

Area 69 Suggested Guideline Changes

The 2015/2016 Guidelines Committee received numerous good suggestions for changes to the Area 69 Guidelines. In the hopes of saving time and money we decided to use this “cheat sheet” of sorts. Below is a listing of all of the suggestions that have been received by the Guidelines Committee. With each suggestion we have listed the Section, Page and Paragraph as necessary so that you can easily cross reference these suggestions in your Area 69 Guidelines book.

Suggested additions/changes to Area Secretary Duties:

#1) *Area Secretary to read minutes of the most recent past event at each Area event.*

To promote continuity and communication. This to be added to the Secretary Duties found In Section 3.0 > 3.4 Pages 5-7, adjust alpha designation of duties to reflect the addition to the list.

#2) Combine Secretary Duty (b) with duty (d) to alleviate the necessity of two mailings. Effectively to read:

“b.” Mails a copy of the minutes of all Area Committee Meetings to each member of the Area Assembly and District Standing Chairs within 30 days following the meeting. This mailing to include the agenda for future Area Committee Meetings.

It is believed that this would save on postage and promote communication throughout the Area.

Section 3.0 > 3.4 Combine duty “b.” & “d.” Pages 5 & 6, adjust alpha designation of duties to reflect the addition to the list.

#3) *Have all documents translated/interpreted into Spanish and provide 10 copies at each Area event.*

This to be added to the Secretary Duties found In Section 3.0 > 3.4 Pages 5-7, adjust alpha designation of duties to reflect the addition to the list.

#4) *Provide Spanish speaking area participants translated/interpreted documents and mail/email these in place of or in addition to the English documents.*

This to be added to the Secretary Duties found In Section 3.0 > 3.4 Pages 5-7, adjust alpha designation of duties to reflect the addition to the list.

#5) Area Secretary serves as a member of the Finance Committee and Secretary of the Communications Committee. These two committees usually meet at the same

time, is there a way to separate the times that these committees meet or move one of these committee responsibilities to another Area Officer? (No concrete suggestion made, only concern over the scheduling conflict.)

Suggested additions/changes to Registrar Duties:

#1) *Ensure that all contact information is removed from Area listings and directories when an individual requests to be excluded from any/all mailings.*
Section 3.0 > 3.6 pages 7-9, adjust alpha designation of duties to reflect the addition to the list.

Suggested additions/changes to Travel Expense Defrayment:

Replace the first part of 7.5.d to read:

#1) *PRAASA and Forum allotment for Area Officers and Standing Chairs: Forum (Occurs in even years only): the delegate is fully defrayed, the Alternate Delegate and two additional trusted servants, to be drawn out of the hat, will be defrayed \$300.00. (\$600.00 if the Forum is held in Area 02/Alaska or Area 17/Hawaii”, as funds permit.)*

Suggested additions/changes to Advances for Area Events – (As Funding Permits):

#1) Section 7.0 >7.6.a - Change existing to read:

a. The Area may advance to a District the start-up funds requested by its hosting committee up to the amount listed below:

\$250 - Area Committee Meetings

\$500 - Workshops

\$1000 - Assemblies

All requests for advances exceeding these amounts shall require approval of the Area Committee.

Reasoning - The current wording talks about "the current year's budget". The current maximum amount is actually passed on by word of mouth. Since workshops and assemblies are expected to at least break even, it makes no sense to put any advance amounts into the budget. Advances are neither income nor expense.

#2) Section 7.0 >7.6.b **and** Appendix C-1 Financial:

Change current wording from:

"The district committee of the district hosting the event shall be responsible to see that the advance money, adjusted by the gain or loss from the event, is returned to the Area Treasurer within 60 days following the activity."

Replace with:

"The area is responsible for any loss and receives any profit from the event. The district committee of the district hosting the event shall be responsible to see that the advance money plus any gain or minus any loss from the event, is returned to the Area Treasurer within 60 days following the activity."

Reasoning - A former treasurer suggested that a district make up for any loss. This did not happen but we think the wording could be a little clearer.

Suggested addition to Appencix C:

Page C-5> (Location in Appendix C to be determined.)

Event Flyer

The event flyer serves many purposes - name, date, & location of event, outline of the weekend event, a place to fill in registration information, and an address to mail the registration. The best flyers include all of this information on one page as multiple pages get lost or do not get copied. Area 69 Guidelines do not allow a phone number on a flyer posted to the web site. Flyers should be created as an editable document so that it can be translated into Spanish.

Members new to service do not know that assemblies start on Friday night or that workshops continue until Sunday noon. Therefore, flyers should include the event agenda for Friday, Saturday, and Sunday.

It is important to get a flyer out as soon as possible, even if it has to be changed later. The area committee typically attends every event but many other members do not. If the flyer is available for several events beforehand then more members will be aware of the event and can make plans to attend. Flyers should be emailed to the Area 69 Communications Chair as soon as available.

Additional suggestions (location in Area Guidelines to be determined):

Communications:

#1) *Establish a time frame for minutes, agendas, flyers and motions to be submitted to the Communications Chair for inclusion/addition to the Area website.*

(No concrete suggestion made, only concern over the timing for posting to the website.)

Area Directiory:

#1) It is a duty of the Secretary to mail/email copies of the minutes of all Area Assemblies to all listed members of the Area, District Standing Chairs as well as Pacific Region Delegate and Trustee. However the Pacific Region Delegate and Trustee email/ mailing information is not listed in the Area Directory. It was suggested that the Pacific Region Delegate's and the Pacific Region Trustee's email and mailing address's be added to our Area Directory. (No section / page / paragraph of list involved in this suggestion. This would fall under a suggested change to the Area Directory?)