

Area 31 Committee Meeting Minutes

January 13, 2016

Called to order at 7:30pm

Roll Call:

33 attended and 29 present for a Quorum.

Secretaries Report:

Read December 2015 old and new business. Report accepted.

Treasures Report:

Western Mass Intergroup presented the Area with invoices that were not included in the budget as they were submitted late due to personnel issues at intergroup.

The Treasurer requested that committees who are planning to spend please check with her to ensure the funds are available at this time while contributions come in and the finance committee meets and a solution can be brought forward since the invoice arrived a few days before the area met this month.

Report accepted.

Archivist Report:

In December I asked for the remaining balance of the money budgeted for Archives in 2015. The total amount was \$150.00. There are numerous items that will need to be purchased to clean out, organize and digitize our Archives. I have purchased a few items and will give the Treasurer a complete list when I have spent the entire amount.

I'm looking forward to starting the process of digitizing. If you are a DCM or Committee Chair please put archivist@area31aa.org on your e-mail list for your monthly meeting minutes. That will allow us to keep all of your minutes and Standing Committee members in a digital file. If you do not use e-mail please give me a paper copy either at the monthly Area 31 Committee Meeting or at the end of the year in a complete folder.

Registrars Report:

Requested people who are new in their positions that he and the secretary have their personal contact information to be recorded on the aa world services database and area 31.

Webmaster's Report:

There has been very little activity on the website, due to the time of year there has not been much to post other than committee and district minutes. If your committee or district has an event coming please remember to forward the details to the webmaster. The new webmail instructions can be found on the website at <http://area31aa.org/email> Any incoming chairs that have questions on the use of the Area 31 email in-boxes please contact me at webmaster@area31aa.org and I would be glad to help you get up and running. We will also be giving out a cheat sheet with instructions and a list of email addresses to access your 'official' Area webmail accounts. I have been working with the Website Committee chair to create backup documents to access the website for modifications or additions in the event that I am unavailable. The process of converting to the next version of Drupal, (our website software) has begun. This will make it more mobile friendly. Development so far is using 'Beta' software so it is not ready to be uploaded to our webhost. The required modules are actively being worked on.

Accessibilities Report:

Updated the flyer "In Need Of Services"

Sign-up sheets for volunteers on the table for members in need of services.

A poster board was created to be displayed at AA events.

Betty R a past delegate requested the Accessibilities committee to assist her with coordinating rides to meetings and possibly bringing meetings to her at Mt Marie nursing home.

The large print When and where's are available for free at the intergroup office.

Archives Report:

12 group reps mostly new in attendance

Reviewed last years events

Every other month will work with archivist at the monthly meeting to go through files

Will deliver boards to anniversaries of groups that request it.

CPC Report:

There we 6 group representatives present.

The CPC committee is making a presentation Dr. Teeter and his psychiatric residents on January 21st.

The CPC committee was invited to the Baystate Medical Substance Abuse Fair on March 23rd and we will attend.

The committee has decided to use the AA pamphlet "Speaking at non AA meetings" outline for our presentations.

Donna S. has taken the position of CPC Committee Secretary.

Alex S. has taken the position of CPC Contact Manager

Will be putting on the Friday night round up meeting this year.

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Grapevine report:

No secretary yet. 12 people attended

Talked about how to sign up as a grapevine rep.

Can they bring the boards to Nerassa?

P.I. Report:

Need new members. We have 5 group reps returning and have about 20 people but not all can attend the events that take place during the day. Need to have people available during the day to do the presentations at the various facilities.

Have steady commitments each month and have added 3 new commitments.

Creating boards to use at presentations.

Website Report:

Webmaster created and passed on a folder containing Drupal, control panel passwords and email resets etc, along with information on how to use them.

A copy of the website pamphlet was uploaded to the website for reviewing and downloading as needed.

Area Handbook discussion continues about how and when it will get posted and how to track the changes once it is live.

Set an agenda for 2016 to deal with Mobile site capability.

Continue bi-lingual (website and pamphlet)

Tradition 8 paymenta to Webmaster.

Area Handbook issues.

Round-Up Report:

Everything on target 3 day event this year at La Quinta Hotel in Springfield

Berkshire Intergroup:

Larry is stepping down as office manager and we are looking for someone to replace him.

Also looking for a volunteer to cover Tuesdays.

Working on a redesign of the When and Where and considering if groups outside our area should be listed. We are considering that issue on a case by case basis.

We have set up a committee to create a website of our own.

The Alkathons on Christmas and New Years were a success.

Received a donation of \$3K from a member and decided after much discussion to put \$1k in our prudent reserve and donate \$2k to GSO.

Our balance as of 12/31/15.

\$6375.00 Operating funds on hand

\$4174.00 Literature funds on hand

\$2000.00 Prudent Reserve

\$12,604.00 Total Balance

Institutions:

**AREA 31 WESTERN MASS INSTITUTIONS COMMITTEE
P.O. BOX 1391
HOLYOKE, MA 01041-1391**

**BUSINESS MEETING
Wednesday January 6, 2016**

The Committee Chair, Rich opened the meeting at 7:02 p.m. with a moment of silence followed by the Serenity Prayer, and read the Articles of Purpose from The Western Massachusetts Institution Committee Area 31 – Guidelines and Job Descriptions (p.1) as well as guidelines for Institution Group Reps.

Tradition of the month and Concept of the month were read by Mark.

New Institution Group Reps (IGRs): Kathy from Friday South Hadley; David from Sunday Chicopee; Chuck from Friday Wilbraham; Paul from Monday Easthampton; Melissa from Friday Trials & Smiles Springfield; Arthur from Northampton Eye Opener; Andy from Three Rivers; Felicia from Monday Step Group Holyoke; Darcy from Wednesday Mixed Nuts; Kristen from Wednesday Do or Die East Longmeadow

Secretary's Report Read by Lauren; motion to accept seconded and passed.

Treasurer's Report

- Total donations \$ 1,666.78
- Expenses \$ 132.71
- Ending Balance for Book Purchase \$ 1,284.07

A motion was made and passed to accept the Treasurer's report.

BTG Report

No Report this month

Liaison Report

Jerry gave report. Thank you letters from Linda at Baystate Psych Unit and St. Luke's Rest Home. letter from VA in Leeds, want new meeting. Reminder to check name and phone number on sign in sheet.

INVITED REPORTS

Area Delegate – Alternate Delegate, Paul, was present and gave report.

- Planning committee will meet at Plantation Inn.
- Self-support - bringing in fliers every month explaining where group contributions go.
- Area Delegate will attend Spring Assembly to prepare for the General Service Conference.

Area Chair – Sue was present and gave report.

- What A Concept Meeting is held the first Thursday of the month at Intergroup at 7:00pm.
- Traditions meeting will be held 1/20 at Intergroup.
- 2016 NERASAA will be in Springfield, MA at Marriott and Sheraton, there will be lots of opportunities to meet others in service at that conference.

CPC - Lynn was present and gave report.

- Reviewed description of CPC - Cooperation with the Professional Community.
- Getting more legal contacts.

Berkshires Institutions - Darren was present and gave report.

- Responsible for 60 meetings per month.
- Running out of volunteers, need help.
- Barton's Crossing Homeless Shelter meeting will be dropped.

Rich gave definitions of “Roll Ins” and “Roll Outs”, it is suggested sponsors have one year of sobriety, and alternates have 6 months of sobriety.

ROLL OUTS

- Rogelio out of Carlson Spanish Friday at 7pm

ROLL INS

- Raul into Carlson Spanish Friday at 7pm
 - Patty into Baystate Pysch Unit Monday at 2pm
 - Cynthia into Carlson 1st Friday 7pm
 - Chuck into new meeting at VA Leeds
 - Darcy into Carlson 3 & 5 Saturday 11am
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- Chicopee Beginners Step Group into Phoenix House 4/5 Saturday 7:30pm

ROLL CALL Lauren did roll call tonight.

OLD BUSINESS

- Letter from Phoenix House to have more meetings

NEW BUSINESS

- Letter from VA Leeds psych ward requesting weekly meeting, motion was made and passed.

ADDITIONAL MOTIONS:

- Former Librarian, Victoria, donated a dolly to the Institutions Committee for Librarian to pick up books from Intergroup, motion made and passed.
- Motion was made and passed to spend \$1,284.07 on books.

The meeting was closed with the Responsibility Declaration.

Respectfully submitted,

Lauren W.

Western Mass Intergroup:

Voted in Tamara as Chair

Alcathon and Christmas party for kids a success

Wmypaa:

Need support

Having a meeting and Dance January 29th beginning at 7pm

Committee meets the 2nd Thursday at 6pm 474 pleasant St.

Mscypaa: (20)

February 13th Unity meeting and dance 730pm

Scheduling two events to raise awareness; a pig roast and a camp out.

First weekend in August is the conference.

District 1:

Set a goal of 59% group attendance

District 2:

Scheduled a GSR presentation.

One group solved money being stolen from the basket, with the use of ushers bringing the basket around.

One group lost attendees from another group starting up nearby.

District 3:

Will be chairing a meeting at Neraasa. (Topic Meeting)

Bring back to groups 2104 survey pamphlet, financial help needed for Area and GSO.

The importance of reaching out to new comers

District 4:

Will be chairing 11-midnight at Neraasa

Needs a Key to meeting place

District 5:

District is discussing changing the meeting time.

Chairing a meeting at Neraasa

District 6:

Looking forward to a new year.

Neraasa:

The chair of Neraasa Brian O gave a report to hop on the train and as it hustles down the line towards the first Neraasa in Area 31. They are opening up the night before the conference with a Red ball meeting (renamed the Gold Ball Meeting) on the 25th at the Sheraton. Please register if you have not already done so.

Delegate:

Has been assigned to the literature committee for his panel. Reviewed advisory actions

Vacancy for a non trustee director

Alternate Delegate:

Mass state Convention has its first meeting this year on Jan 26th

Reiterated that as donations go down book prices go up and vica versa.

Chair:

Met with DCM's before Area meeting for an informational meeting about there jobs and to answer questions of past DCM's in attendance.

Reminder of the concept and traditions meetings each month.

Old Business: None

New Business:

Discussions:

Mary the treasurer has asked committees to hold off if possible on any unnecessary spending because of an unexpected late invoice from Intergroup.

The Finance Committee will meet to discuss.

Handed out Area issues from Area inventory to look over and discuss next month.

District 5 wanting to change their start time.

Neraasa reimbursements - who receives and how much.

No motions made.

Closed at 9:50pm