

Area 82 N.S./N.L. Spring Assembly

May 27-29, 2022 (Zoom ID: 899 6213 5907)

Accepted Agenda

Friday 6pm- 8pm	Workshop
Saturday 9am- 11am	Opening Remarks/Introductions/12 Traditions/ Sympathies/Mission Statement
	Sympathies
	Minutes from the previous Assembly two assemblies read
	Business arising from the minutes
	Approval of Agenda
	D.C.M. Reports
	Past Delegates Address
11am- 12pm	One hour Lunch Break
12pm- 2pm	Treasurer's Report
	Alt GSD Report
	GSDs Report
2pm- 3pm	One Hour Break
3pm- 5pm	Roll Call (GSR's must be present at this time)
	Old Business
	<ol style="list-style-type: none">1. Call for Co- Chairs for Active Area Committees- NS: CPC, Treatment; NL: CPC, Treatment, Corrections2. Webmaster Discussion3. Review Guideline updates
	New Business
	<ol style="list-style-type: none">1. Election of NS Archivist2. Invitation of a GSO Guest to attend the Annual Spring Assembly (Area Executive Committee)

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3. Change the Assembly workshop to Sunday, and have two meetings of 90 minutes each on Friday for a service meeting to deal with provincial issues for each province (Area Executive Committee)
4. An Ad Hoc Committee to be formed to review the current Guidelines and make recommendations to Area 82 to ensure that the Guidelines are updated to address issues (District 1 Fresh Start Group)
5. Distribution of Minutes (District 1 Back to Basics Group)
6. Ad Hoc Financial Committee (District 1 Back to Basics Group)
7. Change financial guidelines to include the time and date of presentation of the year-end report, and accompanying statements (Area Executive Committee)
8. Committee expense receipts and unused funds (District 1 Back to Basics Group)
9. Committee expense Advances (District 1 Back to Basics Group)
10. Bank Statements (District 1 Back to Basics Group)
11. Prudent Reserve (District 1 Back to Basics Group)
12. Include monthly Bank Statements with Quarterly Report- (District 1 Fresh Start Group)

5pm- 6pm

One hour Supper Break

6pm- 8pm

Active Area Committees Workshop

Sunday

Continue with Agenda Items if necessary

9am- 11am

Ask It Basket (If time permits)

Background for the Agenda Items

1. Election of the NS Archivist

The Archivists were elected in previous years at the respective Provincial Service Weekends. Since these no longer exist, we will need to have this election of the NS Archivist at the Spring Assembly. The following excerpt is from the Area 82 Guidelines pages 10- 11. Anyone interested in the position should apply by resume (sent to the secretary prior to the Assembly).

a) Archives Committee

- The Nova Scotia Archivist term is 3 years.
- The Newfoundland and Labrador Archivist term is 3 years.
- The Purpose of the Archives Committee is to preserve the history of A.A. in Area 82.
- Area 82 consists of 2 Archives Committees; one in Newfoundland and Labrador and one in Nova Scotia consisting of D.C.M.s from respective provinces. (Elected Archivist must reside in respective province)
- The committee maintains records, memorabilia, and other items from our past so that we, as a fellowship, remember our history, growth, successes and failures.
- Archives can help our A.A. members better understand issues we may be currently considering, because the issues may have come up before and we can learn from our past experiences.
- The committee also maintains records of District and group histories, enabling any group or member to learn more about a group or district.
- The committee gathers items of historical value to A.A. in Area 82, and preserves, catalogues, and stores these items so they will not deteriorate over time.
- The Archivist will attend the Fall Assembly in their respective province with a display from the Archives, readily available to all A.A. members to view.
- The Archivist is responsible to give their report at the Archivist meeting held before the DCM/Area Officers meeting at the Spring Assembly.
- The D.C.M. in the district from which the Archivist is a member is automatically the Alternate Archivist.

2. Invitation of a GSO Guest to attend the Annual Spring Assembly (Area Executive Committee)

As this is only our 2nd Spring Assembly, Area 82 has never had an official GSO Guest at a Spring Assembly. On page 5 of our Area 82 Guidelines, it states that "The General Service Delegate coordinates with G.S.O. to provide a guest for the Assembly" (meaning the Fall Assembly). We would like permission to invite a guest to the Spring Assembly going forward and to update this on page 5 in the Area 82 Guidelines to read "The General Service Delegate coordinates with G.S.O. to provide a guest for the Spring and Fall Assemblies."

3. Change financial guidelines to include the time and date of presentation of the year-end report, and accompanying statements (Area Executive Committee)

There have been groups asking for amendment to the guidelines adding a fixed date for the presentation of the Year-end financial report, along with accompanying statements to the DCMs for forwarding to the groups. The suggested date is Jan 31 each year.

4. Change the Assembly workshop to Sunday, and have two meetings of 90 minutes each on Friday for a service meeting to deal with provincial issues for each province (Area Executive Committee)

It has been the common practice at Area 82 Assemblies that a workshop takes place for GSRs and other members attending on Friday evening, coinciding with the Area Officer/DCM Meeting.

The Spring Assembly has replaced provincial service weekends, where AA business specific to each province is discussed. The Area Officer/DCM meeting for the Spring Assembly takes place virtually prior to the Assembly. It is proposed that the guidelines be amended to add a 1 ½ -2 hour meeting for each province take place on Friday evening, and the Workshop be moved to Sunday after the close of business.

5. An Ad Hoc Committee to be formed to review the current Guidelines and make recommendations to Area 82 to ensure that the Guidelines are updated to address issues (District 1 Fresh Start Group)

In reference to Section VII (3) Page 12 of the Area 82 Guidelines, ADHOC COMMITTEES Fresh Start Group would like a Ad Hoc Committee to be formed to review the current Guidelines and make recommendations to Area 82 to ensure that the Guidelines are updated to address some of the following:

There are several Motions that were passed at Assemblies and have not been added to the Guidelines (2018- 2 hours set aside at Area 82 Assemblies for the Active Area Committee to hold workshops, sharing sessions etc. 2020- Sunrise Group-Zoom Conferencing App and 2020 FreshStart Area 82 Committee Co-Chairs for PI, CPC, Treatment, Corrections and Grapevine) There are items in the Guidelines that are not clear and added time lines and deadlines may make the process more clear and effective for Area 82 groups

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(Page 7 of Area 82 Guidelines states how Agenda Items are to be carried to Area for the Assembly but no timelines or deadlines are mentioned, as well as timeline specific to Guideline update for Motions passed at Assemblies) To review procedures to see if they are still working effectively, need to be changed based on current times, or are new procedures that are not reflected in the Guidelines to date, (Zoom Platform and how it will be implemented going forward, Alt. DCM monthly Area 82 Active Committees)

We believe that a review of the current Guidelines will allow the Area to use updated Guidelines as a tool to carry the message of recovery more effectively and to help us better understand the Area and its structure and offer better guidance going forward.

6. Distribution of Minutes (District 1 Back to Basics Group)

In the event that the area secretary cannot have the minutes prepared and distributed to the area 60 days after the fall assembly and spring assembly, then the GSD and Area Chair will assume/assign this responsibility to ensure they are distributed in at least 90 days after meetings. (30 days after the 60-day deadline). (Guideline's amendment)

Elected Area members have a duty to ensure that AA Business is accurately documented, recorded, and consistently shared with the AA community they represent. Therefore, minutes are essential to capture one consistent, accurate record of assembly meetings and AA business.

GSR's are encouraged to listen, participate, and engage in discussion at Area assemblies. Although all GSR's may take notes from assemblies, GSR's are not responsible for recording a separate set of notes in anticipation that the Secretary's job will not be performed. GSR's are encouraged to listen, participate, and engage in discussion.

It is important to have minutes distributed in a timely fashion to GSR's and their groups to communicate, review, discuss and prepare agenda items etc.

(pg S45, The A.A. SERVICE MANUAL, Secretary: The job is time consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available.)

7. Ad Hoc Financial Committee (District 1 Back to Basics Group)

An ad-hoc financial committee to be formed to produce a consistent and understandable financial format for each Area Treasurer to be used year to year at each reporting period including the quarters; to update the responsibilities of the Treasurer at the beginning and end of fiscal year and to make any recommendations necessary to carry this out.

Every year there are questions and comments concerning the financial reporting and probably a lot of questions not asked because members don't understand the reporting.

An understandable and consistent reporting method that will flow from year to year should put all members on the same level of understanding the financials. For the Treasurer – this protects them because they know what their expectations are (especially for an incoming treasurer). Being Treasurer is not an easy job. There are always questions, backlash etc. and everyone has an opinion.

The background of this is not about a treasurer not doing a good job, or one treasurer's way is better than another. It is not about the term 'Trusted Servant'. A 'Trusted Servant' is someone put in a position and trusted to carry out the duties and responsibilities assigned in the most transparent way for the Area members. It should be consistent and concise from one treasurer to another. We need to be able to understand it. It would also be easier for members to move forward in service but may feel that Treasurer position too much for them. They are being left behind and we are not being all inclusive

8. Committee Expense Receipts and unused funds (District 1 Back to Basics Group)

All committee expense receipts and unused funds to be returned and received by the Treasurer by December 1 of the current year. (Guidelines amendment)

This would ensure that the Treasurer can prepare an accurate 4th quarter financial report. When, advances and receipts are returned in the year they are part of, there will be less confusion starting a new fiscal year. When receipts and advances are returned in the new fiscal year, members can easily differentiate the funds/expenses of the old and new year.

Re: "Area 82 Nova Scotia/Newfoundland 2021 Budget Report" on the "Total" for the "Projected Returns" is incorrect.

9. Committee expense Advances (District 1 Back to Basics Group)

Committee Expense advances should not be allocated before the year they are budgeted for. Again this would give a more complete and accurate financial report from the year ending and for the upcoming year. (Guidelines amendment)

Re: the "Area 82 Financial Reports Jan2 – Dec 31, 2021" GSD 2022 budget.

10. Bank Statements (District 1 Back to Basics Group)

Copies of Area Bank statements from financial institutions that hold AA member contributions, (with the bank name and address, account name and number) must accompany quarterly financial reports. The bank statements show all transactions and the bank balance on the last day of the quarter. Customized /manual reports will not be accepted, and the financial reports will be considered incomplete.

Reconciliation of Bank Statement

When the bank balance does not represent the funds available in the account, a bank reconciliation will be prepared by the Treasurer to list outstanding amounts, such as:

- Outstanding (un-cashed cheques)
- Cash advances not returned
- Deposits/contributions in transit

(Guidelines amendment)

11. Prudent Reserve (Motedioned by the District 1 Back to Basics Group)

The Prudent Reserve to be changed to 3 months or 4 months.

"...most groups try to put aside enough money to cover at least one to three months operating expenses." from the pamphlet "The A.A. Group Treasurer".

At the Fall Assembly the Prudent reserve was increased to 70% of the 2021 budget (\$27,652.80) bringing it to \$19,356.96. ("to protect us of a money short fall because of Covid restrictions".) Is

this amount going to remain this high? This is a lot of AA's money being tied up in an account for a long period of time. If we look at the 4th quarter financial report, the year to date total (spent) is \$11,197.45.

The Area spent approximately \$11k in 2021, yet there is almost \$20k sitting in a prudent reserve.

Contributions for 2021 were \$11,956.88. (According to my calculation from the "Area 82 Financial Reports Jan 2 – Dec 31, 2021", since as there is no report that includes the contributions)

Therefore, there was more money that came in than went out and we are still holding on to a \$20,000 Prudent Reserve.

The summary on the last page of the "Area 82 Financial Reports Jan 2-Dec 31, 2021" should be:

\$35,405.16 plus \$7751.10 of unused funds (according to my calculations, see item 1) equals \$43,156.56.

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	Summary			
30-Dec	Prudent Reserve Acct			\$19,392.30
30-Dec	Upcoming Budget			\$15,056.25
30-Dec	Operational Account Cheque Ledger			\$956.61
*	Advances to be returned from officers for 2021(my calculations) (see item 1 below)			7,751.10
30-Dec			Total	\$43,156.56

Item 1

On the "Area 82 NS/NF 2021 Budget Report" the amount to still be returned is \$16,455.35. Is it correct that that amount should be \$7751.10 which includes: \$1071.18 GSD, \$1941.97 Chair, \$2318.44 Secretary and \$2419.51 Remote Communities.

* Officer	Advance		Receipts	\$ returned		Outstanding as of Jan1, 2022
	01-Jan-21					
GSD	\$	2,500	\$	1,429	\$ - \$	1,071
Chair	\$	2,500	\$	558	\$ - \$	1,942
Secretary	\$	2,500	\$	182	\$ - \$	2,318
Remote Communities	\$	2,500	\$	81	\$ - \$	2,420

**Amounts to be returned at
end of 2021**

\$ 10,000 \$ 2,250 \$ - \$

7,751

Outstanding Advances need to clearly identified in the Financial Reports.

Treasurer \$2500 was not written, cheque #37 in the amount of \$1250 was written, 333.30 spent and \$916.70 returned, balance 0.

Alt-DSD /\$1386.14 was returned Dec 30, balance 0. NL Archive \$500 cheque not written balance 0. NS Archive \$500 cheque not written balance 0.

Zoom \$3500 cheque not written balance 0. \$1500 cheque not written only 2 cheques for \$500 each. Web Domain \$500 (cheque #29 was written for \$500 and \$265.39 was spent but there was a separate cheque #36 8/2/21 in the amount of \$265.39, so the \$500 should be returned unless the two \$500 expenses in under Misc are for the webmaster – if that is the case then no \$500 to be returned).

Misc \$1500 cheque not written only 2 cheques for \$500 each so balance 0. Bank charges \$300 no cheque written so balance 0.

This can be very misleading for the fellowship if they think there is still \$16,455.35 to be returned.

12. Include monthly Bank Statements with Quarterly Report

In reference to AREA 82 GUIDELINES

Section VI-AREA OFFICERS AND THEIR RESPONSIBILITIES AREA TREASURER

The Area Treasurer prepares a quarterly financial report and sends it out to Area Officers and DCM's with a December bank statement to accompany the 4th quarter report.

MOTION TO CHANGE THE GUIDELINES TO THE FOLLOWING:

Area Treasure prepares a quarterly financial report, with a bank statement to accompany each quarterly report. The reports are to be sent out to the Area Officers and DCM's within 30 days of the end of each quarter.

CONCLUSION

If all relevant documentation, including Financial Report, Month To Month Budget Report, and Bank Statements (to reconcile with the Financial Report) accompanies the quarterly financial reports, the Area body stays informed about the financial health of the Area and are able to make conscience decisions on how the Area funds should be spent. Complete quarterly reports will alleviate questions, show contiguity and make things more clear and concise.

Lawton's
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