

NORTH FLORIDA AREA CONFERENCE, INC.
2nd. Quarter Virtual General Session, July 11, 2020
"Our Big Book – 80 years, 71 Languages"

ORDER OF BUSINESS

Chairperson: Ruth R. - Opened the meeting with the Serenity Prayer. Let the record show that the General Session was brought to order at 10:46 am on Saturday, July 11, 2020.

Reading of Anonymity Statement and short form of the 12 Concepts.

Registrar: Carl G.- Total votes from today's roll call is 77; 2/3 is 51.

OFFICER REPORTS

Secretary: Terri-Lynn S. – My name is Terri-Lynn S., and I am an alcoholic; my home group is the College Park Triangle group in District 10. It is my privilege to serve as your Secretary. I have updated Structures and Guidelines and the Advisory Actions with all motions passed up to the January 2020 Assembly. On January 13, 2020, I sent the January Motions to Alex, Webmaster, and he posted them to the website on the same day which is within 10 days of the January Assembly. On February 1, 2020, District 10 and Central Florida Intergroup hosted the “Service Manual Book Study” workshop. I helped by asking 6 speakers to present and by providing the PowerPoint for the workshop. The workshop was a success and the PowerPoint has been posted on the Area Website under “Area and A.A. news”, “Area 14 Officer Reports”, “Secretary”. On February 20, 2020, I emailed the Website and Printer-Copy versions of the minutes from the January Assembly to Alex and he posted the Website version the same day. On February 21, 2020, I mailed 235 envelopes containing the Printer-Copy version of the minutes to Carl for labeling and bulk mailing. As a member of the I.F.F. Crew, I worked with the crew to update/finalize the new Advisory Action excel sheet, create the matching PDF, create 6 short training videos, 2 surveys, and reformat Structures and Guidelines. I also updated the Secretary's Handbook with the following details: 1) how to add new passed motions to the Advisory Actions excel sheet and 2) how to create the matching PDF. Thank you for allowing me to serve. Motion to accept the January Minutes seconded and passed

Treasurer: Deb B. – Good Morning, my name is Deb B. and I am an alcoholic. My home group is the Wesconnett Group in Jacksonville. We are a hybrid meeting of about 120 people, we meet on Monday nights at 7 p.m. and you all are invited. It is my honor and privilege to serve as your Panel 69, Area 14 Treasurer. I am so excited to announce Area 14 has moved a little more into the 21st Century and we are now going to pass the virtual basket!!! After a lot of hard work by 2 Past Delegates, 2 Committee Chairs, and many, many hours of development by our webmaster, we have developed a platform to receive online contributions. When you or your group are ready to make a contribution by credit card or bank account, please see the link on the left side of our website <https://aanorthflorida.org> . Please note that with this change, our website has changed to https too. In keeping with our tradition of only accepting contributions from A.A. members and entities, it is important to include four things with your contribution: your group's name; group's number; district number; and your contact information. For some reason, I regularly get checks without any identifying information enclosed. However, most of you are doing this correctly, so thank you. We are still receiving contributions at the PO Box, albeit not quite as often during this pandemic. If your group or district is unable to contribute at this time, please have procedures in place to restart contributions to all A.A. service entities as it becomes possible. The GSO put out a letter and a video regarding the cruciality of Seventh Tradition contributions as their services have not stopped. Additionally, some of our groups may need to dip into their

prudent reserves in order to get through this season and if there is any way I or your Finance Chair can help with guidance in these matters, please do not hesitate to reach out to us. It is important to note that our prudent reserves are meant for just this kind of scenario and that while we may dip into them, there will be time to build them back up in the future. State of the Area: Please refer to the financial documents at the end of the minutes. The financial state of the Area is sound. We have \$91,523.09 in our combined bank accounts, which is within our prudent reserve parameters for 2020 of between \$81,048 and \$108,065. Currently our budget spending is at 26% for the first six months of this year due to COVID-19. This second quarter we have spent 2% of our projected expenses and we have received 13% of our projected contributions. Although groups may not be able to contribute at this time or may have less to share with A.A. service entities, there are a number of groups and districts that contributed generously to our area funds. I would like to express my sincere gratitude to each and every one of you who has looked at your group's finances and made a decision on what, if any, contribution you were in a position to make. The 2021 proposed budget has been turned over to the Finance Committee for review and presentation to the body. A check for \$6,500 was sent to the General Service Board based upon the budgeted amount for the 2020 General Service Conference. The CD has matured and the balance has been deposited into our money market savings account. Corporate filings have been completed with the Florida, Department of State, Division of Corporations. Semiannual Sales Tax has been filed and paid for with the Florida Department of Revenue for the first half of 2020. Additionally, I am available, willing, and would love to do virtual workshops. treasurer@A.A.northflorida.org Thank you for allowing me to serve. Motion to accept the September Treasurer's report seconded and passed

Delegate: Annette D. – My name is Annette and I am an Alcoholic. My home group is New Pineda Group in District 12. I am honored to serve as your Delegate to the General Service Conference for Panel 69 and 70. I would like to ask all of you to welcome our Past Delegates who are here. I will not try to recognize them but can we give them a “virtual hand” for their service. Like many of you, I have spent my time meandering the ins and outs of our COVID-19 world since we last met, and enjoying the virtual riches offered to us. I have especially excited about our access to discussions of all things service related, the traditions and concepts. Be sure to visit A.A..org and enjoy the offerings of the Virtual International Convention. The Southeast Regional Forum scheduled for December in Biloxi MS has been cancelled and a virtual event will be in its place. There will be 2 – an eastern and western event – splitting the country in half, in November during Gratitude Month. We are waiting to hear details. The General Service Office is still working off site, but performing full services. We will hear soon about a special Financial Conference Session now that audit is completed. And the end of July the General Service Board will hold their first ever virtual Quarterly Meeting. There are already two NEW proposed agenda items for next year, so I hope you are drafting yours. Remember due date is 12/15/2020, and the September assembly will be your last opportunity to bring it to the members if you wish to do so. This is my what I saw, heard and felt in experiencing the first ever virtual General Service Conference. After several planning and training sessions, I signed into Zoom on Saturday morning for the opening A.A. meeting with curiosity and excitement. After four 10-hours days I signed out at 10:00 Tuesday night feeling like I had left the twilight zone. That's what days on-line can do to you. Some things went as well or better as face to face, one or two things would probably have gone better face to face. I commend the General Service Office Staff and the special Zoom technicians that prepared us and helped to carry this event off smoothly. They did in 8 weeks what had never been done before. Be sure to hang around for the Delegate's Report after this meeting for more details. But overall, there were goose bump minutes, friendships made, and the work of Alcoholics Anonymous got done. As election time approaches at every level, I hope each of you is giving prayerful consideration to the next step in your service journey, whether that's as GSR in your group, taking on a district position, or showing up here to stand or with Service Resume in hand Check the Delegate's Corner at A.A.northflorida.org for updates. Thank you for the opportunity to serve.

Alternate Delegate's Report: Richard C. – I am an alcoholic. My home Group is the Step up Group in District 19B. It is wonderful seeing everyone in these trying times. Sense are last meeting travel has been

none at all. With that being said Lon L. Area 14 Florida State Convention Representative and myself have attended two Florida State Convention Joint Advisory Committee meetings. The first was on April 19th and was to cover the concerns of moving the 64th Florida State Convention too August of next year which did happen. This was done in light of the current state of the COVID-19 and the concerns of the well-being of the fellowship. The second meeting was our regularly scheduled meeting on May 16th. These meeting were done via zoom for the safety of the Committee. Are next meeting will be on August 8th. The time and location is still to be determined. If I can be of help or service please contact delegate@aanorthflorida.org . Thank you for the honor and privilege of serving you.

Chairperson's Report: Ruth R. - Hi Everyone! My name is Ruth and I'm an alcoholic. I'm privileged to serve as the Chairperson for our North Florida Area Conference for Panel 69. We are all privileged to be able to say that we participated in the first virtual Assembly for Area 14. These really are unprecedented times, aren't they? I'm very grateful that so many of you are healthy enough to participate today. I hope all of your loved ones are healthy, too and that everyone is weathering the storm we call COVID-19 with as few problems as possible. It's so great to see so many of you here today! We really missed you in April. Heck, I still miss all of you, even though I can see most of your faces on the screen and have talked with many of you over the past few months. We all know it's not quite the same, don't we? I'd really love to be able to hug every one of you! As many of you know, Lori and I worked with the hotel to cancel both the April Assembly and the face to face July Assembly. With a little persistence we were able to get the hotel to waive all financial penalties for cancelling. But we still wanted to meet virtually this quarter since we do have some essential business to conduct. So, here we go! I'd like to start by welcoming everyone who is at their first Assembly as a new Alt GSR, GSR, Alt DCM or DCMs. We may not be able to see who you are, but we are still very grateful that you are here. Thank you so much for your service to the North Florida Area. I can't wait till you can go to an Assembly in person in order to get the full effect of being surrounded by a couple of hundred people who are in love with General Service! It's so much fun! I'd also like to welcome all of our visitors. Again, we can't see all of you, but we really want to welcome you. Thanks for coming – we know you didn't have to and we hope you will continue to come back. Who knows, maybe you will decide to take on a position some day! As I mentioned earlier, today's General Session is going to be a bit different from any previous Business Meeting you may have attended in Area 14. In the interest of keeping things simple and in order to avoid many of the complications our counterparts around the country have experienced, we've scaled things down to essential business only. You'll also see a few "assumed motions" for "routine reports", particularly the Secretary and Treasurer's reports. Our Standing Committees and our Ad Hoc Committee, the IFF Crew, all met this morning and will be reporting on the business accomplished during those meetings. There will be some motions coming to the floor from the IFF Crew as well as a 2021 budget coming from Finance. The motions from the IFF crew will involve changes to Structures and Guidelines, so they'll be tabled in order to be sent out with the minutes. The 2021 Budget will not be voted on either, in order for it to go out in the minutes for everyone to review and discuss with their groups. Any other motions coming to the floor will be referred to a Standing Committee for discussion in October. After that, anyone who is planning to stand for a position in October will be able to state their intent to stand. But instead of reading their Service Resume, they will submit it electronically to the Secretary, who will then send it out in the minutes. That way, you can review the resumes with your group at your leisure. So as you can see, today's Session is going to be very different. Thank you again for entrusting me with this wonderful opportunity to serve you. If you ever need anything, please reach out to me at chairperson@aanorthflorida.org .

Alternate Chair: Lori P. – Good morning to all. Much has transpired since my last report in April. The only constant is that our world continues to change in light of the COVID-19 virus. I'm happy to report once again that the Renaissance World Golf Village was very accommodating with our cancellation for July's on-site assembly. No charges were levied to NFAC for our cancellation. The hotel was once again able to cancel all

guest rooms associated with our room block without the need for each of us to cancel individually. We look forward to an on-site assembly in September with great hope that safe conditions allow us all to be together again in person. Looking forward for the next Alt. Chair, I have reached out to our contact at the site of our 2021-2022 assembly hotel in Jacksonville. Previously I had been made aware that the Lexington Hotel would be joining the Marriott Hotel Brand. Currently the hotel has been renamed Southbank Hotel Jacksonville Riverwalk. They are currently in transition to become a Delta Hotel by Marriott. Look forward to these changes along with site enhancements to come. The hotel has been very forthcoming with information concerning their preparedness for guest safety as it relates to the corona virus. Total count of participation today, our first ever virtual assembly is: Please remember that the September assembly will be our voting assembly. If you are a voting member who has the need for a scholarship room, please have your DCM provide me with your name, group name, district, voting position and recommendation for a scholarship. The due date for scholarship nomination is August 17th. As of March 31st. \$714 of the budgeted \$3000. for scholarships had been used. We have funding, let's get our voting members to assembly providing conditions allow. Please remember that the NFAC room block rate is available to book rooms up until August 24, 2020. I'm overwhelmed by the responsiveness of our area's participation in this virtual assembly. I have visited a number of virtual meetings in our area in the past few months and appreciate that our fellowship has stepped it up to make sure A.A. is there for us all. I look forward to seeing everyone in September whether in person or virtually again. Stay safe and well! Thank you for allowing me to serve.

Registrar: Carl G. – Greetings to all glad to be here on zoom. If you were expecting minutes to be delivered via email or snail mail and did not receive them, it is possible that your email or address information is incorrect. Please contact me as soon as possible to update your information. District group reports were emailed out Friday evening if you need the report in an excel format please let me know they are current as of 07/10/2020. For new groups, group change forms or district change forms, please use the document forms on the area web site when updating your information. They are located at www.A.A.northflorida.org under the document section. There are fillable (easy) forms that can be filled out online and PDF forms that can be downloaded for your convenience. If you have any questions, please feel free to contact me directly at registrar@aanorthflorida.org. At the present time I do have limited access to GSO's Database MY PORTAL. If you submit information to GSO I do not receive that information. Please submit all change to me and I will forward them to GSO. New GSR packets and new Group numbers are taking longer than normal among other things. GSO is about 2 months behind on their record entry to My Portal. There is a lot more work that is being done to MY Portal to bring it to a full working database. Thank you for allowing me to be of service.

SPECIAL REPORTS

64th Florida State Convention Report: Doug J. - As everyone knows, the 64th Florida State Convention was rescheduled for August 5-8 2021. It will still be at the Hyatt in Jacksonville and I can say they were very accommodating in rescheduling. The contract stayed exactly the same albeit the change in date. The hotel, just this past Thursday July 9 provided me with the new link for room reservations. Now that we have that, we can get new flyers printed up and begin marketing via flyers, websites and social media. Our next host committee meeting is in August 2020 and the host committee is intact. We're excited to get going on marketing and finishing the planning for 2021.

NFAC Florida State Convention Oversight Committee: Richard C. – The committee meeting was chaired by Lon L. Area 14 Representative. We were given a update by the Chair Doug J. and Treasurer Walter S. of the 64th Florida State Convention. We then receive a update from Sharon W. Treasurer for the 65th Florida State Convention Bid Committee. In light of the current state of things the Joint Advisory Committee will be

choose the location for the 65th Florida State Convention. The bid locations are Orlando and Ft. Lauderdale. Thank you for allowing me to serve.

I.F.F (Improve, Format, Flow) Committee: Vivian F. - Our Panel 69 Chairperson, Ruth, asked Vivian to form an Ad Hoc committee to review Advisory Actions and our Structures and Guidelines. The task was to make these documents user friendly and easier to reference during meetings and such. The team was formed using people with a wide range of service backgrounds. I wish I could say our first meeting was fun and productive but it turned out to be an absolute disaster. Our little meeting room overflowed with people interested in the Advisory Actions and Structures and Guidelines but it diverted us from our primary purpose. But good things did come out of that mess. It became clear the body was hungry to understand these important documents. We realized the need for an education platform regarding the use of these documents. And finally it confirmed that our mission was necessary. Our second meeting was held in a more discreet location and the brainstorming began. We became the I.F.F. Crew - Improve Flow and Format- and we established a plan of action; tackle the Advisory Actions first. We needed to look at accuracy and what gets in the way of using all this historical data efficiently. It didn't take long to realize meeting only at Assembly was not going to be enough. We began traveling to each other's homes in Palm Coast, Casselberry, and Melbourne before an online "GoTo Meeting" venue was established. God bless you Terri-Lynn! Through a lot of trial and error, our Area 14 Advisory Actions were reborn. We confirmed every motion was supported by documentation in their respective minutes. We then reverse checked that all the motions in the minutes were accounted for in the Advisory Actions. Next we looked at the issues that made it difficult to utilize this document. The sheer volume of entries and the range of topics alone made this very hard to navigate. Putting this information into an excel spreadsheet allows for sorting by date, category, and subcategory. We can search a specific topic, word, job title, committee, etc. Having this ability to weed through the volume of information so quickly should help us use this resource when conducting business. It also converts easily to a PDF printable format. Next we tackled the Structures and Guidelines. We decided to combine like headings and categories. We formatted the document into bullet points for easier flow. A separate revision table was created to keep the Table of Contents clean. This allows one-click access to the chapter from the Table of Contents. We did not change the content, however, there are a few motions being presented later in the business meeting. Spending so much time with these valuable historical documents, and witnessing the interest from our members during that first meeting, has made it clear to our committee that an educational platform needs to be established. A Saturday workshop during Assembly might be a nice place to start. On behalf of the I.F.F. Crew, I would like to express our gratitude for the opportunity to learn so much of our history and to serve Alcoholics Anonymous. Reported by Janice T.

SERVICE COORDINATOR REPORTS

Archivist: Vivian F. - The Archives were feeling a bit lonely lately. I had two emergency trips to Arkansas for family in February and back again in March and that is a long trip driving. I did get back into Florida before the borders became an issue!! LOL. Since returning home I have spent many hours scanning and going through boxes of archival papers from the 1970's. I have found some minutes we have been missing and scanned them in. I will be redacting them and getting them ready for updating the archived minutes in the password protected section of our website. (If you do not know the new password, ask your DCM (District Committee Member). **HISTORICAL NOTE ON NFAC:** In the 60's our meeting was biennial and it was only to do the business of electing a Delegate. Reading about these times helps me to realize what grassroots general service was in North Florida and the commitment it took to become who we are today. Looking back four decades and reading our history over and over again I realize North Florida was not built in a day, we did try many things that did not continue through the decades, but the fellowship of North Florida Area

Conference has the same commitment and strength and love for general service it always has! I want to remind all groups and districts about updating your annual Group History, especially with how we have been coping with “New A.A.” and sending a copy to me. It will help with your archives in the future if you update on an annual basis. If you would like to visit our Archives Repository or need research or questions on our Area, please contact me at archivist@aanorthflorida.org . Thank you for the opportunity to serve.

Cooperation W/Professional Community: Richard S. - Committee activities have been diminished during the extensive quarantine of COVID-19, including the cancellation of our spring assembly, and the conversion of our summer assembly to virtual. The resulting inability to meet and share, and the obstacles to making personal contact with professionals, individuals and agency representatives significantly hindered our efforts. There has been contact with several District CPC/PI representatives, most notably Cheri H and Tom S. Last year, Tom coordinated our efforts for an A.A. booth at the National Conference of Addictions Professionals. No conference was held this year due to the Virus. Cheri stays active in her District by attending via Zoom, a Coral Gables workshop. “AA's Internet Visibility” and she was also present at the Quarterly “CPCNORTHAMERICA” Google group meeting. As a member of that group, I learned of plans for a National CPC Conference next May in Billings, Montana. Also discussed was the continuing gap in outreach to professionals an unintended consequence of our principle of rotation. We offered the Glide App as a potential solution to keep track and continuity of our contacts. More about this is forthcoming. In June, I attended a CPC/PI Zoom workshop, "Carrying the AA Message During COVID-19", offered by the Northeast Florida Intergroup CPC/PI Committee. It had good basic info on the CPC process with much sharing of ideas among participants, and an extensive "Q&A" time at the end. Hoping all of our assembly participants are safe.

Corrections: Clark M. – Hello, my name is Clark M. I’m an alcoholic and am privileged to serve as your Corrections Coordinator. Even though we have not been able to meet there have been several things continuing in Corrections. I periodically receive pre-release contacts from GSO, which I pass on to the DCM’s in the Districts in which the incarcerated A.A. will be released. Thank you to those that have been able to help with this. The Corrections Desk at GSO has sent out a Correctional Facilities Survey, which some of you may have received. A.A. World Services and A.A. Grapevine are looking for input as to how our message can be better carried into incarcerated populations. They are particularly working on providing digital distribution of our literature into the facilities. If you would like to participate, you can access the survey on the GSO Corrections website. Bob C has been working for quite a while with JPAY in attempts to have our literature available on tablets. A.A.W.S. is stepping in to see how this can be achieved. If you were tuned into the Growth committee meeting at 9:00 you heard a motion for consideration presented by Bob C to establish a new district for Groups that are established within correctional facilities in Area 14. We will be gathering input from those involved in corrections in the coming months. With no meetings taking place that I know of in correctional facilities in our Area due to COVID-19, it is more important now than ever that relationships with incarcerated members continue. The correspondence program is a great way to do that. Please contact the Corrections Desk at GSO to get started on this very important act of service. I hope to see you in person at our next Assembly. Thank you for allowing me to serve.

ADMINISTRATIVE REPORTS

Finance Committee: Paige B. – Good morning, my name is Paige B., I am an alcoholic. My home group is the Keep In Step Group of Alcoholics Anonymous located in District 28. It is an honor and a privilege to serve as your Finance Chair. Many thanks to Deb B., Area 14 Treasurer, Terri C., Area 14 Alternate Finance

Chair and the other six District Committee Members that serve as your Finance Committee. A special note of thanks to Bob E. who serves as note taker. The Finance Committee Meeting was called to order at 9:00am. With nine voting members present. Substantial unanimity was established at six. Deb B., Area 14 Treasurer, delivered a State of the Area Report. Current financial reports were reviewed and discussed. Under Old Business, the proposed 2021 budget was carefully considered, discussed at length and released to the body for review. A reminder; copies of the proposed budget along with current financial reports will be attached to the assembly minutes. All members are encouraged to review them in preparation for discussion and voting in September. Also under Old Business, electronic contribution is at long last here! After much deliberation, discussion and research over the course of several panels, electronic contribution is a finally a reality. A donation page on our NFAC website, able to facilitate individual and group contribution, is set up. I want to make mention of the extraordinary efforts of our webmaster, Alex, our treasurer, Deb, and two past delegates who following a month of incredible effort have logged an unbelievable number of hours to make this happen. We believe that the careful consideration, diligence, time and effort was well worth it in that we have provided a long requested opportunity to the body in the most cost effective, efficient and secure way. Several items for consideration were mentioned under New Business and will be presented in motion form at the September Assembly. The meeting was adjourned at 10:30am. At this time, I wish to reiterate Deb's and my offer to assist the groups and districts in any way we can. Please reach out to us. Stay safe and be well! Respectfully submitted,

Growth Committee: Richard C. – We had 3 of the 8 DCM's present with 5 visitors for a total of 8. We have a motion for consideration to have a Corrections District. Growth will be working with Corrections. Growth didn't have a quorum so we couldn't do any business. Thank you for allowing to serve.

Site and Agenda: Lori P. – The Site and Agenda Committee met virtually today, July 11, 2020 with 6 of the 10 voting DCMs present. In total, the committee hosted 13 participants. A number of topics were brought forth for discussion including an update on 2021-2022 assembly hotel, its name and brand changes and protocols for addressing the COVID-19 virus since we will be there in January, an update on mailed bid packets for 2023-2024 assembly site selection and responses received to date. Discussion on a Sub-Committee addressing technology support needs of the area. Discussion on conducting a virtual voting assembly. Considerations for accessibilities for meetings held on-site and now also virtually. Seeing the need, I have formed 2 work groups. The first to address the formation of a sub-committee to Site and Agenda on technology and the second to create and be prepared to execute a plan for a virtual voting assembly in September. Work groups will plan to meet weekly to get started beginning in July. We would like to acknowledge and thank the impromptu technology team for their effort in facilitating our assembly today.

Website: Vickie E. – The meeting opened with the Serenity Prayer. Two of the 7 DCM's that are assigned to the Website Committee were present. Just for information purposes the DCM's assigned to the website committee are Districts 5, 8, 15, 18B, 21, 28, 33. Hopefully, we will have a better attendance by the committee DCM's in September. The make a contribution link that was placed on the website today was discussed, and the committee recommended a few cosmetic changes such as providing a link for the District contributions, along with a suggestion to have the Treasurer's address placed on the page for those who would like to mail their contributions. Our Delegate asked the committee if it would be ok for her to work with Alex in order to clean up pages in the password protected area that are specific to the Delegate and Past Delegates. Again, this is a cosmetic issue and doesn't affect any of the Website Guidelines. Those of us present were all in agreement and gave her our blessing. Keep in mind that any changes to the website will include the Website Chairperson per the Website Guidelines. I would like to make a change to Website Guideline U. Below is how it reads at this time: U. A password protected area of the Website for posting of the area minutes (excluding the resource pages) and the Webmaster will change the password every twelve months for security at the direction of the web chairperson. It would be changed to read:

U. The password protected area of the Website for posting of the area minutes (excluding the Resource Pages) and the Webmaster will change the password each Panel unless the password is compromised. Notification of the new password will be sent to the DCM's and Panel members in a separate email. The meeting closed with the Responsibility statement.

OLD BUSINESS: none

NEW BUSINESS:

From I.F.F. (Improve, Format, Flow) Crew:

1. Motion to accept the proposed format of the Advisory Action Revision 1.0 excel spreadsheet. **Motion Referred to Committee (I.F.F. Crew)**
2. Motion to accept the proposed format of the Structures and Guidelines 07/11/2020. **Motion Lay on the able: To be published in the minutes as this is a change to Structures and Guidelines.**
3. Motion to correct April 2010 motion in the Advisory Actions from "emailed the password protected area" to "that receive the password to the protected area". **Motion Referred to Committee**
4. Motion to change the Structures and Guidelines Refer to Section "MOTION TO AMEND NFAC GUIDELINES" from "...in writing to the Area Chairperson with a copy to Delegate and Secretary." to "... in writing to the Area Chairperson with a copy to the Delegate, Secretary, Parliamentarian and Translator." **Motion Lay on the Table: To be published in the minutes as this is a change to Structures and Guidelines**

SERVICE RESUMES

Following are the resumes of those who announced their intention to stand for Panel 71, NFAC, Inc. elected positions. Elections will be held Sunday, September 27, 2020, 9:00 AM

Nominee for Trustee at Large U.S. – Tom G

Past Delegate Panel 51. Sobriety Date, Feb. 12, 1989.

I respectfully submit my desire to stand for North Florida Area nominee for Trustee at Large U.S.

- My Service positions and qualifications have been:
 - Treasurer Happy Hour Group-Dist. 8 (1989) (2017-2018)
 - Attended my first NFA Assembly April 1990 as GSR for Happy Hour Group Daytona Beach.
 - Alt. DCM District 8 North Florida Area (1991-1992)
 - PI Chair: Volusia County Intergroup (1993-1994)
 - DCM: District 8 Panel 43 North Florida Area (1993-1994)
 - Corresponding Sect./Registrar: Panel 45 North Florida Area (1995-1996)
 - Alternate Chair: Panel 47 North Florida Area (1997-1998)
 - Alternate Delegate: Panel 49 North Florida Area (1999-2000)
 - Coordinator: South East Regional Forum Daytona Beach (1999)
 - Delegate: Panel 51 North Florida Area 14 (2001-2002)
 - Delegate Chair: General Service Conference Panel 52 (2002)
 - Grapevine Representative: Any Lengths Group District 32
- Have served at several State Conventions as Merchandise Chair, Voice of a Convention and Chairing Workshops at several Conventions.
- Continue to Chair Monthly Traditions Meetings Happy Hour Group Daytona Beach.

- Volunteer for Stewart Marchman Act Behavioral Health Care in Daytona Beach and have been on the Florida's National Recovery Month Committee for the 9 years we did an event.
 - I have good knowledge of modern information technology and communications.
- In the private sector I ran a retail business for 39 years from 1972 through 2011 until I retired from it in 2011.
- I now do some property management and event promotions and make my own hours.
 - I was active as President of the Main Street Merchants Assoc. from 1990-2011.
 - I served on the Main Street South Atlantic Redevelopment Board for the City of Daytona Beach from 2006-2010.
 - I serve on the Bike Week Executive Task Force and the Biketoberfest Development Committee which are both Advisory Boards to The Daytona Beach City Commission and only meet twice per year.
- I have a good knowledge of the Steps, Traditions and Concepts and I have a desire, willingness and the time to serve as Trustee at Large U.S.

Nominee for Southeast Regional Trustee – Joyce C

Past Delegate, Panel 67, Sobriety Date, February 3, 1993, Happy, Joyous, & Free Group

Service History:

District 13, Area 43, NH -- Various positions in my Home Group, including; GSR terms, twice as District Secretary, and eventually DCM in Nashua, NH, a district with 74 groups and where I was privileged to have great support from 4 LCMs. I also presented at NERAASA (North East Regional AA Service Assembly). I coordinated meetings at the NH Women's Maximum-Security Prison.

Area 43 – NH – I served as newsletter chair for two terms, on the Finance Committee, and eventually Finance Chair as well as serving on the Service office Committee at the area level from 1995 to 2007 and served on NH State Convention Committee for a total of 13 years. Registration chair for the NERAASA which was held in Nashua NH in 2004. My last elected position in NH was as Alt. Delegate, Panel 56 – Unfortunately, A severe car accident resulted in my relocation to Florida.

No. FL Area 14 Panel 57 – Group – Of course, like most I started again as coffee maker, room opener and eventually GSR. And my first experience with Area 14 service began, including, subcommittee Chair to Area 14 literature committee (On the Road Pamphlet). I also served on the Brevard Intergruop Phone Army and on the 12-step call list.

No. FL Area 14 Panel 61 -- I served as **Literature Service Coordinator**. During panel 57 & 59, I have assisted our delegate and others in multiple projects directly relating to the service structure. Taking part in the many pre and post conference workshops.

No. FL Area 14 Panel 63 -- **Area Secretary** and served on the Florida State Convention Oversight Committee, and as the Area 14 appointed representative to the Florida State Convention Joint Advisory Committee. I was **registration chair for the National Archives Workshop** in Cocoa Beach in October of 2012.

No. FL Area 14 Panel 65 -- Served as your **Alternate Delegate**. Involved in presenting Agenda Items to the membership as well as filling in for our Delegate when necessary.

No. FL Area 14 Panel 67 -- Honored to represent Area 14 as **Delegate to the General Service Conference**. Presented agenda items to our membership. Attended the 67th and 68th General Service Conferences and reported back to our membership with post-conference workshops.

No. FL. Area 14 Panel 69 – As Past Delegate, presented virtual and face to face workshops and assisted in developing and implementing the first ever virtual Area 14 Area Assembly.

Why I wish to serve:

I love Alcoholics Anonymous and service has always been a very important part of my recovery, and I thoroughly enjoy the work. I have a good working knowledge of the Steps, Traditions & Concepts. Being retired, I have the time, skills (including good computer knowledge) and experience to accomplish the duties. Having been involved in General Service for over 27 years in many aspects of recovery, such as: Treatment experience both as in-patient and outpatient as well as bringing meetings into that Treatment Center. I also have experience in coordinating prison meetings as well as facilitating meetings at the Women's Maximum Security Prison in NH. Also, my experiences with other non-profit companies/agencies will be of benefit to AA as a whole. I believe I have the experience to accomplish the role of Southeast Regional Trustee. Thank you for your consideration.

Delegate – Richard C.

Alt. Delegate, Panel 69, Sobriety Date, November 24, 2004, Home Group: Step Up Group District 19B

I am standing for the position of Delegate.

Service History:

- Group:
 - Crescent City Group – District 24 GSR, Treasure, and any help where ever needed.
- District 24:
 - Alt. DCM, DCM, Website Chair, Web Master, Treasure, Event Committee, and any helped where ever needed.
- Area:
 - Panel 59 Alt. Literature Service Coordinator
 - Panel 61 Finance Committee Member
 - Panel 63 Grapevine/LaVina Service Coordinator
 - Panel 65 Registrar
 - Panel 67 Alt. Chair/ Site & Agenda Committee Chair
 - Panel 69 Alt. Delegate / Growth Committee Chair / Oversight Committee Chair / Florida State Joint Advisory Committee Member & Secretary
 - My service has been in and for Area 14.

Why I wish to serve: I have more than enough time, along with the willingness to serve. With a military back ground I know how to stand firm in order to carry your voice. Working close with our current Delegate and staying well informed has prepared me for this service position to serve you. I know good leadership remains teachable and open minded which I do. Per our Structure and Guide Lines I meet all the qualifications for this service position. I have working knowledge of the Steps, the Traditions, Concepts and Roberts Rules of Order. One of the duties in my employment is to schedule and oversee business meetings in order to not waste any time. I am responsible for gathering information and communicating the information to others and following the input that is desired. I am highly organized. I have checked with my employer and will be able to meet the time away so I can cover the responsibilities that go with this service position. My service history is for Area 14. Service is an important part of my sobriety fulfilling the Three Legacies in my program for long term sobriety. Thank you for your time and listening.

Delegate – Carl G.

Registrar, Panel 69, September 19, 1992

Service History:

Chaired meetings at home group (still chairing meetings)

Made coffee
Setup chairs and tables removed chairs and tables for meetings
Meeting coordinator at home group
Chairperson for home group
Treasurer for home group
Decorations committee member for 2004 State convention
Registration co-chair 2009 state convention
Registration Chair 2013 state convention
Member of JAC committee 2014
Member of convention over site committee 2013-2014
Inter group steering committee member for District 4
Intergroup Chairperson (2015-2016)
Intergroup representative for my home group
Served as GSR home group (panel 55 2005-2006)
Served as DCM District 4 (panel 57 2007-2008)
Served as Accessibilities service coordinator (panel 59 2009-2010)
Served as GSR home group (panel 61 2011-2012)
Served as DCM District 4 (panel 63 2013-2014)
Served as GSR home group (panel 67 2017-2018)
Currently Serving as Registrar for panel 69 Area 14

Why I wish to serve:

First and foremost, it would be a privilege, an honor to serve the area.
In doing so I feel I can be of service to the area and strengthen my own sobriety as well.
I enjoy working for and with others and learning.
I have been attending area assembly since 2005 and I cannot get enough.
I have the willingness and time to serve. I am semi-retired.
Thank You for Your time and consideration.

Delegate – Ruth R

Chair, Panel 69, Sobriety Date December 26, 1993

Service History:

My service started with the usual things—cleaning ashtrays and setting up chairs at my Home Group—the Central Group in District 1. At about a year, I started taking commitments to Jails, Detox and Treatment. After several years I stood for a Group position. It was great for my ego to be elected to that position—till someone pointed out that I was unopposed. Since then I've always had a service position and it continues to right size my ego on a regular basis! For my Home Group, I had many positions, from Literature Rep to Group Chair. Later I was President at the club that housed us. At our Central Office I was an Intergroup Rep, Steering Committee member and Intergroup Chairperson. I was Hospitality Chair for the State Convention in 2004 and 2009. In 2015 I was given the opportunity to Chair the 61st Florida State Convention. That led to stints here on the Area 14 Oversight Committee as well as serving as the Chairperson of the Joint Advisory Committee of North and South Florida, overseeing the Florida State Convention. While working on the 2004 Convention in Jacksonville I organized local groups to make and donate food for our Hospitality room, so that none of our attendees had to pay to eat. This allowed people to attend who otherwise may not have been able. That Hospitality room continues to feed everyone 3 meals a day, as anyone who has been to a Convention in Jacksonville knows. I currently serve as an Advisor to the 2021 Florida State Convention. I've been serving

Area 14 in various positions for the last 20 years, as an Alt GSR, GSR, Alt DCM, DCM, Alt Service Coordinator for Literature, Service Coordinator for Intergroup, the NFAC FSC Oversight Committee and am currently the Chairperson for our North Florida Area Conference. As Chairperson for this panel, I've had to make some tough decisions, such as completely cancelling our April Assembly and moving our July Assembly to Zoom in order to reach as many members as possible virtually. In these unprecedented times, I've been able to network with other Area Chairs, Delegates and past Delegates from around the country. I've also received solid guidance from our own Delegate and past Delegates in addition to getting feedback from the rest of our panel members. This experience has brought so many of us together from the US and Canada in order to find a common solution to the problems COVID-19 has caused. The experience I've gotten from this as well as the experience gained from 24 years of General Service will provide a solid foundation for serving as your Delegate. As a highly organized self-starter with high-level computer skills, my company trusts me to be the Operations Manager for a division. I started at the bottom there 15 years ago and worked my way up, just like you taught me to do in General Service—except here, you've taught me how to work my way down!

Why I wish to serve:

I love being of service to AA. Even though I've been called to many other areas of service, I've always been drawn back to General Service in Area 14. I am positive that in order for AA to be there for my great grandchildren and beyond, we need the General Service Structure to protect us from us. As a result, I am passionate about General Service. This is where my heart is.

Service Timeline:

Central Group, District 1

1996--Literature Chair,
1997-- Speaker Coordinator, Central Group
1998--Recording Secretary, Central Group
1999—Intergroup Representative
2000—Alt GSR, Central Group
2001/2002 --Group Chair, Central Group
2002/2003—President, Board of Directors, San Marco Club (home of the Central Group)

Northeast Florida Intergroup Services

1999/2000—Intergroup Representative, Central Group
2010/2011--Steering Committee--District 1 Representative
2012/2013—Chairperson, Northeast Florida Intergroup Services

Florida State Convention

2003/2004—Huggers and Greeters Chair, Hospitality Chair, 48th FSC
2008/2009—Hospitality Chair, 53rd FSC
2015/2017—Chairperson, 61st Florida State Convention
2016/2017—Board Member, Florida State Convention Joint Advisory Committee
2017/2018—Chairperson Florida State Convention Joint Advisory Committee

Area 14 NFAC

2000—Alt GSR, Central Group
2004/2005—GSR Wellness Group
2009—Alternate DCM District 1, Jacksonville
2009/2010—Alternate Literature Service Coordinator, Area 14 NFAC
2009/2010—DCM District 1 Jacksonville
2013/2014—Intergroup Service Coordinator, Area 14 NFAC
2016/2018—Committee Member NFAC Florida State Convention Oversight Committee

2018/2020—Chairperson, North Florida Area Conference

Alternate Delegate – Marcela W.

Public Information Coordinator, Panel 69, Sobriety Date: February 4, 2003

Service History:

I began doing service in AA at 90 days' sobriety. My first position was as Hotline Chair for my home group. At the group level, I've been a greeter, coffee maker, meeting setup and secretary.

I served as the Intergroup Delegate for my home group and assisted in the Central Florida Intergroup Annual Fund Raiser Banquet. I became an Alternate GSR and later I was elected GSR for my group. One of the most fun positions I have had. While serving as GSR for my home group I served as District Secretary. Attending District meetings, I was elected Alt. DCM and then DCM for District 9 in Orlando. As DCM I visited active and inactive groups in the district. I had the opportunity to present several workshops by invitation at the group's meeting place. During this time, I served as Alt. Finance Chair at the Area level. While I was Alt. Finance Chair, I filled in for the CPC Service Coordinator doing several professional association events, workshops and conventions in that capacity. I really enjoyed the interactions with those who encounter alcoholics. The next two years I spent as Growth Committee Chair. Assisting the Alt. Delegate in preparing for Growth Committee Meetings. Next panel I found myself serving as the Area Literature Service Coordinator. It brought my recovery to a new level as I presented Agenda Items to our membership both in Assembly workshops and on the road with the Delegate visiting the North Florida Districts. Followed by being on the road again with Post-Conference Workshops bringing the results of the Conference Agenda Items. Currently I serve as the Public Information Service Coordinator, organizing workshops at the quarterly Assembly and once again participating in the presentation of items of the General Service Conference to our Districts. I've attended several Southern States AA Service Assemblies and South East Regional Forums. I've participated in several workshops educating the membership about service topics. I was invited to speak at the International Convention in Atlanta. Being Bi-Lingual I've had the pleasure of interpreting for Pre and Post conference events for several years as well as speaking at events for District 33 (Linguistic District). I have a good working knowledge of the Steps, Traditions and Concepts. Thank you for your consideration.

Why I wish to serve in this capacity:

I'm standing for Alternate Delegate because I want to do my part to preserve our message of recovery pure and ensure that Alcoholics Anonymous is here for those that haven't found us yet. I'm sober today because members of Alcoholics Anonymous were willing to do service work and helped me find the path to sobriety. I will be forever grateful to our fellowship. Thank You.

Chairperson – Lori P.

Alt. Chairperson, Panel 69, Sobriety Date: July 31, 1993

Service History:

Early in sobriety my Sponsor stressed the importance of Service Work, I held many service jobs in my Home Group including General Service Rep and later Secretary/Treasurer. In Southeastern Michigan Area 33. I served as my District's Secretary. For the Area I converted the Area's Index Card Group Contact system to a computerized Access database. On moving to the great state of Florida, I served my new Home Group as Literature Representative followed by Intergroup Rep. Later I served as Alternate GSR, GSR and Treasurer. I attend meetings regularly and have a Sponsor who is also my Service Sponsor. I am a Sponsor to a number of inspiring women who choose to participate in service work. Through working at our Intergroup Office, Chairing our Gratitude Dinner and as Host and Ticket Sales Chair for our Founders' Day Dinner I was involved in coordinating committee chairs, handling monies and reconciliation of revenue and expenditures

along with working with others toward a common goal. I served as DCM in my district, District 13. For me it was important that each group was visited and that groups had an opportunity to have their voice heard. Our District agreed and voted to support groups serving at Area Assembly by paying a men's and women's room during Assembly. I'm thrilled to say that the rooms were always filled and the district was active. In this past year along with another A.A. member we started a Service Manual study meeting which has grown to include both on-site and virtual attendees. On Panel 63 I served as Area 14's Finance Committee Chair. Through the work of this committee we were able to operate under a non-deficit balanced budget. On Panel 65 I served as Literature Service Coordinator traveling throughout the Area to deliver and participate in Workshops and events. I was also a member of the Growth Ad Hoc Committee on Structures and Guidelines. During Panel 67 I served as your Area 14 Secretary. Currently I serve Area 14 as your Alternate Chair. I am qualified for the position of Chair based on the requirements set forth in Structures & Guidelines.

Professional Experience:

I am the Sales and Business Development Manager for a software company where my duties include responsibility for company revenue stream and management of pipeline. Daily I oversee sales activity, work with clients to come up with software solutions for their business needs and deliver presentations which enable companies to make informed decisions. I am experienced with writing contracts as well as working with people in companies at all levels of an organization.

Why I wish to serve:

Having studied the Steps, Traditions, Concepts and Warranties. I believe it is important to keep these Principles alive through example. Leadership is an action of allowing those elected and appointed to do their job at all levels. It's through participation we all get to learn. And learn I have for the past two years as your Alternate Chair ever observant of those around me understanding that a fine idea can come from anybody, anywhere. As chair I would hope to encourage and inspire; to be of service and foster teamwork throughout the area. Understanding that communication and cooperation is key in our relationships and culture I will be transparent in all actions affecting the NFAC, Inc. I look forward to the opportunity to serve you during Panel 71 as your Chair.

Chairperson – Terri-Lynn S

Secretary, Panel 69, Sobriety Date: 05/16/1988

Service History:

I am in love with sobriety and I will do anything to help pass on this incredible gift.

Home Groups: 32 years

- 2000- present: College Park Triangle Group, 20 years, GSR, Secretary, Cake Lady, Medallion Getter
- 1988- 2000: Back to Basics Group, 12 years, Treasurer, Secretary, Chair, Intergroup Delegate, Alt GSR, Literature, Supplies shopper (coffee, cups, etc.) setup\cleanup.

District 10: 12 years

- DCM, 2011-2012, Panel 61, Secretary, 2008 – present

Area 14: 12 years

As GSR from College Park Triangle and while working with Jeff P, Registrar, Panel 57, we formed a committee that created a motion to establish the Website Administrative Committee and it passed.

- Secretary, 2019-2020, Panel 69
 - Attended SSAASA November 2020, Conducted workshops: First Three Concepts and Service Manual Book Study, Member of the I.F.F. (Improve, Format, Flow) Crew
- Treasurer, 2017-2018, Panel 67
 - Updated the Treasurer's manual adding 11 pages. Created and presented historical reports to understand historical Prudent Reserve gains.
- Parliamentarian, 2015-2016, Panel 65.
 - Documented Voting Procedures for non-Election years, and learned Robert's Rules of Order.

- Alternate CPC Coordinator, 2013-2014, Panel 63
 - Attended the Nurse's Convention, Attended the Juvenile Treatment Convention.
- Website Committee Chair, 2009-2010, Panel 59.
 - First to serve as Website Chair on the newly formed Website Administrative Committee. Conducted workshops on Anonymity and the Internet for REBOS, District 18, and Satellite Beach, District 23, and established guidelines.

Florida State Convention:

- 2000: Registration Chairperson for the 44th Florida State Convention held in Orlando for 2,512 participants. I set up online registration and printed badges onsite for the first time.

International Conventions:

It is so neat to see how huge and blessed this fellowship is I am hooked. I am looking forward to 2025 Vancouver. I missed attending the 1990, Seattle Convention. I was two years sober and made excuse after excuse as to why I could not go. I was not relying on my higher power. Today, I do. I attended the following International Conventions: 1995 San Diego, 2000 Minnesota, 2005 Toronto, 2010 San Antonio where I was asked to conduct a workshop on "A.A. and the Internet", and 2015 Atlanta.

Intergroup: 7 years at Central Florida Intergroup

- Trustee, 2004-2005
- Junior Trustee, 2003-2004
- Chair, Gratitude Banquet, 2002
- Chair, Intergroup, 2002-2003
- Co-Chair, Intergroup (Group Services) 2001-2002, Set up Exchange meetings from GSO guidelines
- Co-Chair, Gratitude Banquet 1999
- Chair, co-Chair Activities: 1998-2001

Professional Experience: I retired in 2012. I worked as a Software Engineer for 26 years at the corporate level. I have a dual Bachelor Science degree in Computer Science and Business Information Systems, 1986. Over the years, I have learned many different technological skills as well as management skills. I love technology and solving problems. I am a certified QuickBooks ProAdvisor. I love to snow ski, mountain bike and touring bike.

Why I wish to serve:

In each position, I have applied the 12 Steps, Traditions, and Concepts to protect our fellowship and to see that it continues to be available for the next suffering alcoholic. My grandfather died with 30 years of sobriety and he passed this program on to me. I am forever grateful. I want to ensure that the hand of AA is always there. I am a task-oriented worker, with exceptional problem-solving abilities and I have added value to each service position that I have held. I would be honored to be elected as the Chairperson for Panel 71 Area 14, North Florida Area Conference. Thank you for your consideration, Terri-Lynn S.

Alternate Chairperson – Mary A.

Literature Coordinator, Panel 69, Sobriety Date: September 15, 2009

Service History:

Beginning with Home Group service to Just Us Pickles in 2009 I started this journey in General Service. Serving as so many of us did as coffee maker, greeter, speaker seeker and then events chair. At eleven months sober I attended my first Area 14 Assembly and knew that General Service was for me. I had no official service positions but was thrilled to make copies, carry luggage and run errands. In 2011 I was elected GSR the Highland Group, in Melbourne, at my first assembly with a vote I participated in a minority opinion that changed the vote and I fell in love with the process. I then served as Alternate DCM for District 12, Brevard

County and CPC PI Chair, 2013-14, chairing workshops, speaking at area schools, health fairs and the AI Anon State Convention. I spearheaded a three district project, 12, 23 and 15 to design and place a billboard for Alcoholics Anonymous on the Brevard County highways. Having moved to the Brevard County beaches I served for a time as District 23 literature chair and was elected DCM that fall, 2015. As DCM I hosted a workshop every 90 days and launched a Gratitude Breakfast that is now held annually. While serving as DCM I was privileged to be a part of the 59th Florida State Convention as Registration Chair and at the Area was a member of Site and Agenda committee. Upon my return from a period of employment in North Carolina where I was GSR for my home group Conscious Contact in Ashville, I was appointed by our current chair as Area 14 Literature Service Co coordinator where I have been honored to serve as a Trusted Servant since. I have a sponsor and a service sponsor, I have worked the 12 Steps and studied the 12 Traditions and Concepts. I have studied the service manual, structures and guidelines, and the history of our fellowship. In the private sector I have been involved in customer service and event planning for over 25 years. I am accustomed to working with hotels and event centers and have strong organizational skills and an attention to detail.

Why I wish to serve:

With a passion for General Service that began in my first year of sobriety I have continued that journey at every opportunity. At whatever position my Higher Power provides I am willing to provide the time and efforts to be of maximum service to A.A. as a whole.

Treasurer – Bob E.

Note taker Finance Committee, Panel 69, Sobriety Date: November 30, 1976

Service History:

Group Level:

- All group offices, currently GSR. Intergroup Delegate at Central Fla Intergroup many years ago.

District 24:

- Alt DCM, 2019-2020.
- Treasurer, 2019-2020

Area 14:

Note taker for Finance Committee, 2019-2020

Florida State Convention:

- Assistant Treasurer, 55th Florida State Convention, Orlando, Florida

Professional Experience:

- I am familiar with Excel, Word, and other common software, also with Quicken, a financial product related to QuickBooks.
- I have an MBA degree from Rollins College, Winter Park, FL. Concentration in Finance.
- My service sponsor is a Past Southeast Regional Trustee

Why I wish to serve:

- In my career prior to retirement, I was responsible for the financial affairs of organizations several times the size of Area 14, and thus have the experience necessary to perform the duties of Treasurer properly.
- I have spent the past two years attempting to become familiar with the Service Manual, and particularly with the concepts under which our fellowship operates.
- My spouse is also a member of Alcoholics Anonymous with long-term sobriety; thus in our household we really do "attempt to practice the principles in all our affairs."

- Being mostly retired, I have the time as well as the motivation to devote to fulfilling the demands of this position.

Registrar – Mary P.

Zoom Operator, September 6, 1993

Service History:

Florida Service:

- Zoom Operator for first Area 14 Virtual Assembly, June 11, 2020
- DCM, District 15, 1/2015-12/2016: Panel 65
 - Assigned to the Site and Agenda Committee
- Alt DCM, District 15, 1/2013-12/2014: Panel 63
- Secretary, District 15, 6/2011-12/2012: Panel 61
- GSR, Sobriety in the Country, District 15, 2010-2012: Panel 59
- GSR Wise Women Group District 7, Area 15 2003-2005
- Since moving to Florida in 2002 I have been involved with planning committees for numerous retreats, events, and workshops.
- Know and understand Steps, Traditions, and Concepts
- Have a Step and a Service Sponsor and sponsor women

California Service:

- San Diego Intergroup/Coordinating Council Meeting Rep
- San Diego Intergroup Coordinating Council, Public Information Committee
- Since getting sober in San Diego in 1993 I have been involved with planning committees for numerous retreats, events, and workshops.
- I held positions at various groups such as room opener, coffee maker, speaker coordinator, secretary, chairperson.
- Had a sponsor and sponsored women

Professional Experience:

I am a teacher and a small business owner. With over 20 years' classroom experience and two years as a small business owner I have come to rely on technology to organize and manage records and other important data. I have used a variety of software and web-based programs to keep academic and business records such as grades, finances, client information, and other essential data. I am computer and technologically adept.

Why I wish to serve:

Service has been part of my recovery program since I came to AA in 1993. I think helping out comes naturally to me, and having the satisfaction of helping others through Alcoholics Anonymous is a wonderful feeling. It wasn't until moving to Florida at 9 years sober that I became involved in General Service. Although I'd been around for a bit and had been serving at group level for some time, I didn't fully understand the service structure. It was through working with my service sponsor that I came to better understand and enjoy General Service. I have the ability, time, and willingness to serve.

CLOSING: Meeting adjourned at 12:10 PM

NORTH FLORIDA AREA CONFERENCE, INC.
3rd Quarter Assembly Saturday, September 26, 2020
"Our Big Book – 80 years, 71 Languages"

ORDER OF BUSINESS

Open: - Call to order and Serenity Prayer – Ruth R.

Roll call: Registrar – Carl G.

Reading of Anonymity Statement and Reading of short form of Concepts

Officer's Reports:

Secretary – Terri-Lynn S.

Treasurer – Deb B.

Delegate – Annette D.

Alternate Delegate – Richard C.

Chairperson – Ruth R.

Alternate Chairperson – Lori P.

Registrar – Carl G.

Special Reports:

64th Florida State Convention Report – Doug J.

NFAC FL State Convention Oversight Committee – Richard C.

I.F.F. (Improve, Format and Flow) Crew – Vivian F.

Service Coordinators Reports

Accessibilities – Meriem M.

Archives – Beth E.

Archivist – Vivian A.

Cooperation with Professional Community – Richard S.

Corrections – Clark M.

Grapevine – Melanie E.

Intergroup – Tia M.

Literature – Mary A.

Public Information – Marcela W.

Treatment Facilities – Bryant G.

Administrative Committee Reports:

Finance – Paige B.

Growth / Alternate Delegate – Richard C.

Site and Agenda / Alternate Chairperson – Lori P.

Web Site – Vickie E.

OLD BUSINESS:

From I.F.F. (Improve, Format, Flow) Crew:

1. Motion to accept the proposed format of the Advisory Action Revision 1.0 excel spreadsheet. **Motion Referred to Committee (I.F.F. Crew)**
2. Motion to accept the proposed format of the Structures and Guidelines 07/11/2020. **Motion Take from the Table: Published in July minutes.**
3. Motion to correct April 2010 motion in the Advisory Actions from “emailed the password protected area” to “that receive the password to the protected area”. **Motion Referred to Committee**
4. Motion to change the Structures and Guidelines Refer to Section “MOTION TO AMEND NFAC GUIDELINES” from “...in writing to the Area Chairperson with a copy to Delegate and Secretary.” to “... in writing to the Area Chairperson with a copy to the Delegate, Secretary, Parliamentarian and Translator.” **Motion Take from the Table: Published in July minutes**

NEW BUSINESS:

CLOSING:

NORTH FLORIDA AREA CONFERENCE ELECTIONS MEETING AGENDA Sunday, September 27, 2020 9:00 am.

Per Structures and Guidelines Section 9: A separate voter registration table will be set up and staffed the host Districts. The Registrar shall provide the host district elections coordinator with a roster of registered groups. Eligible voters will sign the roster of groups and then be given a colored tag or sticker which must be displayed on the name badge of each voter. Only persons wearing a name badge bearing the appropriate tag or sticker will be eligible to vote in elections held Sunday morning. Be sure to get your sticker on Saturday. Only members qualified to vote, with a sticker, may sit at District Tables. There will be designated seating for other attendees.

Per Structures and Guidelines Section 10: The order of the election of officers is at the NFAC, Inc. Chairperson's discretion, but it is suggested that the Officers be elected in the following order:

Delegate

Alternate Delegate

Chairperson

Alternate Chairperson

Treasurer

Registrar

Secretary

How the Conference Operates

Generally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on an informal basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Members are encouraged to trust the process. Each Committee has considered carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are asked to refrain from spontaneously amending the work of the Committee; there are no "friendly" amendments under Robert's Rules.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two-thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and address their comments to the chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Our experience is that premature actions such as amend-

ing motions early in the discussion or hastily calling the question can divert attention from the subject at hand, confusing and/or delaying Conference business.

- Voting is by show of hands unless the Conference decides otherwise.

Motions Made During Conference

When making a motion, come to the microphone and address the chair. There are various types of motions we use to help reach an informed group conscience. The specific rules governing each are on the next page.

Tabling a Motion

Tabling a motion postpones discussion to a later time during the same Conference.

Motion to Recommit

The motion to recommit returns a motion or proposal to the respective trustees' committee for further consideration. A motion to recommit must be seconded, is debatable and can be amended.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate.

Reconsideration

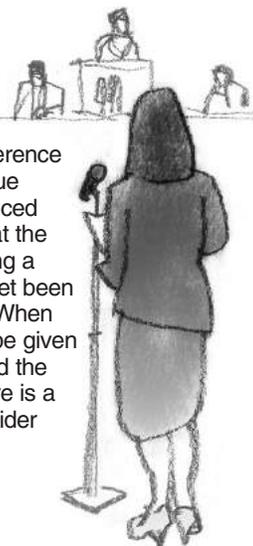
A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, full debate, pro and cons, is resumed.

Floor Actions

It is possible for a Conference action to come from the floor, but any matter which falls within the scope of a Conference committee ought first go through that Conference committee, so that the topic may receive due consideration. Floor actions may be introduced at any time during the Conference except at the Sharing Sessions. Any floor action regarding a piece of committee business that has not yet been concluded will be considered out of order. When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider the floor action.

Declining to Consider a Floor Action

A motion to decline to consider a floor action is made without comment.



Summary of Conference Procedures

Remember:

- Motions must be made in order at the microphone.
- Address motions to the chair.

MOTION		Requires a "Second"?	Is Debatable?	Vote Required for Approval	Minority Voice Heard?
Committee Recommendation	Presented in the committee report.	Automatically seconded	YES	Two-thirds	YES
Amending a Motion	A motion on the floor is owned by the entire Conference body, no longer by the Committee which recommended it. The committee is not asked to vote on the motion to amend; any motion to amend a main motion depends on the approval of the Conference.	YES	YES	Two-thirds	YES
Tabling a Motion	Made without comment.	YES	NO	Simple Majority	NO
Moving to Recommit	Made without comment.	YES	YES	Two-thirds	NO
Calling the Question	Made without comment.	YES	NO	Two-thirds	NO
Reconsidering a Vote	May only be made by a member who voted with the prevailing side. No action may be reconsidered twice.	YES May be seconded by either side.	NO	Simple Majority	NO
Making a Floor Action	Made without comment. Introduced any time during the Conference except at the Sharing Sessions. Is submitted in writing by the maker to the Conference secretary.	YES	YES	Two-thirds	YES
Declining to Consider a Floor Action	Made without comment. May be made after the maker of a floor action is provided time to state the rationale for it.	YES	NO	Two-thirds	NO

Business Meeting Attendance Report 7/11/20						
	<u>Present</u>	<u>Non Voting</u>		<u>Present</u>	<u>Alternate</u>	
<u>Delegate</u>	<u>1</u>		<u>Accessibilities</u>	<u>1</u>		
<u>Alt Delagate</u>	<u>1</u>		<u>Archives</u>	<u>1</u>		
<u>Chairperson</u>	<u>1</u>		<u>CPC</u>	<u>1</u>	<u>1</u>	
<u>Alt Chairperson</u>	<u>1</u>		<u>Corections</u>	<u>1</u>		
<u>Treasurer</u>	<u>1</u>		<u>Finance</u>	<u>1</u>		
<u>Registrar</u>	<u>1</u>		<u>Grapevine</u>	<u>1</u>		
<u>Secetary</u>	<u>1</u>		<u>Intergroup</u>	<u>1</u>		
<u>Parliamentarian</u>			<u>1 Literature</u>			
<u>Archivist</u>			<u>1 Pl</u>	<u>1</u>		
<u>Webmaster</u>			<u>Treatment</u>	<u>1</u>		
<u>Spanish Translator</u>			<u>1 Website</u>	<u>1</u>		
	<u>DCM</u>	<u>Alt DCM</u>	<u>GSR</u>	<u>Alt GSR</u>	<u>_____</u>	<u>Visitors</u>
<u>District #01</u>	<u>1</u>			<u>3</u>		<u>4</u>
<u>District #03</u>	<u>1</u>			<u>4</u>		<u>5</u>
<u>District #04</u>	<u>1</u>			<u>4</u>		<u>5</u>
<u>District #05</u>	<u>1</u>			<u>2</u>		<u>3</u>
<u>District #06</u>						
<u>District #07A</u>	<u>1</u>			<u>1</u>		<u>2</u>
<u>District #07B</u>	<u>1</u>			<u>1</u>		<u>2</u>
<u>District #08</u>						
<u>District #09</u>	<u>1</u>			<u>2</u>		<u>3</u>
<u>District #10</u>	<u>1</u>		<u>1</u>	<u>4</u>		<u>5</u>
<u>District #11</u>	<u>1</u>				<u>1</u>	<u>2</u>
<u>District #12A</u>	<u>1</u>			<u>1</u>	<u>1</u>	<u>3</u>
<u>District #12B</u>		<u>12A & 12B Combined</u>				
<u>District #13</u>	<u>1</u>					<u>1</u>
<u>District #14</u>				<u>1</u>		<u>1</u>
<u>District #15</u>	<u>1</u>		<u>1</u>	<u>2</u>		<u>3</u>
<u>District #16</u>						
<u>District #17</u>				<u>1</u>		<u>1</u>
<u>District #18A</u>	<u>1</u>			<u>2</u>		<u>3</u>
<u>District #18B</u>		<u>18A & 18B Combined</u>				
<u>District #19A</u>	<u>1</u>					<u>1</u>
<u>District #19B</u>		<u>19A & 19B Combined</u>				
<u>District #20</u>				<u>2</u>		<u>2</u>
<u>District #21</u>						
<u>District #22</u>			<u>1</u>			<u>1</u>
<u>District #23</u>				<u>1</u>		<u>1</u>
<u>District #24</u>	<u>1</u>			<u>1</u>		<u>2</u>
<u>District #25</u>				<u>1</u>		<u>1</u>
<u>District #27</u>						
<u>District #28</u>						
<u>District #30</u>	<u>1</u>		<u>4</u>			<u>5</u>
<u>District #31</u>	<u>1</u>			<u>1</u>		<u>2</u>
<u>District #32</u>						
<u>District #33</u>				<u>1</u>		<u>1</u>
		<u>Total Votes</u>		<u>77</u>	<u>2/3 of Total Votes</u>	<u>51</u>
<u>Past Delagates</u>	<u>7</u>					
<u>Visitors</u>	<u>18</u>					

**North Florida Area Conference
Balance Sheet
As of June 30, 2020**

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · General Fund	
1040 · Cash On Hand	100.00
1050 · Chk - SunTrust	26,743.76
Total 1000 · General Fund	26,843.76
1500 · Reserve Fund	
1511 · SunTrust Money Market	64,679.33
Total 1500 · Reserve Fund	64,679.33
Total Checking/Savings	91,523.09
Other Current Assets	
1300 · Prepaid Expenses	1,501.00
1700 · Inventory	725.99
Total Other Current Assets	2,226.99
Total Current Assets	93,750.08
TOTAL ASSETS	93,750.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Sales Tax Payable-File May/Nov	19.86
Total Other Current Liabilities	19.86
Total Current Liabilities	19.86
Total Liabilities	19.86
Equity	
3000 · Beginning Fund Balance	94,381.55
Net Income	-651.33
Total Equity	93,730.22
TOTAL LIABILITIES & EQUITY	93,750.08

**North Florida Area Conference
Income and Expenses Actual .vs. Budget
January through June 2020**

	<u>Jan - Jun 20</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4100 · Contributions		
4110 · Contributions - Group	25,808.69	68,000.00
Total 4100 · Contributions	<u>25,808.69</u>	<u>68,000.00</u>
4200 · Assembly Income		
4210 · Seventh Tradition	671.35	2,500.00
4220 · Friday Night Coffee Collection	110.15	300.00
Total 4200 · Assembly Income	<u>781.50</u>	<u>2,800.00</u>
4500 · Literature/Merchandise Sales		
4525 · AAWS	102.00	300.00
4550 · Grapevine Merchandise	219.48	1,500.00
4551 · Grapevine Subscriptions	433.00	1,800.00
Total 4500 · Literature/Merchandise Sales	<u>754.48</u>	<u>3,600.00</u>
Total Income	<u>27,344.67</u>	<u>74,400.00</u>
Gross Profit	27,344.67	74,400.00
Expense		
6100 · Delegate		
6110 · Duplication	180.80	500.00
6120 · Postage	0.00	50.00
6130 · Supplies	0.00	200.00
6150 · Literature	228.28	200.00
6160 · Travel		
6170 · SERF - Even Year	0.00	1,000.00
6171 · General Service Conference	8,300.00	8,300.00
6172 · Delegate Get-Together	826.67	1,000.00
6174 · SERF Delegate Elect - Even Year	0.00	1,000.00
6175 · Florida State Convention	145.00	1,000.00
6176 · Pre-Conf Workshops	824.29	2,500.00
6177 · Post-Conf Workshops	0.00	1,000.00
Total 6160 · Travel	<u>10,095.96</u>	<u>15,800.00</u>
6190 · General Expenses	893.29	2,500.00
6191 · International Convention - 5 Yr	701.70	1,500.00
Total 6100 · Delegate	<u>12,100.03</u>	<u>20,750.00</u>
6200 · Alternate Delegate		
6210 · Duplication	0.00	200.00
6220 · Postage	0.00	75.00
6230 · Supplies	0.00	75.00
6240 · Literature	0.00	100.00
6245 · FL State Conv. Advisory Comm	38.40	100.00
6246 · NFAC FL State Oversight Committ	0.00	100.00
6255 · Travel		
6250 · Travel -	112.80	300.00
6272 · Delegates Get-Together	897.12	1,000.00
6275 · Florida State Convention	145.00	1,000.00
Total 6255 · Travel	<u>1,154.92</u>	<u>2,300.00</u>
Total 6200 · Alternate Delegate	<u>1,193.32</u>	<u>2,950.00</u>

	Jan - Jun 20	Budget
6300 · Chair		
6310 · Duplication	0.00	200.00
6320 · Postage	0.00	25.00
6330 · Supplies	0.00	200.00
6340 · Literature	0.00	200.00
6350 · Ad-Hoc Committee	262.99	500.00
6360 · Travel	44.64	600.00
6374 · SERF Chairman Elect - Even Year	0.00	1,000.00
6376 · Newsletter	0.00	100.00
6377 · Workshops	0.00	500.00
Total 6300 · Chair	307.63	3,325.00
6400 · Alternate Chairman		
6410 · Duplication	80.00	500.00
6430 · Supplies	0.00	300.00
6450 · Travel	0.00	350.00
Total 6400 · Alternate Chairman	80.00	1,150.00
6500 · Secretary		
6510 · Duplication	394.58	2,500.00
6520 · Postage	43.20	75.00
6530 · Supplies	20.26	750.00
6550 · Travel	0.00	400.00
Total 6500 · Secretary	458.04	3,725.00
6600 · Registrar		
6610 · Duplication	0.00	100.00
6630 · Supplies	45.72	400.00
6650 · P.O. Box Annual Rent	106.00	200.00
6660 · Travel	0.00	400.00
6670 · Post Office Bulk Rate	200.00	900.00
6680 · Workshops	0.00	100.00
Total 6600 · Registrar	351.72	2,100.00
6700 · Treasurer		
6710 · Duplication	108.49	800.00
6720 · Postage	0.00	300.00
6730 · Supplies	38.80	300.00
6750 · P. O. Box Annual Rent	92.00	200.00
6760 · Travel	0.00	100.00
6781 · Bond Insurance (Due 12/31/20)	0.00	200.00
6782 · Bank Charges	70.60	150.00
6783 · Penalties and Interest	0.00	200.00
6784 · Dropbox Annual Subscription	0.00	150.00
Total 6700 · Treasurer	309.89	2,400.00
7100 · Accessibilities		
7110 · Duplication	0.00	50.00
7130 · Supplies	0.00	25.00
7150 · Literature	0.00	25.00
7160 · Workshops	0.00	200.00
Total 7100 · Accessibilities	0.00	300.00
7200 · Archives		
7210 · Duplication	18.45	300.00
7230 · Supplies	27.39	400.00
7250 · Literature	0.00	50.00
7260 · Workshops	47.97	750.00
7270 · Storage	568.08	1,700.00
Total 7200 · Archives	661.89	3,200.00

	Jan - Jun 20	Budget
7300 · Coop w/ Prof Community Cmte.		
7310 · Duplication	0.00	50.00
7320 · Postage	0.00	25.00
7330 · Supplies	0.00	75.00
7350 · Literature	0.00	125.00
7360 · Workshops	0.00	250.00
7370 · Convention Travel	0.00	300.00
7381 · Exhibit Space & Convention Fees	0.00	775.00
Total 7300 · Coop w/ Prof Community Cmte.	0.00	1,600.00
7400 · Corrections		
7410 · Duplication	0.00	25.00
7420 · Postage	0.00	20.00
7430 · Supplies	0.00	50.00
7450 · Literature	9.10	60.00
7460 · Workshops	0.00	200.00
7470 · Bridge the Gap Workshop	0.00	100.00
Total 7400 · Corrections	9.10	455.00
7500 · Grapevine/La Vina		
7510 · Duplication	4.50	100.00
7520 · Postage	0.00	30.00
7530 · Supplies	0.00	100.00
7560 · Workshops	0.00	600.00
7570 · Literature	0.00	150.00
Total 7500 · Grapevine/La Vina	4.50	980.00
7600 · Intergroup		
7610 · Duplication	0.00	125.00
7620 · Postage	0.00	135.00
7630 · Supplies	0.00	200.00
7650 · Literature	0.00	100.00
7660 · Workshops	0.00	400.00
Total 7600 · Intergroup	0.00	960.00
7700 · Literature		
7710 · Duplication	25.99	50.00
7730 · Supplies	28.67	50.00
7750 · Literature	157.37	500.00
7760 · Workshops	0.00	200.00
Total 7700 · Literature	212.03	800.00
7800 · Public Information		
7810 · Duplication	0.00	75.00
7830 · Supplies	0.00	50.00
7850 · Literature	0.00	200.00
7860 · Workshops	0.00	300.00
7880 · Video	0.00	25.00
Total 7800 · Public Information	0.00	650.00
7900 · Treatment		
7910 · Duplication	0.00	100.00
7930 · Supplies	0.00	50.00
7950 · Literature	0.00	200.00
7960 · Workshops	0.00	300.00
7980 · BTG Website	0.00	100.00
Total 7900 · Treatment	0.00	750.00
8100 · Finance Cmte		
8110 · Duplication	0.00	50.00
8130 · Supplies	0.00	50.00
Total 8100 · Finance Cmte	0.00	100.00

	Jan - Jun 20	Budget
8200 · Growth Cmte		
8210 · Duplication	0.00	50.00
8230 · Supplies	0.00	50.00
Total 8200 · Growth Cmte	0.00	100.00
8300 · Website		
8310 · Duplication	0.00	50.00
8330 · Supplies	0.00	75.00
8340 · Web Hosting	96.00	100.00
8350 · Web Master Expenses	900.00	1,200.00
8360 · Workshops	0.00	50.00
Total 8300 · Website	996.00	1,475.00
8400 · Site & Agenda Cmte		
8410 · Duplication	22.00	75.00
8430 · Supplies	0.00	50.00
Total 8400 · Site & Agenda Cmte	22.00	125.00
8600 · Archivist		
8610 · Document Preservation	0.00	1,000.00
8690 · Storage	930.00	2,200.00
Total 8600 · Archivist	930.00	3,200.00
9100 · Hotel and Mileage Expenses		
9110 · Hotel for Officers	952.00	4,500.00
9120 · Hotel for S/C - Other	1,680.88	7,000.00
9130 · Less Complementary Rooms	-476.00	-1,500.00
9140 · Mileage for Panel	1,836.39	9,500.00
9150 · Past Delegate Hotel & Mileage	119.00	1,000.00
9170 · Hotel for Scholarships	714.00	3,000.00
9100 · Hotel and Mileage Expenses - Other	120.00	
Total 9100 · Hotel and Mileage Expenses	4,946.27	23,500.00
9200 · Conference Operations		
9210 · Annual Corporate Fees	61.25	100.00
9220 · Officers Interim Meeting Rent	0.00	500.00
9230 · Structures & Guidelines	0.00	350.00
9260 · Equipment, Repair & Maintenance	0.00	2,000.00
9280 · Orientation Packages	0.00	2,000.00
Total 9200 · Conference Operations	61.25	4,950.00
9300 · Literature Purchases		
9325 · AAWS	170.40	300.00
9350 · Grapevine Merchandise	0.00	1,500.00
9351 · Grapevine Subscriptions	0.00	1,800.00
Total 9300 · Literature Purchases	170.40	3,600.00
9400 · Assembly Costs		
9410 · Coffee Service	1,560.00	8,000.00
9411 · Friday Night Coffee Service	180.00	720.00
9415 · Meeting Room Fee	1,250.00	6,000.00
9420 · Hosting Expense	0.00	400.00
9430 · ASL Interpreter	0.00	300.00
9460 · GSO Staff Visit	957.06	1,500.00
9470 · Spanish Translator	569.00	3,000.00
9480 · Audio Visual Services	1,368.75	5,000.00
Total 9400 · Assembly Costs	5,884.81	24,920.00
Total Expense	28,698.88	108,065.00
Net Ordinary Income	-1,354.21	-33,665.00

	<u>Jan - Jun 20</u>	<u>Budget</u>
Other Income/Expense		
Other Income		
4700 · Interest Income	702.88	
Total Other Income	<u>702.88</u>	
Net Other Income	<u>702.88</u>	
Net Income	<u><u>-651.33</u></u>	<u><u>-33,665.00</u></u>

**North Florida Area Conference
Group Contribution Summary
January through June 2020**

	Jan - Jun 20
Central Florida Robbete Roost	103.50
Contributions - Other	
Anonymous	10.00
FCYPAA	500.00
Florida Bid Cmte (YPAA)	43.55
Total Contributions - Other	553.55
District 01	
Central Group	400.00
Coffee & Reading	110.00
Fiesta Group	327.65
Freeman's Group	59.78
Language of the Heart Group	46.87
Los Lobos Men's Group	12.00
Wesconnett Group	112.90
Women's Upstart Group	26.00
Total District 01	1,095.20
District 03	
Green Cove Springs	59.40
Middleburg Group	20.00
Orange Park Group	2,150.00
Orange Park Stepsisters	50.66
Winners Group	150.00
Total District 03	2,430.06
District 04	
Diverse Views	65.05
Fernandina Beach Group	668.02
Free To Be	44.70
Keep It Simple Group	61.16
Trout River Group	39.00
Yulee Group	127.00
District 04 - Other	500.00
Total District 04	1,504.93
District 05	
Bradfordville AA Group	200.00
Came to Believe	40.43
Central Group of AA	401.10
Tallahassee YPG	49.47
Total District 05	691.00
District 06	
Aloha Step 11 At 7	33.29
Design For Living Group	107.80
I've Come to Believe	128.00
Island Serenity	125.00
Jumping Off Place	17.82
Ladies Unity	10.87
Lest We Forget	53.00
Liars Paradise	116.03
New Life Group	60.00
Saturday Night Live	141.75
Seascape Group	160.00
Sober Sisters Group	104.00
Sunday Morning Group	44.00
Village Women	60.00
Villagers Group	92.80
Way Out Group	90.00
Women's Candlelight Group	41.31
District 06 - Other	450.00
Total District 06	1,835.67

	<u>Jan - Jun 20</u>
District 07	
As Bill Sees It	59.82
Came To Believe-707324	11.07
Come to Believe-661715	100.00
Daily Reflections	90.00
Daybreak Group	395.75
Each Day a New Beginning	150.00
Happy Hour	208.25
Just For Today Big Book	53.00
Lady Lake Sunday Breakfast Group	123.55
Leesburg Transition Group	16.00
Leesburg Wednesday Night Group	10.00
Mascotte Happy Hour	150.00
Morning Eye Opener Group	83.49
Mustard Seed Group	82.61
New Attitudes BB/Step Meeting	59.72
New Life Group	191.60
NOBS	15.00
Serenity Seekers	197.00
Serenity Sisters Group	42.68
Sober Sunset Speakers Group	157.24
Sobriety on Saturday	50.00
South Lake Women's Group	28.07
Step Sisters	45.76
Stepping Stones	122.00
Summerfield AA Group	200.00
Take It Easy Men's Group	34.16
Take It Easy Women's Group	94.00
Together We Can	50.00
Triple Crown	81.00
Turning Point Group	56.80
Without Reservations	10.00
Total District 07	<u>2,968.57</u>
District 08	
Happy Hour Group	360.00
Way of Life Group	60.00
Total District 08	<u>420.00</u>
District 09	
Bluebottom Group	20.00
First Things First Group	155.65
Friends of Bill W	80.00
Hope Group	247.40
How It Works Group	50.00
Our Higher Power	8.00
Total District 09	<u>561.05</u>
District 10	
Fourth Dimension	100.00
Winter Park Group	100.00
Winter Park Men's Group	30.00
Total District 10	<u>230.00</u>
District 11	
Central Orlando Group	129.76
Growing Through the Grapevine	20.00
Herd Instinct	16.00
Jaywalkers	94.62
Lake Nona - Moss Park	70.66
Made a Beginning	381.91
Wake Up Call	46.55
Total District 11	<u>759.50</u>

	<u>Jan - Jun 20</u>
District 12	
After Hour's Group	27.88
Barefoot Bay	89.00
Brown Bag Bunch	78.00
Early Birds	57.52
Home Base Group	30.00
Just Us Pickles Group	38.43
Living Sober Group	58.00
Melbourne LGBT	25.00
Reality Challenged Group	49.59
Suntree Group	38.47
Suntree Women's Group	20.00
Vets Helping Vets	4.00
Viera Daily Reflections	20.00
Viera Group #40	25.00
Women Living Sober	25.00
Total District 12	<u>585.89</u>
District 13	
AlGood Group	60.00
Hernando Beach Group	25.00
Living Sober-1	75.00
More Serenity Sisters	25.00
Principles Before Personalities	147.99
Ridge Manor Big Book	40.00
Rough Road Group	25.00
There is a Solution	120.00
Umbrella Group	60.70
W.I.S.E. Womens Group	40.00
Total District 13	<u>618.69</u>
District 14	
Design For Living	40.00
Everything or Nothing Group	50.00
Eye Opener Group	33.75
Free To Be Group	25.42
Geezers Men's Group	10.00
Happy Hour Group	180.00
Hole int the Wall Group	26.42
Keystone Heights AA	50.00
New Freedom Group	520.00
No Name Yet Group	12.00
Saturday 10th & 11th Step Group	106.00
Suit Up and Show Up	20.00
The Gratitude Group	27.50
The Loft	20.00
Tuesday Night Step Study	47.55
Wholesale Miracle Group	44.60
Women's Step Study Group	128.00
Total District 14	<u>1,341.24</u>
District 15	
311 Group	21.00
909 Sober Time YP	50.00
AA Meeting Group, Rockledge	40.00
Cape Canaveral Group	250.00
Central Brevard Group	5.00
Cocoa 11th Step	40.00
Sober Road	2.70
We Care	25.00
District 15 - Other	400.00
Total District 15	<u>833.70</u>
District 16	
Live Oak Group	40.00
Total District 16	<u>40.00</u>

	Jan - Jun 20
District 17	
Belleview Eye Opener Group	50.00
Belleview Group	10.00
Belleview Speaker Meeting Group	4.00
Emotional Balance	28.36
Happy, Joyous, Free	27.91
Head Start Group	141.74
Healing Group	25.00
Last Call Group	20.00
Lunch Bunch Group	50.00
Ocala Group	15.00
Ocala Mens Group	120.00
One Day At A Time	200.00
Sisters in Sobriety (SOS) - Ocala	34.14
Stop Whining & Sober Up Group	80.00
The Breakfast Club of Ocala	200.00
We Give Up	32.20
Weir Crazy	20.00
Total District 17	1,058.35
District 18	
Back To Basics Group	10.00
By The Book	29.01
Clean Air Group	67.70
Decisions Group	25.00
Fortunate Few Group	88.32
Happy Hour Group - Casselberry	115.80
High Noon @ Lake Mary	529.88
Ladies on the Porch	20.00
Lake Mary Grace Group	63.75
Pass It On Group	228.18
Primary Purpose	70.00
Wekiva Basics Group	190.00
Total District 18	1,437.64
District 19	
Back to Basics	38.14
Deland Big Book Group	52.00
Just Do It Big Book Study Group	30.00
Orange City Grateful Group	10.00
Saturday's Womens Group	15.00
Saturday Morning Step Group	100.00
Saturday Night Weekly Reprieve Group	33.33
Sobriety First	50.00
Total District 19	328.47
District 20	
530 Group	200.00
Beachside New Smyrna Beach Group	17.00
Hour of Power Group	307.05
Lifesavers Group	95.00
New Dawn Group	74.00
New Smyrna Beach Group	67.38
Steps for Life	30.00
Women's Book Study - PO	30.63
Women's New Beginnings	30.00
Total District 20	851.06
District 21	
Holly Hill Big Book Study Group	32.00
Lest We Forget	324.00
Wednesday Women's 2pm CBC	30.00
Total District 21	386.00

	<u>Jan - Jun 20</u>
District 22	
24 Hour Group	100.00
Jump Start Group	59.00
Life's a Beach	50.00
Living Sober Group	8.40
Lucky to be Here	50.30
Message Group	35.00
Monday Night Live	50.00
New Beginnings Group	100.00
TGIF Group	19.00
The Fellowship We Crave	50.00
District 22 - Other	1,421.00
Total District 22	<u>1,942.70</u>
District 23	
605 Group	45.00
Melbourne Beach Group	40.69
Patrick Group AA	125.00
Sandpiper Group	75.00
Sisters in Sobriety	18.00
Total District 23	<u>303.69</u>
District 24	
Celebration Group	75.00
Freedom Group	75.00
Total District 24	<u>150.00</u>
District 25	
Beaches Unity Group	330.00
BLISS	25.00
I Am Responsible	40.91
Jax Beach YPG	61.00
Nocatee Promises	41.25
Nocatee Sobriety	58.00
San Pablo Sober Sisters	3.85
Solutions Group	60.00
Sound of Sobriety	43.35
Step A Month Group	12.00
Women Enjoying Sobriety	22.77
Total District 25	<u>698.13</u>
District 27	
Keep It Simple Cedar Key	26.00
Total District 27	<u>26.00</u>
District 28	
Lecanto Group	100.00
Old Firehouse Group	50.00
Quail Run Closed Step Group	86.00
Rainbow Group	20.00
Real Happy Hour	200.00
Resentment Group	100.00
Sober Nooners	25.00
Sober Sandgnats	32.54
Women to Women	25.00
You Have A Choice	100.00
Total District 28	<u>738.54</u>

	<u>Jan - Jun 20</u>
District 30	
Amethyst Group	42.00
Coyote Men's Group	500.00
Drop The Rock	19.75
Durbin 12x12	34.90
Fruit Cove Women's Group	25.75
New Beginnings Group	67.86
Serenity At Noon	67.56
Switzerland Group	26.00
Total District 30	<u>783.82</u>
District 31	
Saturday Night Solution Group	50.00
Serenity on the Lake	50.00
Sisters of Serenity	16.27
St Cloud Group	75.00
Total District 31	<u>191.27</u>
District 32	
Early Ducks	74.47
Had Enough	53.00
Primary Purpose Group	50.00
Riverbridge Group	148.00
Total District 32	<u>325.47</u>
District 33	
Grupo Esperanza	15.00
Total District 33	<u>15.00</u>
TOTAL	<u><u>25,808.69</u></u>

**North Florida Area Conference
Prudent Reserve and Financial Summary
January 1 - December 31, 2020 FIRST QUARTER**

	Jan-Dec 2020 Actual	Jan-Dec 2020 Budget	Over/(Under)
Group Contributions	25,809	68,000	(42,191)
7th Tradition and Friday Night Coffee Collection	781	2,800	(2,019)
Grapevine and AWS	754	3,600	(2,846)
Interest and Miscellaneous Income	703	0	703
Total Income	<u>28,047</u>	<u>74,400</u>	<u>(46,353)</u>
Total Expenses	<u>28,699</u>	<u>108,065</u>	<u>(79,366)</u>
Net Income	<u><u>-652</u></u>	<u><u>-33,665</u></u>	<u><u>33,013</u></u>

PRUDENT RESERVE

Total Checking and Savings	91,523	
*Maximum Required Prudent Reserve	<u>108,065</u>	12 months
(9-12 months of Budgeted Expenses = \$81,048 to \$108,065)	<u><u>-16,542</u></u>	Under Maximum Prudent Reserve

*NFAC, Inc. Prudent Reserve shall be between 9-12 months of the annual budget, including cash on hand

This is the Panel 69 address for contributions > >

NFAC
PO Box 10094
Jacksonville, FL 32247

Don't forget to include

- * District Number
- * Group Name
- * Group Number

Please remind your Group Treasurer that the address for contributions has changed. Thank you.

**North Florida Area Conference
Profit & Loss Budget Overview
January through December 2021**

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4100 · Contributions	
4110 · Contributions - Group	75,000.00
Total 4100 · Contributions	75,000.00
4200 · Assembly Income	
4210 · Seventh Tradition	2,500.00
4220 · Friday Night Coffee Collection	300.00
Total 4200 · Assembly Income	2,800.00
4500 · Literature/Merchandise Sales	
4525 · AAWS	300.00
4550 · Grapevine Merchandise	1,500.00
4551 · Grapevine Subscriptions	1,800.00
Total 4500 · Literature/Merchandise Sales	3,600.00
Total Income	81,400.00
Gross Profit	81,400.00
Expense	
6100 · Delegate	
6110 · Duplication	500.00
6120 · Postage	50.00
6130 · Supplies	200.00
6150 · Literature	200.00
6160 · Travel	
6170 · SERF - Even Year	0.00
6171 · General Service Conference	8,500.00
6172 · Delegate Get-Together	1,000.00
6174 · SERF Delegate Elect - Even Year	0.00
6175 · Florida State Convention	1,000.00
6176 · Pre-Conf Workshops	2,500.00
6177 · Post-Conf Workshops	1,000.00
6178 · SSAASA - Odd Year	1,000.00
Total 6160 · Travel	15,000.00
6190 · General Expenses	2,500.00
6191 · International Convention - 5 Yr	0.00
Total 6100 · Delegate	18,450.00
6200 · Alternate Delegate	
6210 · Duplication	200.00
6220 · Postage	75.00
6230 · Supplies	75.00
6240 · Literature	100.00
6245 · FL State Conv. Advisory Comm	300.00
6246 · NFAC FL State Oversight Committ	100.00
6255 · Travel	
6250 · Travel -	400.00
6272 · Delegates Get-Together	1,000.00
6275 · Florida State Convention	1,000.00
6277 · SSAASA -Odd Year	1,000.00
6291 · International Convention - 5 Yr	0.00
Total 6255 · Travel	3,400.00
Total 6200 · Alternate Delegate	4,250.00

**North Florida Area Conference
Profit & Loss Budget Overview
January through December 2021**

	Jan - Dec 21
6300 · Chair	
6310 · Duplication	500.00
6320 · Postage	25.00
6330 · Supplies	350.00
6340 · Literature	200.00
6350 · Ad-Hoc Committee	500.00
6360 · Travel	900.00
6374 · SERF Chairman Elect - Even Year	0.00
6376 · Newsletter	100.00
6377 · Workshops	500.00
6378 · SSAASA - Odd Year	1,000.00
	4,075.00
Total 6300 · Chair	
6400 · Alternate Chairman	
6410 · Duplication	500.00
6430 · Supplies	300.00
6441 · Literature	50.00
6450 · Travel	
6458 · SSAASA - Odd Year	1,000.00
6450 · Travel - Other	400.00
	1,400.00
Total 6450 · Travel	
	1,400.00
Total 6400 · Alternate Chairman	2,250.00
6500 · Secretary	
6510 · Duplication	2,500.00
6520 · Postage	75.00
6530 · Supplies	750.00
6550 · Travel	
6558 · SSAASA - Odd Year	1,000.00
6550 · Travel - Other	400.00
	1,400.00
Total 6550 · Travel	
	1,400.00
Total 6500 · Secretary	4,725.00
6600 · Registrar	
6610 · Duplication	100.00
6630 · Supplies	400.00
6650 · P.O. Box Annual Rent	200.00
6660 · Travel	
6668 · SSAASA - Odd Year	1,000.00
6660 · Travel - Other	400.00
	1,400.00
Total 6660 · Travel	
	1,400.00
6670 · Post Office Bulk Rate	900.00
6680 · Workshops	100.00
	1,000.00
Total 6600 · Registrar	3,100.00
6700 · Treasurer	
6710 · Duplication	800.00
6720 · Postage	300.00
6730 · Supplies	300.00
6750 · P. O. Box Annual Rent	200.00
6760 · Travel	
6768 · SSAASA - Odd Year	1,000.00
6760 · Travel - Other	600.00
	1,600.00
Total 6760 · Travel	
	1,600.00
6781 · Bond Insurance (Due 12/31/20)	0.00
6782 · Bank Charges	4,000.00
6783 · Penalties and Interest	200.00
6784 · Dropbox Annual Subscription	150.00
	4,950.00
Total 6700 · Treasurer	7,550.00

**North Florida Area Conference
Profit & Loss Budget Overview
January through December 2021**

	Jan - Dec 21
7100 · Accessibilities	
7110 · Duplication	50.00
7130 · Supplies	25.00
7150 · Literature	25.00
7160 · Workshops	600.00
Total 7100 · Accessibilities	700.00
7200 · Archives	
7210 · Duplication	300.00
7230 · Supplies	400.00
7250 · Literature	50.00
7260 · Workshops	750.00
7265 · Natl. Archives Wksp - Odd Yr	1,500.00
7270 · Storage	2,000.00
Total 7200 · Archives	5,000.00
7300 · Coop w/ Prof Community Cmte.	
7310 · Duplication	100.00
7320 · Postage	25.00
7330 · Supplies	150.00
7350 · Literature	100.00
7360 · Workshops	200.00
7370 · Convention Travel	300.00
7381 · Exhibit Space & Convention Fees	725.00
Total 7300 · Coop w/ Prof Community Cmte.	1,600.00
7400 · Corrections	
7410 · Duplication	25.00
7420 · Postage	20.00
7430 · Supplies	50.00
7450 · Literature	100.00
7460 · Workshops	
7462 · National Corrections - Odd Yr	1,000.00
7460 · Workshops - Other	300.00
Total 7460 · Workshops	1,300.00
7470 · Bridge the Gap Workshop	100.00
Total 7400 · Corrections	1,595.00
7500 · Grapevine/La Vina	
7510 · Duplication	100.00
7520 · Postage	30.00
7530 · Supplies	100.00
7560 · Workshops	600.00
7570 · Literature	150.00
Total 7500 · Grapevine/La Vina	980.00
7600 · Intergroup	
7610 · Duplication	130.00
7620 · Postage	30.00
7630 · Supplies	100.00
7650 · Literature	225.00
7660 · Workshops	450.00
7671 · National Intergroup Wks- Odd Yr	1,700.00
Total 7600 · Intergroup	2,635.00
7700 · Literature	
7710 · Duplication	50.00
7730 · Supplies	50.00
7750 · Literature	500.00
7760 · Workshops	200.00
Total 7700 · Literature	800.00

**North Florida Area Conference
Profit & Loss Budget Overview
January through December 2021**

	Jan - Dec 21
7800 · Public Information	
7810 · Duplication	75.00
7830 · Supplies	50.00
7850 · Literature	200.00
7860 · Workshops	300.00
7880 · Video	25.00
Total 7800 · Public Information	650.00
7900 · Treatment	
7910 · Duplication	35.00
7930 · Supplies	50.00
7950 · Literature	200.00
7960 · Workshops	400.00
7970 · Bridge the Gap Workshp - Odd Yr	1,000.00
7980 · BTG Website	85.00
Total 7900 · Treatment	1,770.00
8100 · Finance Cmte	
8110 · Duplication	50.00
8130 · Supplies	50.00
Total 8100 · Finance Cmte	100.00
8200 · Growth Cmte	
8210 · Duplication	50.00
8230 · Supplies	50.00
Total 8200 · Growth Cmte	100.00
8300 · Website	
8310 · Duplication	50.00
8330 · Supplies	75.00
8340 · Web Hosting & SSL	200.00
8350 · Web Master Expenses	1,800.00
8360 · Workshops	
8361 · Nat'l Technology Workshop	1,000.00
8360 · Workshops - Other	100.00
Total 8360 · Workshops	1,100.00
Total 8300 · Website	3,225.00
8400 · Site & Agenda Cmte	
8410 · Duplication	75.00
8430 · Supplies	50.00
Total 8400 · Site & Agenda Cmte	125.00
8600 · Archivist	
8610 · Document Preservation	1,000.00
8690 · Storage	1,900.00
Total 8600 · Archivist	2,900.00
9100 · Hotel and Mileage Expenses	
9110 · Hotel for Officers	4,000.00
9120 · Hotel for S/C - Other	7,000.00
9130 · Less Complementary Rooms	-1,500.00
9140 · Mileage for Panel	10,000.00
9150 · Past Delegate Hotel & Mileage	1,000.00
9170 · Hotel for Scholarships	3,000.00
Total 9100 · Hotel and Mileage Expenses	23,500.00
9200 · Conference Operations	
9210 · Annual Corporate Fees	100.00
9220 · Officers Interim Meeting Rent	500.00
9230 · Structures & Guidelines	350.00
9260 · Equipment, Repair & Maintenance	2,000.00
9280 · Orientation Packages	2,000.00
Total 9200 · Conference Operations	4,950.00

**North Florida Area Conference
Profit & Loss Budget Overview
January through December 2021**

	Jan - Dec 21
9300 · Literature Purchases	
9325 · AAWS	300.00
9350 · Grapevine Merchandise	1,500.00
9351 · Grapevine Subscriptions	1,800.00
	3,600.00
9400 · Assembly Costs	
9410 · Coffee Service	2,500.00
9411 · Friday Night Coffee Service	500.00
9415 · Meeting Room Fee	4,000.00
9420 · Hosting Expense	400.00
9430 · ASL Interpreter	200.00
9440 · S Florida Delegate Visit - Odd	1,000.00
9450 · SE Region Trustee Visit -1x/Pnl	1,500.00
9460 · GSO Staff Visit	1,500.00
9470 · Spanish Translator	3,500.00
9480 · Audio Visual Services	5,000.00
	20,100.00
Total 9300 · Literature Purchases	3,600.00
Total 9400 · Assembly Costs	20,100.00
Total Expense	118,730.00
Net Ordinary Income	-37,330.00
Net Income	-37,330.00

**North Florida
Area Conference
Structures and Guidelines**

July 2020

STRUCTURES and GUIDELINES
TABLE OF CONTENTS

r. 7/11/2020

1.	PREFACE	3
2.	DEFINITION	3
3.	MOTIONS AMENDING THE NFAC GUIDELINES	3
4.	ASSEMBLY FORMAT	3
5.	SCHEDULING AND NOTICE OF ASSEMBLIES (PG. S37)	4
6.	DISTRICTS	5
7.	SERVICE COORDINATORS AND OTHER SERVICE POSITIONS	5
	• ACCESSIBILITIES.....	6
	• ARCHIVES	6
	• COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)	6
	• CORRECTIONS.....	6
	• GRAPEVINE/LAVINA	6
	• INTERGROUP	6
	• LITERATURE.....	6
	• PUBLIC INFORMATION (PI).....	6
	• TREATMENT	6
	• ARCHIVIST.....	7
	• PARLIAMENTARIAN	7
	• NFAC CONVENTION OVERSIGHT COMMITTEE	7
8.	QUALIFICATIONS AND DUTIES OF OFFICERS	7
	• DELEGATE (PG. S50-55)	8
	• ALTERNATE DELEGATE (PG. S50-55)	9
	• CHAIRPERSON (PG. S45-46).....	9
	• ALTERNATE CHAIRPERSON (PG. S45-47)	9
	• TREASURER (PG. S47)	9
	• SECRETARY (PG. S46)	10
9.	ADMINISTRATIVE COMMITTEES	11
	• FINANCE.....	11
	• GROWTH	11
	• SITE AND AGENDA	12
	• WEBSITE.....	12
10.	ELECTIONS AND ELIGIBILITY TO STAND	12
11.	VOTING ELIGIBILITY AND PRIVILEGES	13
12.	VOTING PROCEDURE	13
13.	VOTE FOR TRUSTEE NOMINEES AND NOMINATION PROCEDURE	14
14.	CONTRIBUTIONS AND FUNDING	14
15.	PRUDENT RESERVE	15
16.	NORTH FLORIDA AREA MAP	15
17.	REDISTRICTING	15
18.	ASSEMBLY PROPERTY	16
	<i>Appendix A – How the Conference Operates</i>	17
	<i>Appendix B – Summary of Conference Procedures</i>	18
	<i>Appendix C – North Florida Area Map</i>	19
	<i>Appendix D – Computer Use Policy</i>	20
	<i>Appendix E – Computer Sign Out Sheet</i>	21
	<i>Appendix F – Revisions Table</i>	22

1. PREFACE

These guidelines are not intended to replace the current A.A. Service Manual. Each Area is autonomous and these guidelines are to assist in clarifying matters which pertain specifically to the North Florida Area Conference, Inc. (NFAC). References to the A.A. Service Manual are included to make these guidelines a concise service reference for its members.

2. DEFINITION

In these guidelines, the following definitions apply:

- The North Florida Area hereafter known as the North Florida Area Conference, Inc. (NFAC) is the geographic region designated as Area 14 by the General Service Conference of Alcoholics Anonymous World Services.
- The NFAC Committee is made up of District Committee Members (DCMs), Service Coordinators, Administrative Committee Chairpersons, and Area Officers.
- The NFAC Assembly is a meeting, with proper notice, of the Area Committee and the General Service Representatives (GSRs) of registered A.A. groups within the Area that desire to participate.
- The NFAC is the mainspring of the conference structure-the democratic voice of the membership expressing itself, according to the A.A. Service Manual (pg. S36).
- North Florida Area Conference, Inc. is the legal entity incorporated under the laws of the State of Florida through which the Assembly conducts business with the public.
- All references to the Service Manual will be to the most current revision. If the referenced language of the Service Manual changes, Structures and Guidelines will be modified to the correct language. References are to specific page and the format is: (pg. ##).

3. MOTIONS AMENDING THE NFAC GUIDELINES

Any proposed amendment to these guidelines:

- Shall be submitted in writing to the Chairperson
 - With a copy for the Delegate and Secretary
- The proposed amendment may be sent to the appropriate Administrative Committee at the discretion of the Chairperson.
- The Chairperson shall include the proposed amendment on the assembly agenda.
- A two-thirds (2/3) vote in favor by the GSRs, DCMs, Officers and Service Coordinators present and voting shall constitute adoption of the amendment.

4. ASSEMBLY FORMAT

- Saturday
 - Workshops
 - Service Coordinators
 - DCM and Officers meeting
 - GSR workshop.
 - Workshop minutes will be taken and given to the Secretary.
 - Open speaker meeting on Saturday night
 - Except the fourth quarter of even years when the Voting Assembly takes place.
- Sunday
 - Assembly
 - Uses Robert's Rules of Order as modified by the current revision of the General Service Conference
 - Follows Summary of Conference Procedures (Appendix A) as adopted by the body.
 - All business of the Assembly will be conducted only with members of the NFAC or individuals approved by the Chairperson.
 - In order to vote at the Sunday Business Meeting, you must be in your seat at your District's assigned table by 9:00am for Roll Call
 - Business not on the agenda can be brought before the Assembly from the floor.

- The Voting Assembly takes place in the fourth quarter of even years

5. SCHEDULING AND NOTICE OF ASSEMBLIES (pg. S37)

- The Assembly shall convene on a quarterly basis in a fixed location.
- The dates shall be determined by the Site and Agenda Administrative Committee and hotel per contract.
 - Non election October Assemblies include an inventory conducted by the South Florida Area 15 Delegate or if not available as designated by Chairperson.
 - Once every two years, the Southeastern Regional Trustee will be invited to the Assembly.
 - Other meetings, sessions or committee meetings may be scheduled from time to time as decided by the Chairperson.
- Assemblies shall be scheduled for a minimum of a year and preferably for a two-year period beyond the current year.
- Consideration shall be given to any state or regional A.A. functions to avoid conflict when setting the date for assemblies.
- The Chairperson sets the agenda.
- The Registrar shall mail a notice of each Assembly to the GSRs, DCMs and the NFAC Committee, at least 30 days in advance of the Assembly.
- The mailing shall also include the minutes of the previous Assembly meeting and the proposed agenda.
- All information regarding the Assembly should be forwarded to the Secretary sufficiently in advance of the mailing deadline to ensure its inclusion in the mailing.
- The agenda mailed to the members of the Assembly shall include specific items of business scheduled to be submitted for discussion and voting.
- Other items of business brought before the Area shall be added to the agenda if appropriate.
- The order of business for the business session of each Assembly is:
 - Opening
 - Roll Call
 - Anonymity Statement
 - Short Form of the Concepts
 - Secretary's Report
 - Treasurer's Report
 - Delegate's Report
 - Alternate Delegate's Report
 - Chairperson's Report
 - Alt Chairperson's Report
 - Registrar's Report
 - Special Reports
 - Service Coordinators' Reports
 - Accessibilities
 - Archives
 - Archivist
 - Cooperation with the Professional Community
 - Corrections
 - Grapevine/LaVina
 - Intergroup
 - Literature
 - Public Information
 - Treatment
 - Administrative Committee Reports
 - Finance
 - Growth
 - Site and Agenda

- Website
- Old Business
- New Business
- Closing

6. DISTRICTS

It is suggested that elections be held every two (2) years and that the GSRs, DCMs, and Alternates serve their terms concurrent with the NFAC Panel.

- General Service Representative (GSR) (pg. S25-S30)
 - Links their groups with A.A. as a whole
 - Represents the voice of their group conscience
 - Attends their District meeting
 - Reports their group conscience to the DCM
 - Attends the Assembly
 - Voting their group conscience in manners affecting the Area. (pg. S21)
 - Brings information and problems which affect A.A. unity, health and growth, as well as suggested remedies back to the group
 - Two (2) years of sobriety is suggested.
- District Committee Member (DCM) (pg. S31-S35):
 - Links the GSR and the Delegate
 - Served in past Group and District activities
 - Receives reports from groups through the GSRs
 - Makes personal contact with the Groups in the District.
 - Holds regular District meeting
 - Attends Assemblies
 - Obtains up-to-date Group information
 - Keeps GSRs informed about Conference activities.
 - Serves on an Administrative Committee as assigned.
 - Four (4) years of sobriety is suggested
- Alternate District Committee Member (pg. S31-S35):
 - The Alternate DCM should have the same qualifications as the DCM as they may be required to assume all or part of the term of office due to unforeseen circumstances
 - Assists and participates in District responsibilities
- Local Committee Member (LCM) (pg. S34):
 - If the number of groups in a district increase, the responsibilities of the DCM can be met by adding additional committee members called LCMs.
 - Does not carry a vote at the Assembly.

7. SERVICE COORDINATORS AND OTHER SERVICE POSITIONS

A willingness to learn, and an enthusiasm to carry the message are more important qualifications than knowledge of a particular area of service. Those interested in a position should present their name to the Chairperson after the election assembly. The Service Coordinators are appointed by the Chairperson after the election. It is suggested that Service Coordinators have at least two (2) years of sobriety.

- The duties of the Service Coordinators are
 - Select an Alternate Service Coordinator to serve concurrently with them.
 - Create, conduct and facilitate a workshop at each Assembly.
- Temporary Service Coordinators if required may be appointed by The Chairperson to assist the Panel in the performance of their duties.
 - The position automatically ceases to exist upon completion of their prescribed service assignment.
- Additional Service Coordinator's position may be authorized by following the procedure for amending these guidelines.

- Requests for authorization of the position will be referred to the Growth, Site and Agenda, Finance, and the Website Committees.
- If the Committees agree, the matter will be placed on the agenda for the next Assembly.

The Assembly includes the following Service Coordinator positions:

- **Accessibilities**
 - Coordinates the work of individual A.A. members and groups in carrying the message to those who have problems which limit their attendance at regular A.A. meetings.
 - Enlightens A.A. members and groups to their special needs.
- **Archives**
 - Conducts workshops
 - Displays on A.A. and Area history.
- **Cooperation with the Professional Community (CPC)**
 - Recommends activities that will help carry the message to the still-suffering alcoholic through third party professionals such as probation officers, clergy, doctors, etc.
- **Corrections**
 - Encourages A.A. members to assume responsibility for carrying the message to those in jail or prison.
- **Grapevine/LaVina**
 - Coordinating the operation of the Grapevine/La Vina book store and book store raffle during Area 14 Conferences/Assemblies
 - Working with Districts and other Service Coordinators to educate the membership about our Meeting in Print.
 - Offering a Grapevine/La Vina information table.
- **Intergroup**
 - Serves as a liaison between Intergroups and the members of the NFAC, facilitating "sharing common problems and solutions" (pg. S42).
- **Literature**
 - Informs Groups, Districts or Area members through displays or other suitable methods, of all available Conference Approved Literature, audio visual material or other special items.
- **Public Information (PI)**
 - Creates greater understanding of—and preventing misunderstanding of—the A.A. program through the public media.
 - Educates A.A. members and groups about Alcoholics Anonymous.
 - Is in charge of the video library.
- **Treatment**
 - Coordinates the work of individual A.A. members and groups in carrying the message to clients of treatment centers and other recovery institutions.

The Assembly includes other service positions:

- **Archivist**
 - Voted on in non-electoral years for a two (2) year term not to exceed six (6) years.
 - Voted on by voting members of the Assembly.
 - Does not have a vote at the assembly.
 - Attends Assemblies
 - Works closely with the Archives Service Coordinator
 - Qualifications for this office:
 - Should be knowledgeable of the NFAC history.
 - Should have experience with archival and conservation procedures as well as handling of historical records.
 - Should be thoroughly familiar with our primary purpose and our A.A. Traditions so as to ensure privacy and protect anonymity of the members whose names are included in the collected documents.
 - Should be an A.A. member.
 - Duties for this office include:
 - Preserving the documents, artifact items and maintaining the physical integrity of the collection.
 - Collects, organizes and preserves material of historic interest to the NFAC.
 - Works closely with the Archives Service Coordinator to ensure the integrity of the Area Archives inventory.
 - Maintains and updates the Archives inventory and assisting accumulation of historical material and information pertaining to the Area.

- **Parliamentarian**
 - This appointed office will be for a two (2) year term, to coincide with the current rotation.
 - This position is appointed by the incoming Chairperson.
 - Does not have a vote at the Assembly
 - Receives lodging for one night at the hotel/motel where the Assembly takes place
 - Receives mileage reimbursement for the Assembly only.
 - Qualifications for this office include:
 - Should have a good working knowledge of Robert's Rules of Order as amended by the General Service Conference.
 - Has the time and desire to be present at the Assemblies.
 - Has, or is willing to gain, a good working knowledge of the Structures and Guidelines.
 - Duties for this office are, but not limited to:
 - Be present at the Saturday/DCM Officers meeting at the Assembly.
 - Be present at all Sunday business meetings of the Assembly.
 - Assist the chairperson in keeping the Assemblies operating within Robert's Rules of Order as amended by the General Service Conference and the Structures and Guidelines.

- **NFAC Convention Oversight Committee**
 - Provides oversight of the Florida State Convention when it occurs geographically within the North Florida Area. *The Convention scope and procedures are set forth in the Advisory Actions under the Structures and Guidelines April 2006 and revised January 2014.*

8. QUALIFICATIONS AND DUTIES OF OFFICERS

- These are common qualities that each person seeking office should possess:
 - Ability to work well with others
 - Time and willingness to do the job effectively:
 - Suggest that you speak with the officer, holding the office you seek, to get a good understanding of what the office entails and the time the job requires.

- Many of the Officer's jobs require additional technological skills.
 - It is suggested that those considering standing for office have the ability to operate a computer.
 - Computer skills are necessary for:
 - Performing many job tasks
 - Communicating with other panel members
 - Communicating with the fellowship in general.
 - Any Officer who is given Area equipment is responsible for that equipment
 - Must give an inventory to the Area Finance Chair.
 - Each Officer has the responsibility of submitting:
 - Reports to the Secretary after each Assembly
 - Budgets to the Treasurer on or before the April Assembly.
- DELEGATE (pg. S50-55)
 - Duties:
 - NFAC Representative to the annual General Service Conference.
 - Works with the Chairperson in preparing the agenda for Assemblies.
 - Delivers Conference reports to District meetings when requested
 - Participates in Area or District activities if called upon.
 - Attends:
 - Florida State Convention
 - Southeastern Delegates "Get Together" in Atlanta.
 - Southern States Alcoholics Anonymous Service Assembly
 - Southeastern Regional Forum
 - International Convention
 - Provides or Participates in:
 - Leadership
 - Training
 - Especially for new GSRs and DCMs,
 - Workshops whenever possible.
 - Service talks
 - Delegate Elect attends the Southeast Regional Forum
 - If the Delegate is unable to attend the General Service Conference the elected Officers, in the following order will assume this duty as long as otherwise qualified including having served as DCM:
 - Alternate Delegate
 - Chairperson
 - Alternate Chairperson
 - Treasurer
 - Registrar
 - Secretary
 - Qualifications:
 - Suggested 5 or 6 years of continuous sobriety
 - Time and desire to serve
 - Must be a past DCM
 - Offer and accept suggestions as well as criticisms
 - Have knowledge of A.A. affairs
 - Must be able to find the correct information when they do not know the answers
 - Thorough familiarity with the 12 Traditions and 12 Concepts and how they apply to local needs
 - Be able to organize and lead

- **ALTERNATE DELEGATE (pg. S50-55)**

The Alternate Delegate should have the same qualifications as the Delegate as they may be required to assume all or part of the Delegate's term of office due to unforeseen circumstances.

- Duties:
 - Attends Assembly meetings
 - Attends the February mini-conference Southeastern Delegate "Get Together" in Atlanta
 - Should be prepared to replace the Delegate at any time.
 - Chairperson of the Growth Committee
 - Chairperson of the Florida State Convention Oversight Committee.

- **CHAIRPERSON (pg. S45-46)**

- Duties:
 - Acts as administrative officer of the Assembly
 - Responsible for overseeing all Area operations.
 - Conducts the Assembly business session in an orderly manner
 - Prepares the agenda for Assemblies with assistance of the Officers
 - Provides agenda to Secretary at least 30 days prior to the assembly,
 - Appoints the Service Coordinators, Parliamentarian, Finance Chairperson, and Website Chairperson
 - Chairperson Elect attends the Southeast Regional Forum
- Qualifications:
 - Suggested 3 to 5 years of sobriety
 - Should have the time and desire to serve
 - Thorough familiarity with the 12 Traditions and 12 Concepts and how they apply to local needs

- **ALTERNATE CHAIRPERSON (pg. S45-47)**

The Alternate Chairperson should have the same qualifications as the Chairperson as they may be required to assume all or part of the Chairperson's term of office due to unforeseen circumstances.

- Duties:
 - Assume the Chairperson's duties in the Chairperson's absence
 - Assist and support the Chairperson in carrying out duties as needed
 - Serve as Chairperson of the Site and Agenda Committee
 - Oversees the Scholarship Fund
 - Serve as contact person for DCM's that have an eligible voting member requesting a room for Saturday night
 - helps in booking the room for eligible voting members
 - keeps track of the balance in the Scholarship Fund

- **TREASURER (pg. S47)**

- Duties:
 - Receives and records contributions from A.A. groups and other sources
 - An Excel database from the Registrar is used to help credit Group Contributions.
 - Serves on the Finance Committee
 - Gives access to the Finance Chair to the online checking account
 - Managing the Area's monies
 - Maintains a record of all monies received and dispersed.
 - Requires the ability to do monthly bank reconciliation, preferably making weekly deposits,

- Settles all bills with the hotel where each assembly is located
- Issues checks for expenses.
- Maintains a bank account
 - be aware of the banks guideline
- Maintains a savings account for the prudent reserve.
 - Researches the best interest rates for the prudent reserve.
- Must have a signature card signed by the Delegate, Chairperson, and Treasurer
 - All checks shall require the signature of two of the above
 - All online payments, written or electronic, require review of the invoice and approval by two of the signors prior to disbursement
- Provides a financial report at each Assembly
- Provides an annual written in-depth report of all transactions.
- Prepares a one-year proposed budget to be presented to the body for approval.
- Monitors expenditures by Committees to help ensure spending is within budget limits
- At the first Assembly of each year, presents to the Finance Committee a report of “large differences” between actual costs for the prior year and the approved budget for that year, for review and consideration by the Committee
- Files Sales Tax and Corporate Annual Tax reports online
- Speaks with Group Treasurers that need advice or help and attend District Workshops if needed
- Qualifications:
 - Should have the time and ability to keep accurate records
 - Computer skills
 - Ability to be firm and diplomatic
 - Working knowledge of QuickBooks and Excel or be willing to learn
 - Knowledge of double entry bookkeeping

REGISTRAR (pg. S46-S47)

- Duties
 - Maintains the database
 - Of GSRs, DCMs, Service Coordinators, Officers, Past Delegates and Groups for
 - mailing labels and roster
 - the use of the Area Committee
 - composes correspondence and reports
 - Of voting members in the North Florida Area Conference, Inc.
 - Assists the GSO Records department to keep their records up to date
 - Conducts the roll call at the Assembly Business meetings
 - Gives the official count to the Chairperson
 - Submits the Registrar’s and Attendance Reports to the Area Secretary
- Qualifications:
 - Should have the time and ability to keep accurate records
 - Computer skills
 - Ability to be firm and diplomatic
 - Respects the confidentiality of all information
 - to be used only for NFAC business
 - Any other distribution must be approved by the Assembly

● SECRETARY (pg. S46)

- Duties:
 - Responsible for keeping accurate minutes
 - Of the Assembly

- Quarterly officers' meetings when held
 - Prepares these minutes to be mailed and emailed
 - To all GSRs, DCMs, Service Coordinators, Officers, Past Delegates
 - Any A.A. member who requests a copy
 - The mailing will include
 - The meeting agendas for both Saturday and Sunday
 - Hotel reservation form
 - Any other material, as directed, if submitted in time and inserted into the mailing envelopes for the Registrar.
 - Gives minutes to the Registrar with enough time to meet the mailing requirements of at least thirty (30) days prior to the next Assembly.
 - Arranges for the delivery of the minutes for mailing and the number of copies required.
 - Prepares the motions after each Assembly
 - Emails to the Webmaster in adequate time that they can be posted, on the North Florida Website, within ten (10) days following the Assembly.
 - Updates electronic documents per all motions passed:
 - Advisory Actions
 - Structures and Guidelines
- Qualifications:
 - Should have the time and ability to keep accurate minutes
 - Computer skills
 - Ability to be firm and diplomatic
 - Ability to research and find past procedures

9. ADMINISTRATIVE COMMITTEES

Administrative Committees exist to assist with the business of the NFAC. All motions from Administrative Committees are seconded and ready for discussion when brought to the floor.

- The Administrative Committees Chairs are appointed by the Chairperson.
- Additional Administrative Committees may be authorized by following the procedure for amending these guidelines.
 - Requests for authorization of Administrative Committees shall be referred to the Growth, Site and Agenda, Finance, and the Website Committees.
 - If the Committees agree, the matter will be placed on the agenda for the next Assembly.
- Finance
 - Review the budget prepared by the Treasurer before it is submitted to the Assembly.
 - Reviews the Treasurer's quarterly report and any proposals that may require funding in order to:
 - Provide financial guidance.
 - Make recommendations.
 - Encourage the development of long-range financial policies.
 - Monitor expenditures as compared to the approved budget.
 - Maintain a current inventory of Assembly property.
- Growth

The Committee, with an eye always on the future of the NFAC, monitors and helps manage growth to keep the NFAC as inclusive as possible.

 - Receives and reviews requests for changes in District boundaries

- Provides suggestions for effective management of Districts as an alternative to splitting the District.
- Each January review the references in Structures and Guidelines to page numbers in the Service Manual and provide the Secretary with a list of the changes for Structures and Guidelines.

- **Site and Agenda**

This Committee is responsible for overseeing the logistics of each Assembly and, whenever possible, uses their experience to develop written procedures and guidelines for future Assembly hosts. During even number years, the Committee solicits, obtains and reviews bids from hotels/motels willing to provide facilities for Assemblies.

- The logistics include the following:
 - Manages the A/V needs for Workshops,
 - Panel Members, and the Sunday Business Meeting,
 - Works with the hotel to set up and sign the Banquet Event Orders,
 - Arranges for a Spanish Translator and/or ASL, as needed, for the Assembly weekend,
 - Acts as the liaison between the A.A. Fellowship and the host hotel,
 - Settles the Assembly bill with the Area Treasurer,
 - Develops the Saturday agenda with the Area Chair to meet the needs of the Panel and the Assembly attendees
 - Coordinate and conduct the GSR afternoon Workshop on Saturday.
 - All hotel bids need to be finalized and submitted to the Site and Agenda Committee by the first Quarter Assembly.
 - The Site and Agenda Chair negotiates the hotel bids once submitted.
 - It is suggested that the Site and Agenda Chair should present the Committee's recommendation at the 2nd Quarter Assembly.

- **Website**

- This committee will review and select the preferred candidate for the position of Webmaster.
 - The contract for the Webmaster's Services will be executed by both the Website Chairperson and the NFAC Chairperson.
- Ensure Advisory Actions and Structures and Guidelines per all motions that have passed are updated on the website.
- Website Chairperson
 - Will be appointed by the NFAC Chairperson and attend Assemblies.
 - Responsible for setting up the meeting and coordinating information within the committee.
 - Ensure that the Website (aanorthflorida.org) meet the recommendations of the Committee and/or the Assembly.
- Webmaster
 - Maintain the Website and only add or remove data when directed by the Website Committee and/or Assembly.
 - Responsible for the bulk emailing of the minutes 30 days before the next assembly.

10. ELECTIONS AND ELIGIBILITY TO STAND

All candidates should have a thorough understanding and appreciation of the A.A. Steps, Traditions and Concepts and be prepared to place principles above personalities at all times.

- The NFAC shall convene at the Assembly every even year to elect the Officers.
- Unless directed otherwise by the General Service Conference, all Officers of the NFAC Committee shall be elected at this time in the manner described in the A.A. Service Manual (S38).
- The terms of office for all Officers shall be concurrent and of two years' duration.

- Assembly Prior to the Election Assembly
 - All current and past DCMs and Alternate Delegates shall be queried to determine if they would be available to stand for Delegate.
 - All current and past DCMS shall be queried to determine if they would be available to stand for Alternate Delegate.
 - All current and past DCMs, GSRs and elected officers shall be queried to determine if they would be available to stand for any of the other Area offices.
 - Eligible individuals may indicate their willingness to stand for office at the Election Assembly.
 - Others may stand, if approved by a two-thirds vote of the Assembly
 - The voting body should have a choice of at least two candidates for each office whenever possible.
- Eligibility

The following are eligible to stand for offices:

 - For Delegate and Alternate Delegate
 - All current and past DCMs and Alternate Delegates
 - For all other elected offices.
 - All current and past DCMs,
 - All current and past GSRs,
 - All elected Officers.
 - Others may stand, if approved by a two-thirds vote of the Assembly
 - It is strongly suggested that candidates have at least five (5) years of continuous sobriety.
 - It is also strongly suggested that the spirit of rotation prevail.

11. VOTING ELIGIBILITY AND PRIVILEGES

- Eligibility
 - GSRs or their alternates,
 - DCMs or their alternates,
 - Administrative Committee Chairs,
 - Service Coordinators,
 - Officers.
- Privileges
 - Only GSRs from groups registered with the NFAC Registrar shall be eligible to vote.
 - A person may cast only one (1) vote.
 - If the DCM is also a GSR or Service Coordinator, only one vote may be cast.
 - Allow the alternate DCM, alternate Service Coordinator or alternate GSR to register and cast the other vote.
 - Absentee ballots and proxy voting are not permitted (pg. S37).
 - Any eligible voter who is not in their seat at 9:00 am for Roll Call at the start of the Assembly shall have their voting privileges suspended for that Assembly.
- Procedures to qualify persons eligible to vote:
 - A separate voter registration table will be set up and staffed by members of the host Districts.
 - The Registrar shall provide the elections coordinator with a roster of registered groups.
 - Eligible voters will sign the roster of groups and then be given a colored tag or sticker which must be displayed on the name badge of each voter.
 - Only persons wearing a name badge bearing the appropriate tag or sticker will be eligible to vote in elections held Sunday morning.

12. VOTING PROCEDURE

- Non Election Assembly: The Summary of Conference Procedures, Appendix A, will be followed.
- Election Assembly:

- All voting will follow the Third Legacy Procedure set out in the A.A. Service Manual (pg. S21 – S23).
- Names of persons standing for office will be posted on the blackboard at the front of the room.
- Voting will be by written ballot.
 - It is suggested that different colored paper be used for each ballot.
- Ballot Handlers
 - Selected by election coordinators from non-voting A.A. members prior to the elections to equal approximately one (1) handler for every forty (40) qualified voters.
 - Will be assigned specific areas.
 - Give one (1) ballot to each qualified voter, as designated by the tagged name badge who is in the room at the time of the vote.
 - Collect the ballots and give them to the election coordinator or designated counters to tally.
- It is suggested that past Delegates present at the election assembly be asked to tally the ballots.
- The number of ballots cast for each candidate will be displayed on the whiteboard.
- Third Legacy Procedure will be followed:
 - The first candidate to receive two-thirds (2/3) of the total vote cast in that ballot is elected.
 - On second (2nd) and subsequent ballots, the candidate list will be shortened
 - Up to five (5) ballots may be required to determine the winner, if any.
 - If no one receives two-thirds (2/3) of the votes cast by the fifth ballot, the winner will be decided by lot (drawn from a hat by a non-voting member of A.A.).
- The order of the election of Officers is at the Chairperson's discretion.
 - The following order is suggested:
 - Delegate
 - Alternate Delegate
 - Chairperson
 - Alternate Chairperson
 - Treasurer
 - Registrar
 - Secretary

13. VOTE FOR TRUSTEE NOMINEES AND NOMINATION PROCEDURE

The term of office of Trustees is set in the Bylaws of the General Service Board, Inc. as published in the A.A. Service Manual (pg. S107-S120)

- NFAC may choose to make nominations for Southeastern Regional Trustee and Trustee At-Large U.S.
 - How to make this selection will be determined by the Area Committee?
 - Nominations will be held at the fourth (4th) meeting in every second (2nd) even year
 - Candidate selection is made either at the NFAC Committee meeting or at the Assembly
 - Third Legacy procedures should be used in voting.

14. CONTRIBUTIONS AND FUNDING

The North Florida Area Conference, Inc. in accordance with the Sixth Tradition will not finance, affiliate with, or lend the A.A. name to any enterprise that is not part of the NFAC.

- To provide necessary funds to enable the North Florida Area Conference, Inc. to fulfill its responsibilities
 - It is recommended that all Groups contribute monthly or quarterly
 - Contributions are taken at the Assembly
 - Contributions are not dues or fees, but are voluntary contributions
- Necessary funds must be available to the

- Delegate and the Alternate Delegate
- In the event the Delegate is unable to attend any of the above functions, the Alternate Delegate will receive the Delegate's funding to attend unless the Alternate Delegate is already funded to attend.
 - Provide for mailing and other expenses as approved by the Assembly
 - Provide expenses for the Assembly meetings (pg. S48)
 - Receive expenses for attending Assemblies.
 - Receive allocated funds to defray expenses
 - General Service Conference in New York
 - Report on the General Service Conference to Districts
 - Delegate "Get Together" in Atlanta,
 - Southeastern Regional Forum,
 - International Convention
 - Florida State Convention.
 - Southern States Alcoholic Anonymous Service Assembly
- Officers, Administrative Committee Chairs, Service Coordinators, Parliamentarian, and Archivist
 - Reimburse for telephone and mailing expenses incurred in the performance of their duties.
 - To defray expenses for attending the Assemblies,
 - Lodging for one night reimbursed at the assembly rate at the contract hotel
 - Alternate Chair, Grapevine and Archives Service Coordinators which will receive two nights lodging
 - Mileage reimbursement at a rate set from time to time, by the Area
- to pay the Webmaster up to \$150.00 per quarter beginning with the July 2013 assembly.

15. PRUDENT RESERVE

- Prudent Reserve shall be between 9-12 months of the annual budget, including cash on hand
- An overage evaluation shall be made by the Treasurer at the end of each calendar year after all bills are paid.
 - Any overage shall be reported to the body at its next Assembly.
 - Any such overage shall be reported in the minutes from that Assembly
 - Distribution of the overage shall be decided at the following Assembly by the body.

16. NORTH FLORIDA AREA MAP

The NFAC is divided into Districts as described in Appendix B

- a Hispanic Linguistic District is area wide.

17. REDISTRICTING

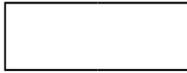
- When a District has grown such that the DCM can no longer effectively serve all groups (thirty (30) or more)
- The District may petition the Assembly (pg. S33 -S34) to elect multiple DCMs (one for each fifteen (15) groups).
 - The petitioning DCM must receive approval from the Groups involved.
 - A letter of authorization should be sent to the Area Chairperson by the DCM.
 - The DCM then petitions the Growth Committee
 - If approved, the petition will be taken to the Assembly business meeting for a final vote.
 - The multiple DCMs will perform all the duties of a DCM and will have a vote at the Assembly.
- When district(s) want to change their boundaries
 - a letter from each District's DCM stating the change

- Approved by the Districts involved
- Sent to the Growth Committee for review
- brought to the floor as a motion from the Growth Committee for approval by the Assembly.

18. ASSEMBLY PROPERTY

- Property owned by the Area, may be assigned to the appropriate elected or appointed members of the Area who require the use of the property to fulfill their assigned duties including but not limited to
 - Computers
 - Printers
 - recording equipment
 - other office equipment
 - Archives and fireproof containers,
- Property is under control and direction of the Finance Committee
- The location of such property is determined by the needs of the person who assumes possession and responsibility for same.
- At the end of their term, all property should be turned over to their successor or the NFAC Chairperson.
- It is suggested that any trusted servant receiving possession of Area property have a minimum of two (2) years sobriety.

Appendix A – How the Conference Operates



How the Conference Operates

Generally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on an informal basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years the Conference has adopted some exceptions to *Robert's Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

Conference Quorum

A Conference quorum — two-thirds of all registered members — is required to conduct Conference business.

Committee System

To the extent possible, important matters to come before the Conference will be handled via the "Committee system." This assures that a large number of questions can be dealt with during Conference week. Members are encouraged to trust the process. Each Committee has considered carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection. Recommendations of Conference committees are automatically motions that have been made and seconded. Members are asked to refrain from spontaneously amending the work of the Committee; there are no "friendly" amendments under Robert's Rules.

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action, or motions that might result in such an action, also require a *two-thirds majority*. Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting, as long as the total vote constitutes a Conference quorum.

Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and address their comments to the chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Our experience is that premature actions such as amend-

ing motions early in the discussion or hastily calling the question can divert attention from the subject at hand, confusing and/or delaying Conference business.

- Voting is by show of hands unless the Conference decides otherwise.

Motions Made During Conference

When making a motion, come to the microphone and address the chair. There are various types of motions we use to help reach an informed group conscience. The specific rules governing each are on the next page.

Tabling a Motion

Tabling a motion postpones discussion to a later time during the same Conference.

Motion to Recommit

The motion to recommit returns a motion or proposal to the respective trustees' committee for further consideration. A motion to recommit must be seconded, is debatable and can be amended.

Calling the Question

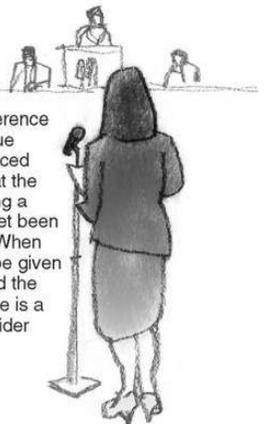
Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote (the question) or go on with the debate.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, full debate, pro and cons, is resumed.

Floor Actions

It is possible for a Conference action to come from the floor, but any matter which falls within the scope of a Conference committee ought first go through that Conference committee, so that the topic may receive due consideration. Floor actions may be introduced at any time during the Conference except at the Sharing Sessions. Any floor action regarding a piece of committee business that has not yet been concluded will be considered out of order. When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Conference decline to consider the floor action.



Declining to Consider a Floor Action

A motion to decline to consider a floor action is made without comment.

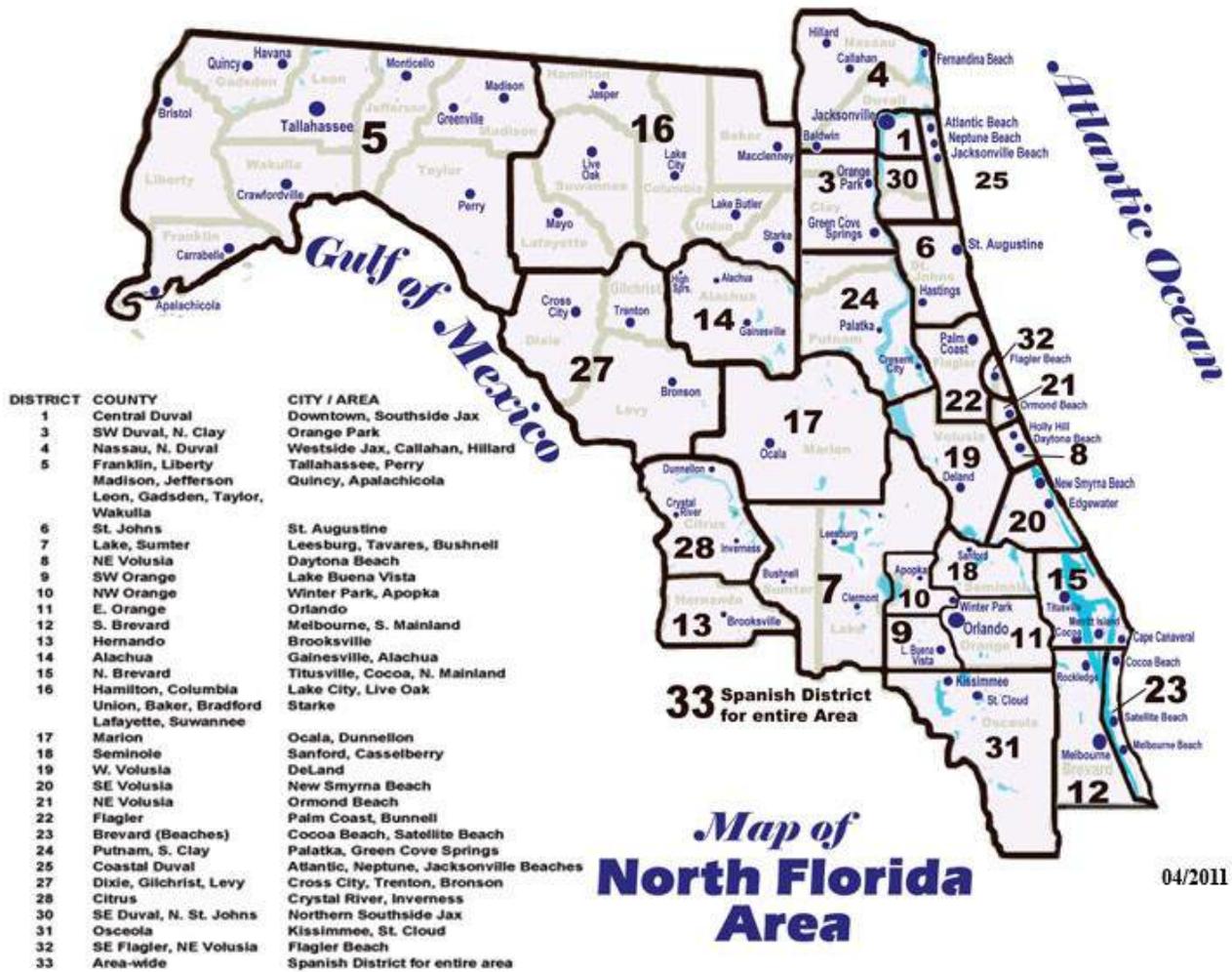
Appendix B – Summary of Conference Procedures

Remember:

- Motions must be made in order at the microphone.
- Address motions to the chair.

MOTION		Requires a “Second”?	Is Debatable?	Vote Required for Approval	Minority Voice Heard?
Committee Recommendation	Presented in the committee report.	Automatically seconded	YES	Two-thirds	YES
Amending a Motion	A motion on the floor is owned by the entire Conference body, no longer by the Committee which recommended it. The committee is not asked to vote on the motion to amend; any motion to amend a main motion depends on the approval of the Conference.	YES	YES	Two-thirds	YES
Tabling a Motion	Made without comment.	YES	NO	Simple Majority	NO
Moving to Recommit	Made without comment.	YES	YES	Two-thirds	NO
Calling the Question	Made without comment.	YES	NO	Two-thirds	NO
Reconsidering a Vote	May only be made by a member who voted with the prevailing side. No action may be reconsidered twice.	YES May be seconded by either side.	NO	Simple Majority	NO
Making a Floor Action	Made without comment. Introduced any time during the Conference except at the Sharing Sessions. Is submitted in writing by the maker to the Conference secretary.	YES	YES	Two-thirds	YES
Declining to Consider a Floor Action	Made without comment. May be made after the maker of a floor action is provided time to state the rationale for it.	YES	NO	Two-thirds	NO

Appendix C – North Florida Area Map



04/2011

Appendix D – Computer Use Policy

Computers assigned to officers, committee chairs or assembly members at large, when deemed necessary by the Area Chair will be subject to reading and understanding the computer usage policy outlined below.

It is mandatory that prior to release of equipment, a form affirming receipt of same will be completed. The form will be so arranged to facilitate checking out equipment from the Finance Committee, while transferring from past user to current user. The form will have spaces for serial numbers that must be filled out in order to enable the Finance Committee to accurately track the location of specific equipment.

Computers, which are North Florida Area property, are limited in use solely for purposes of the Change of NFAC preferred software NFAC. It will be agreed by trusted servants that preferred or personal software will not be installed on NFAC equipment. Conversely, no personal or business computers/software shall be used for work of the NFAC. thereby compromising possible errors between dissimilar file formats.

All documents created for, or containing official business of the NFAC will be on the current preferred software of the NFAC. To this end, documents will be cross compatible. Data on computers shall be considered the intellectual property of NFAC therefore falling under the ultimate stewardship of the Finance Committee.

As the NFAC is compelled to upgrade software, care must be taken to save copies of the software for archival purposes. It is not prudent to rely entirely on "reverse" compatibility: for opening existing files. Hardware, software, and data files require climate control. Hardware is susceptible to electronic damage and data corruption. Software is subject to physical damage and/or data loss.

Historically, the NFAC has intentionally selected the simplest software to complete the job at hand. The purpose being to make service positions where computer use is necessary to be available to as many assembly members as possible. Should the preferred software be changed, updated copies of old software shall be implemented into the NFAC archives for simplest method of opening backed-up documents or originals off disk.

Appendix F – Revisions Table

The following revision table is updated with a date when the section is changed by an Advisory Action. The historical revision table contains the old headings and old dates; the current revision table contains the new layout by the IFF Crew.

Historical Revision Table

HEADINGS	REVISIONS MM/YY
PREFACE	
DEFINITION	<i>4/17, 1/18</i>
MOTIONS AMENDING THE NFAC GUIDELINES	<i>10/97</i>
NFAC ASSEMBLY FORMAT (MEMBERSHIP & MEETINGS)	<i>1/98,4/17</i>
NFAC SERVICE COORDINATORS / ADMINISTRATIVE COMMITTEES	<i>10/98, 1/99, 7/99, 3/04, 1/05, 3/06, 10/08, 4/09,3/13,7/13,1/14,10/14,7/16, 4/17,1/19.</i>
SCHEDULING & NOTICE OF NFAC ASSEMBLIES	<i>7/96, 1/99, 7/99, 10/99, 1/05, 4/09, 3/13, 4/1, 1/19</i>
NFAC ELECTIONS	
ELIGIBILITY TO STAND FOR NFAC OFFICE	<i>1/05, 4/17</i>
VOTING PRIVILEGES	<i>7/96,4/17</i>
VOTING PROCEDURE	<i>7/96, 4/16,1/19</i>
QUALIFICATIONS & DUTIES OF NFAC OFFICERS	<i>7/95, 7/96, 1/99, 7/99, 10/99, 1/03, 1/12, 4/12, 7/12, 4/17, 9/18, 1/19..</i>
QUALIFICATIONS/DUTIES OF SERVICE COORDINATORS	<i>1/05</i>
DISTRICTS	<i>1/19</i>
NFAC MAP	<i>3/04, 4,1</i>
NOMINATION PROCEDURE AND VOTE FOR TRUSTEE NOMINEES	<i>1/05</i>

CONTRIBUTIONS AND FUNDING ASSEMBLY ACTIVITIES	<i>1/19</i>
NFAC OFFICER FUNDING	<i>4/95, 7/95, 1/05, 10/10, 4/11,1/13, 4/17</i>
NFAC PRUDENT RESERVE	<i>10/01</i>
REDISTRICTING THE NFAC	<i>7/96</i>
ASSEMBLY PROPERTY	<i>7/99 & 7/00</i>
HOW THE GENERAL SERVICE CONFERENCE OPERATES	<i>4/17</i>
NORTH FLORIDA NFAC MAP	<i>4/17</i>
COMPUTER SIGN OUT SHEET	<i>4/17</i>
COMPUTER USE POLICY	<i>4/17</i>

Current Revision Table

HEADINGS	REVISIONS MM/YY
PREFACE	
DEFINITION	
MOTIONS AMENDING THE NFAC GUIDELINES	
ASSEMBLY FORMAT	
SCHEDULING AND NOTICE OF ASSEMBLIES	
DISTRICTS	
SERVICE COORDINATORS AND OTHER SERVICE POSITIONS	
QUALIFICATIONS AND DUTIES OF OFFICERS	
ADMINISTRATIVE COMMITTEES	
ELECTIONS AND ELIGIBILITY TO STAND	
VOTING PROCEDURE	
VOTE FOR TRUSTEE NOMINEE AND NOMINATION PROCEDURE	
CONTRIBUTIONS AND FUNDING	

PRUDENT RESERVE	
NORTH FLORIDA AREA MAP	
REDISTRICTING	
ASSEMBLY PROPERTY	
APPENDIX A – HOW THE CONFERENCE OPERATES	
APPENDIX B – NORTH FLORIDA AREA MAP	
APPENDIX C – COMPUTER USE POLICY	
APPENDIX D – COMPUTER SIGN OUT SHEET	
APPENDIX E – SECTION UPDATES BY DATE	