

Unapproved Minutes from Spring Assembly 2015
Region 4
Kansas City, Missouri

Meeting commenced at 8:31

Introductions

Eleventh Step Moment – Third step prayer

Reading of Preamble, Steps, Traditions, Concepts

Reading of Standing Rules

New Reps acknowledged

Definition of Abstinence read

Volunteer Parliamentarian was appointed for the meeting, Hills and Plains IG rep.

Credentials 27 total – 25 voting, (3 voting officers, 22 representatives), 2 non voting officers

2 minutes of silence for those who still suffer

Minutes review committee appointed: Iowa IG, Lincoln IG, Unity IG reps

Volunteers for audit committee – 2 Unity IG reps, Kansas City IG rep (had to leave so Promises of Eastern IA rep stepped in)

Volunteer timer appointed– Unity rep

Motion to approve agenda as amended: moved, seconded approved.

Officer Reports as included in Assembly Package:

Secretary

Motion to accept minutes from October assembly 2014, seconded, minutes approved.

Treasurer's report – nothing to add no questions

Vice Chair report – question regarding the Region 4 phone meeting decision to open it up to all OA members - to be reported on later.

Chair report – 15 of 18 intergroups are represented here today for Region 4.

Trustee report – rep commented on the helpfulness of the report details, reminder to support Lifeline and copy of December issue was given to all attendees. Reminder to read it, pass it on, and /or write an article for Lifeline.

The “find a meeting function” at WSO was not working for a month. The function crashed due to delay in upgrading the website because of lack of funding.

Reps please remind their IGs to share the message that WSO needs funding for projects like upgrading the website software so a reminder to send in the 7th tradition portion for WSO or any extra that can be spared.

WSO is working to rebuild the website, a new webpage for the bookstore has been added with a new exciting look.

WSO also looking at creating an OA app and wants input from all members on what they would like to see in the app.

Please remind your groups that a survey is available for all members to share their input for the app and encourage them to fill it out.

Questions: why are Lifeline subscriptions down? Not sure, they are simply not renewing paper subscriptions. Discussion about the electronic version of Life Line and the additional weekly article that is circulated as part of the e-version which is also posted on the Region 4 website.

To submit an article to Lifeline the easiest link is to Google “lifelinesubmissionguidelinesoa.org” which sets out the process.

A Pocket size “Strong Abstinence checklist” is now available to buy on line.

Coordinator reports:

Assembly Planning – would like some feedback on the registration process this afternoon
No other questions or additions

Region 4 Informational Booklet with all IG chairs, reps and their contact information was provided to all reps.

Buddy assignments for Region reps – asked to talk to each other at least once a month so the fellowship and unity in Region can continue to grow in between Assemblies.

Break: 9:28

Committee Meetings 10:00 to 11:30am

1:00 Sign In – Credentials Report 21 voting reps (one had to leave), 3 voting officers, 2 non voting officers (chair, trustee), total voting 24, total present 26.

Committee Reports

Convention – Chair reported the committee went through the manual to review roles and responsibilities

- Theme: Hope in the Heartland, suggestions from the Big Book
- Unity IG will plan the program for convention
- Committee will put together a protocol for speakers and presentations to inform about reading from the Big Book and not changing the wording when quoting
- Committee needs a hotel liaison to assist in getting a hotel contract – hope to have liaison in place within next month
- Will ask all reps to assist in sending out a “save the date” invitation once date confirmed
- The Program committee will start inviting speakers once date is confirmed
- Iowa IG is going to work with Region 4 to plan this convention (they will not have their separate convention given the Region 4 convention is being held in their state)
- St Louis IG will do registration
- Still Need 2 or more Intergroups – one to take charge of entertainment and one for volunteer coordinator – Sunflower IG will ask their IG to take one of these tasks
- Chair Report to follow

Outreach –chair reported

Region 4 phone meeting will become a registered WSO phone meeting open to all members – name is “Midwest OA 12 steps and 12 traditions” same number and access code. Same format.

It will be advertised once a WSO meeting number is assigned. A decision will be made on which IG with which to affiliate.

- Discussed which IGs are not represented here, Outreach may reach out and offer assistance
- Project for the next 6 months – a rep from each IG was given a package to take back to each IG chair. The package includes suggestions for how to have a successful meeting and successful IG, a list of helpful documents that are on the OA and the Region website,
- Contest put forward – to ask all IGs to submit a new recovery slogan with prizes for the best two. First prize, Lifeline subscription and second prize a Twelfth Step Within booklet. Start date for the contest to be announced
- A corner will be added to the newsletter for Outreach information called “We R 4 Recovery”, there will also be a corner for the IGs which will be called “Insights from IGs”
- Chair Report to follow

	<p>Discussed the workshop we are doing next door with Kansas City Super Saturday</p>	
	<p>Workshop with Super Saturday members – workshop scenarios and ideas will be posted on Region 4 website (<u>send to board and to web coordinator</u>)</p> <ul style="list-style-type: none"> • Sharpen your Sponsorship skills (interactive session) 	
	<p>How to Prepare for Region Assemblies discussed</p> <p>Region 4 Funding process for reps reviewed Booking hotel and flights up to the reps and their intergroup Need the registration forms filed per our bylaws, need to be signed or a note/email from IG chair, if you need the meeting number it can be located on oa.org website. Need receipts for any Region funding or any unused money has to be returned.</p> <p>7th Tradition collected</p>	

After the break credentials update (2 voting members had to leave) so 24 total present – 2 non voting officers, 22 voting (3 voting officers, 19 reps)

Motions

Consent agenda explained

Consent agenda includes all 3 motions previously sent in: motion to accept consent agenda proposed-passed

Vote on the consent agenda motions– passed, motions carried

New motion

Ways and Means committee motion presented by committee chair
3 Pros, Unity rep, Treasurer, no Cons.

Questions: where does the software go? It goes onto the Region 4 computer registered to the Region.

Can Region 4 find the money or is it allocated – treasurer answered there is sufficient money coming in beyond what is already allocated in the budget.

The bank balance has over \$10,000, which is allocated as estimated in the budget, and there is money/contributions coming in.

Suggestion to consider adding a line item to the budget to fund future upgrading.

Question asked if current software version is compatible with upgrade – answer expect it will be. But no choice have to upgrade or risk losing our data. There may be an additional expense in the future if not compatible.

Computer has been updated and more memory added recently so should be sufficient to accommodate the upgrade.

The amount of \$400 should cover the cost of upgrade or new software if necessary.

Motion voted on: motion passed

Treasurer is leaving our region – Thank you.

Volunteer rep from Promises of Eastern IA has offered to take over the position of acting treasurer – board will deal with appointing her at our meeting after this meeting.

Will need nominations for the fall for Vice Chair, and Treasurer – requirements reviewed, nomination forms are due by August 1, 2015.

Delegate funding position is described in the manual section 5.

Meg read out the qualifications and asked for a volunteer to work with Jane to take on this position for 6 months, rep from Links of Lincoln was affirmed by assembly as Delegate funding coordinator until Fall assembly.

Region officer qualifications reviewed as set out in the manual section 3 (check table of contents which may be different depending on whether you have a current manual or older version

	<p>Intergroup Exchange of Ideas Chair asking reps in the buddy calls to talk about the 1-3 things that are working in your IG and what 1-3 things would your IG need help with or ideas that would assist your IG.</p>	
	<p>New Business *Emergency New Business - none Future Assemblies/Convention</p> <ul style="list-style-type: none"> • Fall 2015 Assembly – Unity IG, Minneapolis, MN <ul style="list-style-type: none"> ○ Oct 2 - 3, 2015 • Spring 2016 Assembly – Hills & Plains IG, Rapid City, SD <ul style="list-style-type: none"> ○ April 1 - 2, 2016 • Region 4 - 2016 Convention – Des Moines, IA <ul style="list-style-type: none"> ○ June/July 2016 • Fall 2016 Assembly – Heart of Canada, Winnipeg, MB <ul style="list-style-type: none"> ○ October 1- 2 or 15 – 16, 2016 may reconsider this because of all the travel in 2016 with two conventions occurring that year, so may have to choose more central location 	
	<p>Announcements \$368.00 collected as 7 Chair newsletter request: need IG to take the December issue - St. Louis IG rep volunteered More announcements: Pamphlets passed out for recovery days and workshops in the Region, Iowa state convention September 18-20, 2015 “Stepping into the Principles” Iowa IG rep offered to speak to and assist anyone who may want to start up a special focus meeting as they have just assisted a men’s’ group with start up. Web and Newsletter coordinator asked for all flyers to be forwarded for posting. Suggested that IGs that have a web coordinator add “assisting groups in updating their meeting info on the oa.org website”, to their job description. Adjournment: motion seconded adjourned 4:06 pm</p>	
	<p>Serenity Prayer</p>	

Please fill out this 5 question survey

Assembly Survey Link: <https://www.surveymonkey.com/r/N5CPZPZ>

Committee Reports from Morning Session:

Ways and Means Committee Meeting Spring Assembly

April 11, 2015

The meeting was called to order by chair Arthur at 9:45 am. All joined in the serenity prayer. Introductions were made.

Region treasurer Deb reported that we were on track with annual budget and that income was keeping up with expenses. However, she reported that the current version of QuickBooks that she has been using for region business was outdated and was no longer functioning properly. The use of un-allocated money would be needed for the upgrade or purchase. The new upgrade would be under \$400.00. Wanda will write up a motion for the general assembly. It was also suggested that we might want to budget some funds every year for the upgrading of treasured software and for the laptop used by the treasurer. Deb reported that she does not use the computer a lot so the need for frequent replacement is not there. She also reported that she had it serviced and had the memory upgraded recently.

Discussion of fund raising followed. It was reported that the journals continue to sell well and that Meg recently reordered them they are selling for \$10.00. The flashlights are not selling. There are still about 216 still in stock. They will not be reordered. Some magnifiers are still in stock, but have not been selling well. They also will not be reordered. The serenity knots are still selling, but sales have slowed down. They will not be reordered unless they sell out. We still have about 130 in stock. They sell for \$5.00 apiece.

Ideas were raised for new novelties to sell. Both water bottles and coffee cups were discussed. It was decided not to consider these items at this time due in part to the impracticality of carting them around. The idea of selling medallion holders was also brought up. It was found that they were too expensive to purchase for resale.

The committee recommended selling the flashlights at cost just to get them off of the inventory. A motion for purchase of new QuickBooks was drafted by Wanda to be presented at the afternoon assembly session.

The chair adjourned the meeting at 10:33 am.

1. Went around table with names and where each member is from.
2. 6 new members on the Outreach Committee. 4 returning members.
Did a quick recap of what the committee worked on since the 2014 Fall Assembly- Updated Speaker , sponsor and unaffiliated groups list. Started a R4 phone meeting . Due to lack of support from R4 members it will no longer be just for R4 members only but for the whole OA fellowship. It will be renamed, registered and listed on the oa.org website. Hopefully by doing this is will get more support and members. Bob S. Jenny V. and Marilyn F. have taken on the task to be responsibility for the meeting now.
3. Outreach Chair- Jan H. announced the Outreach Committee project for the 2015 Spring Assembly will be a packet for each Intergroup in R4. It is called the “Intergroup Rejuvenation Project”.
The focus of the project is to help Intergroups with ideas concerning outreach and member retention. Meg M. Chair of R4 came up with a survey and sent it out to each Intergroup Chair and these were the results.

In the packet is a “OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities”. A Region 4 Information Booklet (updated April 2015) . A cover letter to the Intergroup Chairs. A list of ideas on how to have a successful Intergroup. What is available from Region 4 to enable the Intergroup and OA meetings themselves to be more successful. A Resource Guide for the R4 Website. A Outreach Reference Guide for the oa.org website. And a list of ideas for Outreach that have worked for other R4 Intergroups.

4. As a committee we will again contact all Unaffiliated Groups in R4 and encourage them to become affiliated with the Intergroup closest to them. Each member in the Outreach Committee will be given names to contact, a script to follow when contacting the contact person for the Unaffiliated Group and send them some information via email to tell them all the advantages of affiliating and what is available to them from R4.
5. The Outreach Committee and Intergroup Chairs will now be responsible for having a article quarterly in the R4 Newsletter. The permanent names that these articles can be found under are “We R4 Recovery” which the Outreach Committee will be responsible. And “Insight From Intergroup” is the responsibility of the Intergroup Chairs. Jan H. Outreach Chair will be responsible for asking members of each of these groups to write a article. The first articles are due May 13th. Elizabeth from St. Louis Bi-State a Outreach Committee member and Carol from Greater Ozarks a Intergroup Chair will be responsible for these 2 articles.

6. We had to come up with a contest that will be held between all the Intergroups in Region 4.

The game that we came up with are that each Intergroup in R4 will be responsible for sending in a new recovery slogan. It can be on any theme, topic or idea. The winner of the contest will receive a Lifeline Subscription for their group for a year. Second prize will be a “12th Step Within Packet” from oa.org. The contest will begin May 1st and go to June 15th. Jan H. and Meg M. will come out with a catchy flyer and send it out to the Intergroup Group Chairs.

Yours in service-

Jan H. Hills and Plains OA Intergroup and R4 Outreach Committee Chair

2016 R4 Convention Committee started planning details.

- Theme: Hope in the Heartland: 12 suggestions for Recovery (from Big Book)
- Des Moines, Iowa (metro area)
- Date: TBD (June or July 2016)
- Time: Friday 7:00 PM to Sunday 10:30 AM
- We shared ideas for a vision of how we wanted participants to get out of the convention: hope, sunshine, there is a 'next step' we can do from wherever we are, we are not alone...

We walked through the Manual to clarify roles, responsibilities and activities to organize the convention. Decisions, ideas and suggestions were made along the way, including:

- Once the hotel is secured, a save-the-date will be distributed.
- We will have one catered meal/banquet (not 2 meals) during Saturday Luncheon.
- 2014 Convention's two strands of speakers/workshops/sessions and hospitality room arrangements worked well and will be a guide for 2016's hotel negotiations and the Program.
- The theme "Suggestions for Recovery" was inspired from the Big Book's suggestions. Program committee can use those for inspiring speaker topics.
- Protocol is needed for reading OA/AA literature as written from the source materials (since theme is Suggestions from the Big Book). Will develop the protocol to align with R4's policy through committee email exchanges and finalized at Fall Assembly 2015.
- The Convention brochure (w/ registration form) will be out by November; will review draft at Fall Assembly.

Intergroup Roles were clarified:

Committee Chair: Julie C. (Central Iowa)

Hotel Liaison: TBD

Publicity: Greater Omaha, Jill; will talk to Dalia W., Bree H, or Cecilia

Registration: St. Louis Bi-State Area

Treasurer: Region 4 Treasurer

Hospitality: Promises of Eastern Iowa, Colleen

Decorations & Signs: Mid-Continent, Ginny

Entertainment (could be fundraiser event):

TBD

Volunteer Coordinator (greeters, time keepers, room monitors, etc.): TBD (Sunflower was asked)

Program: Unity, Bob

Recordings Coordinator: TBD

Literature and Ways & Means: Region Chair, Meg

Motions Passed at 2015 Region Assembly

Region 4 Spring 2015

Motion:

Move to allocate up to \$400.00 from this year's budget for the purchase of upgraded accounting software.

Submitted by Ways and Means Committee

Intent: To upgrade the accounting software

Implementation: Purchase and install the software on the treasurer's computer

Cost: Not more than \$400.00

Rationale: Current software is 4 years old and is not keeping the records in a user friendly readable format.

REGION 4 SPRING 2015 PROPOSED CHANGE #1 TO “Region 4 Manual Definitions, Duties, Guidelines”

MOTION:

Move to revise the Region IV Manual, **Section 5.11 Assembly Planning Coordinator**, by rearranging the tasks and making minor language changes as indicated:

CURRENT WORDING

Section 5.11 Assembly Planning Coordinator (Revised Coralville, IA, 10/16/10)

2. Responsibilities

- a. Request that each committee chair supply a written committee report and agenda to the Assembly Planning Coordinator for the upcoming committee meeting at least thirty (30) days before the assembly, preferably by e-mail. Request that the committee chairman send a copy of the committee report to the Secretary for the assembly minutes, preferably by email.
- b. Supply the Secretary with the original copies of the completed registration forms prior to the Assembly.
- c. Keep current mailing lists of Intergroups, groups, registered Region Reps, alternates and committee chairmen.
- d. Mail one R4 Assembly Registration form to each Intergroup one hundred and twenty (120) days prior to each Assembly.
- e. Electronically provide Region Reps and R4 Board with Assembly correspondence by noted deadlines:

1) Officer Nominations, Proposed Changes to By-Laws, and Continuing Effects Motions, and R4 Assembly Agenda sixty (60) days prior to Assembly.

2) Committee Reports, Committee Agendas and the previous Assembly Minutes at least two (2) weeks prior to the Assembly.

f. Electronically send preliminary committee rosters to the committee chairmen and the Region Board at least two weeks before the assembly.

g. Notify the Region Chair of any relevant issues such as committee chairs who won't be attending the upcoming assembly.

h. Send Welcome to the New Region Rep packet to new reps.

PROPOSED WORDING

Section 5.11 Assembly Planning Coordinator (Revised Coralville, IA, 10/16/10)

2. Responsibilities

a. Keep current mailing lists of Intergroups, groups, registered Region Reps, alternates and committee chairmen.

b. Mail or email one R4 Assembly Registration form or link to each Intergroup one hundred and twenty (120) days prior to each Assembly. **Mention that an email from the chair authorizing the reps shall have the same effect as the chair's signature on the registration form.**

c. Supply the Secretary with the original copies of the completed registration forms prior to the Assembly.

d. Request that each committee chair supply a written committee report and agenda to the Assembly Planning Coordinator for the upcoming committee meeting at least thirty (30) days before the assembly, preferably by e-mail. Request that the committee chairman send a copy of the committee report to the Secretary for the assembly minutes, preferably by email.

e. Electronically provide Region Reps and R4 Board with Assembly correspondence by noted deadlines:

1) Officer Nominations, Proposed Changes to By-Laws, and Continuing Effects Motions, and R4 Assembly Agenda at least sixty (60) days prior to Assembly.

2) Committee Reports, Committee Agendas and the previous Assembly Minutes at least two (2) weeks prior to the Assembly.

f. Electronically send preliminary committee rosters to the committee chairmen and the Region Board at least two (2) weeks before the assembly.

g. Notify the Region Chair of any relevant issues such as committee chairs who won't be attending the upcoming assembly.

h. Send Welcome to the New Region Rep packet to new reps.

SUBMITTED BY:

Elizabeth C, St. Louis Bi-State Area Intergroup

INTENT:

1. Clarify the task deadlines of the Assembly Planning Coordinator (APC) by listing the responsibilities in an order congruent with Section 6:12, R4 Assembly Timeline.
2. Accept email notification from intergroup chairs saying which reps and alternates are authorized.

IMPLEMENTATION:

Update the manual and re-post on the Region 4 website.

COST:

None

RATIONALE:

1. The APC responsibilities are confusing as written, jumping from one deadline to another out of order. Rearranging the task items would make it easier for the APC to see when tasks need to be done.
2. The current practice of accepting emails from intergroup chairs listing authorized reps needs to be reflected in our guidelines.

This practice is important because it enables the reps to register online more easily.

REGION 4 SPRING 2015 PROPOSED POLICY CHANGE

MOTION:

Move to revise the Region IV Policy Manual, Section 5.15.4.a. R4 Newsletter Format (page 5-25), by inserting the following as indicated

CURRENT WORDING

PROPOSED WORDING

10) A recommendation for members to update their meeting's contact information on the oa.org website ("When was the last time you checked out your meeting info. at oa.org? Please make sure it is current and if not, have your group secretary make the updates.")

SUBMITTED BY:

Ginny Y., Mid-Continent Intergroup

INTENT:

Remind members to review and update their meeting's contact

information on the oa.org website.

IMPLEMENTATION:

Update the manual and re-post on the Region 4 website. The newsletter editor will place the reminder in upcoming issues of the 4 Thought newsletter, beginning with the Summer 2015 issue.

COST:

None

RATIONALE:

Accurate meeting and contact information will help OA reach out to those who still suffer from compulsive eating by making it easier for people to find meetings.

REGION 4 SPRING 2015 PROPOSED POLICY CHANGE

MOTION:

Move to revise the Region IV Policy Manual, Section 5.15.4.b. R4 Newsletter Format (page 5-25), by striking the following as indicated:

PROPOSED WORDING

b. ~~The newsletter shall not exceed eight pages.~~

SUBMITTED BY:

Ginny Y., Mid-Continent Intergroup

INTENT:

Remove the maximum number of pages of the newsletter.

IMPLEMENTATION:

Update the manual and re-post on the Region 4 website.

COST:

None

RATIONALE:

This requirement was made when the region made physical copies of the newsletter (and thus keep printing costs within budget). Now the newsletter is posted online so the Region does not have any printing costs. Members and service groups download the newsletter from the website and either view it on their computers or print it as desired.