w a moment of silence, followed by the Serenity Prayer. “God grant me the serenity to accept the things I cannot change, Courage to change the things I can, And wisdom to know the difference”.

Steps Traditions Concepts and Warrantees – volunteer to read; read all traditions and the concept of month to save time.

Welcome newcomers to our district meeting. We are glad you are here. If you like, please introduce yrself by yr first name. Welcome “\_” to our District 25 Business Meeting. We are glad you are here.

Introductions of Participants. Please identify yrself (verbally and Zoom “name”) by yr preferred name and district title including the name of the group you represent and/or District Officer/Coordinator position.

District 25 Voting Guidelines/Procedures/Substantial Unanimity/Conventions (approved by GRs 2/2022)

a) Guidelines for general discussion:

a. Start and stop the meeting on time.

b. Obtain a "volunteer timer" for each agenda item and for each individual speaker.

c. Stick to the set agenda (published by DR) and suggested time frame for each agenda items. Items that run out of time can ask for a group conscience to extend the time allotted, move the item to next months business meeting or assign it to a district task/thot force or go bak to groups.

d. For Zoom meetings, "raise yr hand" icon and you will b called upon by DR in order. For in person meeting discussions, "go around the table in order".

e. Stick to 2min individual share time limit and stay on topic.

f. If someone says what you were going to say, don’t repeat it (say "Pass" or something similar).

g. Focus on assuming trust and goodwill. Be polite and courteous. Listen.

h. No side conversations. Avoid or minimize distractions.

i. Use guidance fr Al-anon Steps, Traditions, Concepts & Warranties and the Al-anon/Alateen Service Manual.

b) Motions pass w substantial unanimity of GR votes counted (2/3). Abstentions are not calculated in substantial unanimity. Minimum 3 GRs to vote. (passed 1/2021)

c) Knowledge-Based Decision Making (KBDM) (al-anon12.org) .

Overview – To allow an informed group conscience, where everyone has all the information (advanced reports) to make a decision, everyone including the minority view has been heard and adequate time has been taken b4 Making a Decision. The group conscience fr KBDM represents our Higher Power in wch members are voluntarily obedient to that wch is unenforceable, our spiritual steps, traditions and concepts.

Process - 1) Motion or topic is presented by task/thot force or individual, f/b a presentation of 5 KBDM Q/A responses, background info and history; 2) Questions for clarification and more information are directed to presenter; 3) Round Table presentation of points of view/opinions, including minority view; 4) Make a decision (3 options)– status quo, vote on motion, move to task/thot/work force. DR is facilitator of process (does not vote). District members utilize agreed upon voting guidelines informed by Traditions and Concepts. Motions are passed w Substantial Unanimity or 2/3’s of GR voting affirmative.

d) Agenda: This is set by DR in advance of the District business meeting. The DR will initiate a call for advanced reports a week to 10 days prior to the District business meeting. Advanced reports indicate that a D25 member is interested in a discussion, group conscience or even a KBDM at the District business meeting. A topic or motion is proposed in the advanced report w accompanying background info, history, 5 KBDM answers, etc.

Upon receiving advanced reports, the DR will organize them into the Agenda and allocate time suggestions for the business meeting. If no advanced report is submitted, the DR will allocate 3- 5 min for each reporting officer, committee chair and GR.

Once organized and set, the Agenda will then b sent out to all District Officers, Committee Chairs and GR’s the Monday b4 the Thursday District business meeting. In this manner, District membership have all the information that they need to discuss and make a decision at the District meeting in advance.

Before the meeting starts, the DR will ask if there is any New Business that was not identified in an Advanced Report that a member wants to discuss. If yes, it will b assigned to New Business and provided a time allotment or moved to the next Business Meeting Agenda per Group Conscience.

**Volunteer Timer**: Identify a timer person who will keep track of the 2 minutes allotted to ea speaker during discussions and who will keep track of each agenda item time allotment. As a courtesy, the timer provides an “early warning” to the speaker when time is nearly up.

**Total dedicated business meeting time is \_\_\_ minutes.**

**Is there any New Business that was not identified in an Advanced Report that a member wants to bring up? If yes, now is the time for the group to assign time to it for presentation in New Business.**

**Secretary Report** Position Vacant (10 min) Dec 2022 minutes (see attached report) - if no additions or corrections, chair will entertain a **motion** to approve. Who so moves? Second? Vote: Yay/Nay/Abstain

Bill K has stepped down as D25 Secretary. Plz send yr well wishes and gratitude to Bill K for his service to D25.

Nominations and volunteers for D25 Secretary. Discussion and Motion to vote on persons interested in this District position will occur w the individual(s) out of the room or in a breakout room if on Zoom.

Discussion: if this position remains open, how do we record our business? What are the needs of our membership w regards to a district secretary? What is the minimum that needs to b recorded (the motion, who presented it, what was the decision made (motion passed/failed or assigned to a subcommittee or status quo)? Can we identify a volunteer for each meeting, as a rotating position? What are the consequences, pros and cons of not having a district secretary?

**Motion**: Identify the District Secretary position as responsible for keeping an uptodate District contact list and appropriately publishing it periodically.

Background/History: In 2022 our District Treasurer volunteered and updated the contact list to our new panel. Typically, this is a secretarial job and is in alignment w A59 secretarial job duty.

KBDM/Outcome

**Treasurer Report** Bill G (5 min) (see attached reports in Agenda email) term ends 12/2024

Dec Treasurer report: if no additions or corrections, chair will entertain a **motion** to approve. Who so moves? Second? Vote: Yay/Nay/Abstain

**Group Reports** (5 min ea or 25 min total) GR’s share their group news, problems, and successes. Also, “How can we better support you as a District?” This is the GRs time to receive support in the form of E/S/H fr District membership on any particular Q, problem, issue, etc.

 “Acknowledge new GRs who attend their first D25 meeting. Provide an orientation to new GRs to welcome them and help them understand the service structure and their role as GR. (Guidelines for District Meetings, Al-anon.org); Do any newcomer GRs have any Q? Do we have any volunteers to assist a newcomer GR after the meeting?”

**All GR 3 yr terms end 12/2024, unless stated otherwise.**

Blaine Serenity #501896 – GR Mary Jo M (per Group Records); Jane, contact person; BZ meeting: NA

Hope For Today # 30769448 – GR Nancy F; BZ meeting: 1st Monday

Happy Hour #47279 – GR none; BZ meeting: 3rd Tuesday

Care Deeply #49485 – GR none; Christina contact person; BZ meeting: NA

Sunrise Super Glory #30523017– GR Jerry (second 3 yr term); BZ meeting: last Friday.

Ferndale Friday #30637560– GR Sharon K; BZ meeting: third Friday.

Sea of Serenity #30518193 – GR Alycia; BZ meeting: 3rd Saturday

Touchstone # 30648948 - GR Kaz: BZ meeting: 3rd Sunday

**District Representatives Report from AWSC** (20 min) term ends 12/2024

New business:

1. District Service Handbook Committee: (10 min)
	1. **Motion**: D25 to establish a task force to assemble and complete a D25 service handbook and present to D25 for group conscience.
	2. Background/History: Strongly recommended by A59 for the purpose of improving panel transitions every 3 years and for resourcing info pertinent to our D25. A D25 Service Handbook has been requested by previous D25 DR’s and current District officers. A brief paragraph from each officer and committee chair will b sufficient in most cases and was requested by the DR in Dec 2022. A Google search revealed very little on District service manuals. Here are some findings:
		1. D6 in Eugene, OR has a section on their website w each of the WSO guidelines listed next to the position and the persons name/contact info. That suffices as their District Service Manual. It can b as simple as that. [Business | Al-Anon, District 6, Lane County, OR (alanonlaneor.us)](https://alanonlaneor.us/district-6-business/)
		2. D11 in Marin, CA has a paragraph for each position posted on their website w more details once you Log in (protected). [District Service Positions — Al-Anon/Alateen District 11 Marin (marinal-anon.org)](https://marinal-anon.org/district/district-service-positions/)
		3. Most Districts either donot post their district service manual if they have one or only post a link to WSO Service Manual (online version).
		4. This is the format that Northern CA WSA has posted their position summary (very detailed). [Guidelines - NCWSA (northerncaliforniaal-anon.org)](https://northerncaliforniaal-anon.org/ncwsa-guidelines/)
	3. KBDM
	4. Formation of task force if motion passes
2. District Group Inventory
	1. KBDM; status quo, motion or assign to a subcommittee?
3. Newcomers Meeting (5 min)
	1. **Motion**: D25 to identify an individual and/or task force to initiate and support a Newcomers Meeting utilizing WSO Guidelines.
	2. Background/History: We are all aware of increasing volume of newcomers to nearly all of our meetings. Are the groups meeting this need sufficiently? Would a Newcomers Meeting b beneficial? Previously D25 had a Newcomers meeting as part of SOS, 2018-2020. It was discontinued bcz of the pandemic and change in meeting formats. WSO has guidelines to recommend possible variations to choose fr including 1) a specific group registered w WSO, dedicated to the first 3 steps, for Newcomers w “longtimer” attendance; 2) a brief breakout session fr a regular meeting when newcomers are identified and willing; 3) other. [G2.pdf (al-anon.org)](https://al-anon.org/pdf/G2.pdf).
	3. KBDM
	4. Formation of task force or assignment to an individual who will volunteer to get a meeting started w support fr D25.
4. D25 Newsletter
	1. **Motion**: D25 to form committee and elect committee chair for a D25 newsletter.
	2. Background/History: Another way to attract not promote (Trad 11); another option to get specific info out to our district membership; can b made available as an email subscription and updated on website. Example: aisla@alanonla.org (only available as a subscription);
	3. KBDM
	4. Formation of committee and/or chair

Old Business: (5 min)

a. Dates of events to remember and other items of note:

1.  AWSC Feb 25 for DRs to set agenda for  Pre-Con and conduct A59 business.

2. Pre-Con. Mar 31, Campbells Waterfront Resort, Chelan, WA, weekend for GR's to attend and vote on membership matters; NOTE: GR’s will b discussing their memberships views and voting their groups conscience on accepting PEM’s into A59 vs only option GEA; All motions will b sent to GRs in advance of Pre-Con (and Fall Asbly) so you have sufficient time to discuss it w yr membership and represent their views at Pre-Con. DRs attend, report on subcommittee work, and support their GR’s.

3.  ASTAR (Alateen Sponsor Training and Recovery) April 14-18, 2023

4.. SSA, May 19-21 at Warm Beach, Stanwood.  All members are welcome and encouraged to attend.  Its alot of fun where deeper connections to the Spiritual Program and your fellows can occur. NEWS: the fee is now $260 d/t an oversight on Shellys part, so the info in the flyer is incorrect at this time.(see attachment below)

5. WAAC (WA Area Alateen Conference, Jul7-9, 2023.

6. AWSC, Aug 5 2023, for DRs to set agenda for Fall Asbly and conduct A59 business.

7. Fall Assembly, Oct 6-8,2023, Weekend for GR’s to participate and represent their group members by voting on motions that affect A59 and their Groups; DRs attend, report on subcommittee work, and support their GR’s.

8. Womens Spiritual Retreat flyer: AA w Alanon participation June 2-4 (see attachment in Agenda email)

9.  WSO's newsletter "In The Loop" is automatically sent to all group CMA's. Any alanon member can sign up for the newsletter. Click on [Who receives "In The Loop"? - Al-Anon Family Groups](https://al-anon.org/blog/who-receives-in-the-loop/)

10. WA Area GR Circle, [WA Area GR Circle – WA Area Alanon (wa-al-anon.org)](https://wa-al-anon.org/2022/09/04/wa-area-gr-circle/)

11. Old Town Old Timers – AA w Alanon participation; I have not received Jan speaker meeting info at time of submitting the Agenda but it is usually 2 speakers (sometimes one is an Alanoner), 3rd Saturday at 6 pm, Zoom ID: 840 5711 4365; No PW. Hosted by Heather B and Craig C.

1. DR: Area Service Positions
	* 1. Ongoing (3 yr term) Area Budget Committee 2022-2024
		2. Upcoming: SSA May 19-21, 2023 D25 host spiritual meetings w Jerry as lead;
		3. Completed:
			1. Fall Assembly 2022 Registration volunteer and attendance
			2. Pre-Con 2022 Registration volunteer and attendance
			3. Area Officer Safety and Code of Conduct subcommittee; Motion approved Pre-Con 2022
2. Alternative DR needed (requisite – previously GR, currently attending alanon in D25, not an AA member). Proposals and/or volunteers.

Secon 2.1.E Meals

1. Meals will be reimbursed on a Per Diem basis. See a$ached proposed rateAlt DR – position open

**Committee Reports** (5 min ea if no motion or advanced report submitted by Advanced Report deadline)

1. **District Alateen Coordinator** – Julie E (no advanced report) 5 min
2. **Literature Distribution Coordinator** – Peckie B. (see advanced report in Agenda email) 10 min
	1. Old Business **Motion:** “LDC to set aside a portion of alanon/alateen books currently in inventory that are out of date and/or not likely to move for the purpose of Free Outreach Giveaway Books. These books can b made available to newcomers, new groups, outreach activities and events, institutions, etc. Identified Free Outreach Giveaway Books are to b distributed locally (whatcom county only). LDC will make available Free Outreach Giveaway Books for any District member to access.”

Goal: 1) to identify literature that isnt selling and take it out of our salable inventory to make our budget projections more accurate; 2) to create a Free Outreach Giveaway Book (list or box) for all D25 members to access.

Background/History: this motion was tabled at Dec D25 BZ meeting d/t lack of information. The LDC agreed to first do an inventory to gather more information on how much literature is not moving.  Our lit inventory went fr $1700 (2021) to $2000 (2022). We spent $900 on lit for the 2022 year. This data is part of our Budget and is used to make projections on spending/income. $2000 is probably not an accurate accounting of salable inventory or projected income. Therefore, it has been suggested that it would b prudent to remove the non salable or not likely to sell books from our budget inventory. If we spent $900 in 2022, does that mean we now have $1100 of non salable books in our budget and in our inventory? How much of our stock has not moved in 1-2 or more years and is not likely to move? What is a more realistic number for probable income fr our current inventory, $900 or $2000? Can we use this “not likely to sell” stock for a positive outcome in Alanon?

 KBDM/ Outcome

* 1. New Business: Literature Ordering Process for Whatcom AFG

**Motion**: to adopt the ordering process as outlined in LDC’s draft

Background/History

KBDM/Outcome

Comment fr DR: “Whatcom AFG” is not a recognized group and is not a designation used by District 25 Business Meeting. Request to delete “Whatcom AFG” and replace w “District 25 (covering Whatcom County)” or something similar.

1. **Public Outreach Coordinator** – John B (no advanced report) 5 min (term ends 8/2023)
	1. Old Business **Motion**: POC to publish their meeting schedule on whatcomafg.org.

Background/history: This request came fr several members interested in the outreach committees activities on an intermittent basis.

KBDM/Outcome

* 1. Step 12 Outreach suggestion fr DR and D6 Eugene, OR: BINGO project for each Group that may increase service participation and can b combined w D25 bi-annual Potluck/Fundraiser Event, eg prizes for each Group that gets a BINGO! [Outreach BINGO (wordpress.com)](https://alanonlaneor.files.wordpress.com/2022/03/outreach-bingo.pdf)

KBDM/Outcome

 4) **Technology Administrator** – Kaz (see 2 dox found in Agenda email) 20 min (term ends 8/2024)

Old Business

* 1. **Motion**: TA to publish a D25 calendar on whatcomafg.org that may include dates of D25 events and info, such as business meetings, annual budget committee meetings, bi-annual Fundraiser Event, Committee meetings, Group events, other.

Background/History – requested by several D25 officers/committee chairs and members. Calendars are common in other Districts, Areas and at WSO.

KBDM/Outcome

* 1. **Motion**: TA to provide an “Archive” drop down box on D25 website to include past district events, D25 meeting minutes, etc as submitted by D25 officers, committee chairs and GR’s. To b included in TA job description as an ongoing task.

Background/History – currently some of this information is found in <For members only>, <Access District Documents>; The section “Access District Documents” has quite a variety of info that is not just Archival. Archives or keeping past D25 business on a District website is consistent w other Districts, A59 and WSC.

KBDM/Outcome

* 1. **Motion**: TA to provide the option of groups publishing their preferred 7th Trad payment method alongside each group meeting info on the website;

Background/History – several GR’s have asked DR if this is possible, esp for members still attending on zoom and hybrids.

KBDM/Outcome

* 1. **Motion**: TA to publish Alateen meeting info in the Whatcom County Alanon Meetings “Find a Meeting” page under Monday on our website.

Background/History - A59 “hosts” the Monday night Alateen meeting that is on WSO’s mob ap. It is strongly recommended we refer our WA state Alateens to this Monday meeting as they will b more likely to find alateens near them. There are many Alateen meetings offered on the WSO mob ap, they are open to all alateens worldwide and are ony in English at this time. The Alateen drop down section of our website has this info but the info is buried under several clicks and much data to sift thr. It is proposed to also publish this info in a “Find a Meeting” format alongside the same page as all the other alanon meetings.

KBDM/Outcome

* 1. **Motion**: TA to publish D25 DR contact infor on whatcomafg.org,

Background/History – current DR email “tests” have failed.

KBDM/Outcome

* 1. **Motion:**  TA to remove “Whatcom AFG” and replace w “District 25” under Public Outreach Tools in website.

KBDM/Outcome

* 1. TA has provided 2 dox on email information but provided no motion for discussion.

5) **Fundraiser Committee** – (no advanced report) 5 min

 a. 2023 Fundraiser Committee:

i. Proposal: Bi-annual D25 Workshop and Dinner; Mar and Sept; Spaghetti feed or Taco bar; “Conflict Resolution thr the Traditions” Workshop; Proposed $20/plate, includes meal and workshop; follows previous similar alanon workshop formats (see google search) and Breakout sessions. Include Literature sales, esp Conflict Resolution thr the Traditions kit.

ii.-Bi-annual D25 “Fundraiser and Potluck” July and Dec; Needs volunteers.

iii. D25 would then have a Quarterly Fundraiser and Outreach Event.

**Old Business** – (conducted in each section)

Open GR positions: Blaine Serenity, Happy Hour, Care Deeply, Super Glory Sunrise

Open D25 Positions: Alt DR, Secretary, Archivist, Newsletter.

 Open Area 59 Positions: see Wa Area Wanderings for complete list or wa-al-anon.org

Open WSO Positions: see al-anon.org

**Tradition 7** – (~7:30 pm) DR “we have no dues or fees: according to our Seventh Tradition, ‘Every group ought to b fully self-supporting, declining outside contributions.’ We do this through our own voluntary contributions by passing the basket to cover group expenses, including rent, purchase of literature and support of our service arms. We contribute in gratitude for what we have received from Al-Anon” p19 Service Manual.

7 th trad contributions (reminder to identify yr group and/or WSO # on yr payment method):

District 25: checks payable to “District 25 Al-Anon”. Mail to: Whatcom AFG, PO Box 1550, Bellingham WA 98227

Area 59: https://wa-al-anon.org/7th tradition or New mailbox for Area Donations: Wa Area AFG; 12128 N Division st., PMB 1531; Spokane WA 99218

WSO: al-anon.org Home page>contributions or WSO Treasurer/Donations, 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617

**New Business** (5 min each as time allows); most new business is conducted in ea section, however any member can request to bring up new business at the start of the meeting. See meeting Agenda.

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**Service Topic Discussion** (5 min b4 closing) see G15. Who would like to volunteer to lead the discussion on a Service Topic of yr choice or the current Tradition or Concept of the month?

Tradition 1: “Our common welfare should come first; personal progress for the greatest number depends on unity.”

Concept 1: “The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups.”

**Closing** (8 pm) To all who chose to, please join in closing with the Al-Anon Declaration:

“ Let It Begin with Me When anyone, anywhere reaches out for help, let the hand of Al-Anon and Alateen always be there, and Let It Begin with Me”

**2023 Service Dates for GR’s and DR’s (**for more info go to wa-al-anon.org**)**

1.  AWSC Feb 25, Stanwood, WA, DR’s only.

2. Pre-Con. Mar 31, Campbells Waterfront Resort, Chelan, WA, GR’s and DR’s.

3.  ASTAR (Alateen Sponsor Training and Recovery) April 14-18, 2023

4.. SSA, May 19-21 at Warm Beach, Stanwood.  All members are welcome and encouraged to attend.

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10. WA Area GR Circle, [WA Area GR Circle – WA Area Alanon (wa-al-anon.org)](https://wa-al-anon.org/2022/09/04/wa-area-gr-circle/)

**Resources**

District 25 2022 Contact – D25 contact list Mar 5 2022.pdf

Area 59 Panel 62 contact list: see current Wa Area Wanderings , wa-al-anon.org

Area 59: WA Area Alanon – Washington Area 59 Alanon (wa-al-anon.org)

Area 59 Newsletter “WA Area Wanderings”; wa-al-anon.org

World Service Office: al-anon.org

WSO newsletter “In The Loop”, al-anon.org

Guidelines for GR G11.pdf (al-anon.org)

Guidelines for Group Meetings G13.pdf (al-anon.org)

Guidelines for DR G37.pdf (al-anon.org)

 Guidelines for District Meetings G15.pdf (al-anon.org)

Guidelines for Reserve Funds G41.pdf (al-anon.org)

Guidelines for Literature G-31 (al-anon.org) G18.pdf (al-anon.org)

Guidelines for Forum Writing and Submission (F-1) [TheForumWritingGuidelines.pdf (al-anon.org)](https://al-anon.org/pdf/TheForumWritingGuidelines.pdf)

Welcoming Checklist – welcoming-checklist.pdf (al-anon.org)

Knowledge-Based Decision Making (KBDM) 2012 Knowledge-Based Decision Making (KBDM) (al-anon12.org)