

**Minutes of the First Quarterly Assembly January 2000**  
**North Florida Area Conference**  
**Alcoholics Anonymous**

**2000 Theme "Trusting Our Future to A.A. Principles"**

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**January 9, 2000**

**Area Chair** - Cecilia R. opened with the Serenity Prayer and Anonymity Statement. Anthony read the Short Form of the Concepts.

**Registrar** - Jeff H. took Roll (see page 12). All group changes go to Registrar.

**Secretary** - Corliss G. asked for any changes to the October minutes. Motion made to accept October minutes and seconded. PASSED.

**Treasurer** - Ginny S. gave the Treasurer's report for October-December 1999.

- Changes in the Treasurers report are: Twelve Steps to a New Beginning Group should be moved from District 26 to District 7; The Happy Hour Group should be moved from District 16 to District 14.
- Motion made to accept Treasurer's report as amended and seconded. PASSED
- We received \$2,000 from the 43rd State Convention showing appreciation for the voluntary efforts of the North Florida Area. Many thanks to the Convention Committee.
- Many contributions are still going to the past two Treasurers. Sending postcards to the groups has become too great an effort; therefore, a letter (see Attachment 2) was given to all DCMs to try to reach their groups and give them the correct address for mailing contributions.

Be sure to send all contributions to the Treasurer:  
Ginny S.

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**Delegate** - Kathy P. stated that she had packets for DCMs from each District and they had all been picked up indicating 100% participation for this Assembly. The following were introduced: Immediate Past Delegate, Dick G., Panel 45 Delegate, Dan E., Panel 38 Delegate from New Jersey, Bonnie F., Alternate South Florida Area Delegate, Norma W. and South Florida Area Delegate, Brenda S. Brenda was asked to say a few words.

**South Florida Delegate** - Brenda S. thanked the Area for allowing her to be with us for the weekend, she learned a lot and looks forward to seeing everyone at the State Convention. She commented that all over the U.S. and Canada, areas were having business meetings just like the one we are having - isn't it great!!

**Delegate** - Kathy P.

- Rick Walker has been with us since Nov 29, when he began his first assignment as Staff member on the Treatment Facilities/Loners Desk and Liaison to Special Needs Committees. Rick said that he has received a warm welcome from everyone in the office and looks forward with gratitude and excitement to working at G.S.O.
- December was a busy month for Susan on the Conference assignment. Information on all Panel 50 Delegates, alternate Delegates and Area officers has been received. Lists are being prepared which all Conference members will receive in their January 1, 2000 Communications Kit.

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- Letters focusing on the 2000 Conference Theme, "Trusting Our Future To A.A. Principles," have been sent to Conference Members to encourage discussion of the Theme and the workshop topic in area assemblies, districts and groups (see Attachment 3).
  - Correctional facilities reports that the number of "outside" A.A.s willing to participate in the Corrections Correspondence Service has increased. Currently, 20 men are waiting to be linked with outside A.A. members.
  - Regional Forums - of particular interest was the workshop on Spanish translations at the Forum in Lubbock, TX. South Florida has a Spanish speaking linguistic district. They say that going to meetings is not enough, they also need to be involved in the General Service structure. Anytime the North Florida Area is willing to take in a linguistic District, South Florida will assist.
  - The new Treatment Facilities Kit, including the new Workbook, is available.
  - The draft of a "special needs" pamphlet was reviewed. The Board approved a recommendation that the draft be forwarded to the trustees' Literature Committee for consideration.
  - The Quarterly Contribution Letters, sent to all groups, have been made more informative with color and graphics added.
  - The 1999 contributions budget was estimated 1.5% higher than 1998.
  - The final agenda items are included (Attachment 4). These items will be discussed in April.
- Thank you for allowing me to participate.

### Alternate Delegate – Tom G. welcomed the new GSRs.

- The proposal for the Cluster Workshops and maps of district divisions were passed out and are included in these minutes.
- Thanked everyone for their participation in the Area Inventory.
- Introduced Norma W., who will be chairing the coffee hospitality suite.

### Alternate Delegate from the South Florida Area – Norma W. thanked everyone for their hospitality this weekend.

The International Convention will be held in Minneapolis on June 29-July 2, 2000. There will be a Florida hospitality room - working there is fun AND you get to meet people from all over the world. It will be open 3 days, 12 hours per day, 8am-8pm. Anyone attending can sign up for a 2-hour shift, see Tom G. or John P. YOU WILL NEVER BE SORRY YOU SIGNED UP!

### Alternate Chairperson – Michael S.

There is a table outside with literature. Michael reminded everyone that literature must be approved by the Site and Agenda Committee prior to being displayed on this table.

## Standing Committees

### Accessibilities - Joe K., Chair – 14 in attendance.

Meeting opened with the "Serenity Prayer". Discussion of what accessibility chair duties are at Area and District levels. Talked about bringing the message to the hearing impaired and how to facilitate this by room set up, etc. It was also suggested that we speak directly to the deaf/impaired person rather than the Chairperson. The use of sound amplifiers and signers were also discussed. Discussion of what materials are available from GSO, i.e., Video Big Book in American sign language. Some discussion of wheelchair accessibility. Meeting closed with the Lord's Prayer.

### Archives – Chip R., Chair – 20 in attendance.

The meeting opened with the Serenity Prayer. I opened by telling those present where I've been, what happened, and what it is like now. I apologized for not being here last assembly. I had to have some unexpected surgery.

I explained how the workshop in Chicago went. I arrived at the hotel on Thursday and finally went outside on Saturday afternoon. I learned a lot on a wide variety of subjects, just enough to really make me dangerous, and I met archivists from all over the country.

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We then discussed how to do group histories and the importance of keeping it to just the facts. We also talked about doing a hands-on workshop next time. Ellie from District 12 made a suggestion that we try to get Robert Smith, Jr. to come and talk about conservation. We agreed that would be a good idea, so Ellie is going to write the letter. And, in addition to our hands-on workshop next time, invite anyone to bring items for a show and tell. Should be fun.

### Cooperation with Professional Community - Don L., Chair - 22 in attendance.

- I shared a thank you letter from Warren Stafford, the new GSO CPC Chair, for our participation in the EAPPA convention.
- We discussed the different pamphlets used by CPC to carry the message. I also distributed samples of letters that had been used the past in my CPC work.
- We then went over forming a Committee, setting up a contact point in an intergroup office or District.
- A general discussion on problems areas followed.

### Corrections: Walter M., Chair - 30 in attendance.

- Meeting opened with a moment of silence followed by the Serenity Prayer.
- Correspondence forms were passed out and four names were added to the list of individuals who will write prisoners.
- Gene M. was elected Alternate Corrections Chairperson.
- Corrections forms are available and literature available from NFAA.
- Your Corrections Chairperson will meet with the new Superintendent of Corrections, possibly in March, with both North and South Florida Chairpersons with the objective of coming up with a standard for processing volunteers' applications with standardized qualifications for Florida's many prisons.
- Meeting closed with the Lord's Prayer.

### Grapevine - Jackie C., Chair - 25 in attendance.

- Meeting opened at 12:10 with the Serenity Prayer.
- Copies of 2 Grapevine plays were handed out. "Ebie" and "Grapelet" by William Shakesbeer. The play "Ebie" was acted out by attendees to thunderous applause.
- Meeting was then opened up to questions. Questions were asked by a new GVR district rep about her role. Suggestions were given by District 28 Grapevine Rep.
- There was general discussion about raising subscription awareness. Grapevine subscriptions in North Florida are down right now, but I am sure with a few of you great Grapevine Reps that number will go up next quarter.

### Intergroup - Charlotte B., substitute - 15 in attendance.

- The meeting was opened by Cecilia R.
- The topic was how different intergroups in the area operated and what they did. Two people shared whose Intergroup was started fairly recently and were now doing real well. A couple others were of long standing. One major issue was interaction with the Districts.
- Two first time reps were present. The function of Intergroup in AA was asked about and discussed.
- Participation was great and the meeting was closed with the Lord's Prayer. Thank you for letting me serve.

### Literature - Pat P., Chair - 21 in attendance (representing 9 districts).

Opened with Serenity Prayer. A motion was discussed to ask GSO to put captions on all future videos produced. Dick G. came to explain to us the process used and what options were open to us. We could write to GSO requesting an Advisory Action, a motion could be made from the floor and go through the regular process and would probably end up with the Accessibilities Committee. If it got to the Committee

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in New York, they would have to come up with a cost figure which would be significant. If literature combined with accessibilities, would have a better chance. Also we discussed the good videos we have that no one sees. We appointed Leroy L. to find out if we could show a video at the Assembly in a separate room. We also discussed the purpose of the Literature Committee - to educate the interested persons (ones at Assembly and Literature reps at District and Group level).  
Closed with the Lord's Prayer.

### **Public Information** - Charlie T, Chair - About 35 in attendance.

Opened with the Serenity Prayer

Asked if anything anyone in attendance wanted to discuss.

1. Discussion of clubs approaching Probation Dept. to allow those on probation to do community service. Not an AA issue, but club issue.
2. What is appropriate P.I. work - much discussion and experience on health fairs, books and literature distribution.
3. Doing radio interviews

I asked about our goals for 2000 and explained questionnaire I'm passing out at the business meeting about District P.I. Committees.

Two items of business:

- A. Video to air in February on CBS.
- B. Asked to staff a booth at AARP convention in Orlando on May 16-18. Many volunteers needed.

One new PI Chair in attendance, starting committee for her district.

Great meeting.

### **Treatment Facilities** - Fred W., Chair - 33 in attendance.

Committee discussion focused on contrast between carrying a meeting into treatment facilities and presenting information on AA (a function of the Public Information committee). More comments were made related to the personal rewards of carrying the message. Good participation by new GSR's.  
Meeting closed with the Lord's Prayer.

## **Administrative Committees**

### **Finance Committee** - Tom H., Chair

- The Chair reported that due to personal considerations, the Alternate Chair, Mark R. from District 11 had resigned. The Chair will contact and obtain another member as Alternate Chair.
- The adoption of a computer use policy for NFAA as submitted by the ad hoc committee on computers was proposed by the Chair. All voting members of the committee will receive copies of this in time for the proposal to be discussed and voted on at the next assembly.
- In addition, we will discuss and vote on a sign-out sheet for those members using a computer owned by NFAA.
- It was moved, seconded, and passed unanimously to move the postage for Assembly minutes from the Secretary's budget to the Registrar's budget.
- A discussion was begun as to what should constitute a prudent reserve for NFAA. A lively discussion ensued as to whether it should be dollars, months, what GSO recommends, what our history has been, etc. It was decided that each committee members would list the top ten items from the current budget, which need to definitely be funded, and bring that list to the next Assembly.
- Growth Chair, Tony S., came to the Committee late in our meeting regarding a request to finance an ad hoc committee of Growth to study the proposals received as to archives, archivist, and related matters. While it was too late for a formal discussion and vote, a sense of the committee was taken and was unanimously in favor of funding such a committee up to \$500.

The meeting was closed with the Lord's Prayer.

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**Growth** - Tony S., Chair – only 7 members (out of 13) in attendance.

- Spent extra time discussing NFAA's past history, researching and preserving it; non-rotating versus rotating archivist and all its ramifications.
- Reported on information I had received from GSO, Trustees, current and past Delegates in reference to non-rotating archivist.
- Three motions came from Growth – one went to Finance, the other two are reported on page 8.
- A proposal regarding cluster forums in the North Florida area was brought to the growth committee for approval. This was brought up and it was thought that since it would change the Structures and Guidelines, it should be published in the minutes and addressed at the next assembly. Therefore, it was tabled by the committee.
- Closed with the Lord's Prayer.

**Site and Agenda** - Michael S., Chair

Thanked 6, 8, 32 for hosting

- Rediscussed tabled motion for area to provide 4 rooms for GSRs. Motion failed in committee. It is the opinion of the Site and Agenda Committee that it is the responsibility of the home groups and districts, not the area, to provide rooms for GSRs.
- District 8 presented their motion to change the order of business of the Business Meeting to have old and new business conducted before standing committee reports. Motion failed in Committee.
- Our Host Districts for future are:
  - April 7, 8 & 9, 2000 - Districts 14, 21, 24, 25
  - July 7, 8 & 9, 2000 – Districts 1, 3, 4, 30
  - September 15, 16 & 17, 2000 – Districts 13, 26, 28
  - January 12-14, 2001 – Districts 5, 14

**Chairperson of 44th Florida State Convention**, Chet P.

Convention will be held in Orlando, August 9-13, 2000.

There are only 200 or so reservations so it is time to sign up. There is a terrific line-up of speakers, workshops. Take registration forms to your groups and help get the word out.

**Chairperson**, Cecilia R.

All literature from NFA has been given out. There are a few concept books left and extra copies of the South Florida Assembly agenda were given out.

**Registrar** – Jeff H.

With regards to the forms that were to be returned to GSO, be sure to send a copy to the Registrar with all changes.

**Alternate Chairperson** – Michael S.

Only GSRs, Alternate GSRs, DCMs and Area Officers are allowed to vote. District Committees and chairpersons are not voting members.

**Area Inventory Report:** Cecilia R

The Area Inventory was conducted with 145 in attendance. The Inventory took 2 1/2 hours. The following questions were the top ten questions that were addressed.

1. Is the area meeting the requirements of it's primary purpose and if not identify some of it's shortcomings.
  - What is primary purpose?
    - To elect delegate and take delegate report to groups
    - To help the still-suffering alcoholic
    - To do the business of A.A.
  - Shortcomings

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- Meeting facility
2. What more can the area do to carry the message?
    - No responses
  3. Do the GSR's feel a part of and is there anything the area can do to create more interest and enthusiasm?
    - How to create more interest and enthusiasm?
      - Appoint new GSRs to standing Committees
      - Have DCM and Alternate DCM mentor new GSRs
      - Have old GSRs mentor new GSRs
      - Let GSRs know why they are coming
      - Encourage service sponsorship
      - Encourage GSRs to ask questions
      - Reach out to new GSRs (identified by orange badges)
      - Give GSRs the spirit of being productive
    - Comments
      - This is a District responsibility
      - Have Service Sponsorship workshops
      - Not Area's job to create interest and enthusiasm, but it is the Area's job to **enhance and encourage**
    - Shortcomings
      - Some GSRs seem lost, don't feel "a part of" and don't know what they are supposed to do
  4. Considering the number of groups in our area are we reaching enough and solving the district problems?
    - Suggestions:
      - Give District reports; have Assembly as forum for communication and place to bring problems
      - Let DCMs and GSRs know they can bring their concerns to Area
  5. Are groups supporting our area by representation at the assemblies? If not, what can be done to improve this?
    - Suggestions:
      - Change order of business meeting – voting, then reports
      - Business meeting Saturday night and speaker on Sunday morning
      - Groups should expect their GSRs to come to Area Assembly – give them sense of purpose
      - DCM responsibility to stress importance
      - Have an active group "adopt" inactive group
  6. Are DCMs getting out to all groups to keep them informed and encourage participation or do some of our districts have too large a number of groups?
    - Problems
      - Geographic area too big
      - Too many groups in District
      - Some groups just don't want to participate
      - Some DCMs are not available
    - Solutions
      - Multiple DCMs
      - DCMs need to be aware their job takes effort
      - DCM and Alternate should call GSRs and remind them of upcoming District and Area meetings and encourage interaction
      - Offer food
      - DCM keep records of what is successful in their District and share
      - Encourage visitors to come to District business meetings

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- Do whatever possible to promote enthusiasm
  - Don't take "no" for an answer
7. What can be done to improve area meetings and workshops to make them more interesting and informative?
- Problem
    - Workshops boring
  - Solution
    - Make workshops fun, different, and innovative, be inspiring.
    - Ask yourself what you can take back to your District or group from workshop
    - Offer assistance if you think workshop is boring
  - Comments
    - Committee chairs spend a lot of time preparing for workshops and use their interests to create them
  - Area Assembly
    - Be conscious of time during the Business meeting
    - Have a lot of activities
    - Give District reports on Sunday
    - Set up sharing sessions
8. Has enough effort been made to explain to all members the need of service work?
- Suggestions:
    - Hold nominations in advance and have nominees walk through positions – learn by doing
    - Sponsorship
    - Have group service meetings quarterly
    - Carry the message of service each time you have the opportunity
    - Show up and follow up
    - Give GSR responsibility to attend and pass on message of service work
    - Have group inventory – have GSR talk about service
    - Encourage sponsors to have their sponsees get involved
9. How effective is our communication and how can it be improved?
- Suggestions:
    - More communication between officers and host districts
    - More communication via email
    - Ask questions
10. How well are we using contributions to provide services to the groups, the fellowship and the still suffering alcoholic?
- Comments:
    - Money is being well spent
    - Question of money spent to sent Alternate Delegate to functions when he/she doesn't become Delegate
    - Discontinue passing baskets
    - Send money to GSO
    - Want participation (people more than money)
    - Give money to poor groups and districts to allow them to attend Assembly

These responses will be compiled and reviewed for implementation.

### **Old Business**

#### *Tabled motion:*

**Motion** that the Assembly make available 4 rooms for the quarterly Assemblies for GSR. This motion was sent to the Site and Agenda Committee and failed in committee.

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### New Business

#### *Motion from Finance Committee:*

**Motion** to move funds from the budget of the Secretary to the budget of the Registrar which will allow the Registrar to mail minutes. (This is due to change in Structures and Guidelines which was implemented in October 1999.)

No discussion, **PASSED** (2/3 majority met), no minority.

#### *Motion from Growth Committee:*

**Motion** to establish an ad hoc committee to explore the pros and cons of having a non-rotating vs. rotating archivist; this committee would report to the Growth Committee and reports made available to this Assembly.

No discussion, **PASSED** (2/3 majority met), minority opinion.

Minority opinion: Better ways to spend \$500; to provide continuity the former archivist can be sponsor for new archivist.

#### *Motion from Growth Committee:*

**Motion** that funding, not to exceed \$500, be established to cover the administrative costs of the ad hoc committee to explore non-rotating vs. rotating archivist.

No discussion, **PASSED** (2/3 majority met), no minority.

#### *Motion from Floor:*

**Motion** that since DCMs are assigned to Administrative Committees that GSRs be assigned to the Standing Committee of their choice.

Discussion: Question: Will they be voting on committees? Answer: This would not change the structure of standing committee. Question: Will this change Structures and Guidelines? Answer: No.

More discussion ensued as follows: Make the workshops more interesting; have GSRs get involved at District level; note that DCMs don't have a choice of Administrative Committees; we do what we want anyway; not necessary to assign because if you want to be involved, you will be – if not, you won't. It is not up to Area to assign to standing committees; if the districts would like to do it, make it a district option; if GSRs are assigned they may miss something that they would be interested in; let GSRs do as they have been doing. The **Question was called. Question PASSED** with 2/3 majority. The **Motion FAILED**.

Margaret H., DCM District 8, came to microphone to discuss survey regarding the Business meeting. Thanked District 8 for putting this together and the Site and Agenda Committee for listening to the motion and thanked all Districts that returned the survey.

Chairperson, Cecilia R., asked that District Internet usage questionnaires be returned prior to next assembly.

Treasurer, Ginny S., asked that Districts 3, 11, 17, 18, 28, 23 pick up their letters regarding Treasurer's address.

Chairperson, Cecilia R., thanked everyone who came to Assembly last year and gave a challenge to set goals. Reminded everyone that the Area Officers are here and available if you need us. Please send all Area Officers flyers of your functions so they can attend.

**Motion to adjourn, seconded, PASSED.**

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### Officers Interim Meeting

Held on January 30, 2000 - Roll call was taken.

### Officers Panel 49

Area Chair	X
Alternate Chair/Site	O
Delegate	X
Alt. Delegate	X
Registrar	X
Treasurer	X
Secretary	X

### Standing Committees

Archives	X
Accessibilities	X
CPC	X
Corrections	X
Grapevine	O
Intergroup	X
Literature	X
Public Information	O
Treatment	X

### Administrative

Growth	X
Finance	X
Site	See Alt Chair

X-Present, O-Absent

Chairperson Cecilia R. opened the meeting with the Serenity Prayer.

Registrar, Jeff H., took Roll (above).

Chair passed around South Florida minutes for everyone to review.

**Accessibilities** - Joe K. - Working with the blind will be topic at next Assembly. Joe has not yet heard back from GSO regarding using closed captions in videotapes. Kathy P. suggested that he write a letter stating that NFAA would like to see an Advisory Action to accomplish this. Joe wanted to emphasize the importance of the hosting districts setting up table for hearing impaired - this should be discussed with Site and Agenda Committee.

**Archives** - Chip R. - Chip is invited to two workshops in March (Palm Bay and Lady Lake), as well as an invitation from the State Convention in August to display archives there.

**CPC** - Don L. - Letters are being mailed out again - will work on contacts at next Assembly.

**Corrections** - Walter M. - Has four volunteers to work on correction correspondence. There was a small correction meeting in Jacksonville in January and they are doing it again in February. Walter will be attending workshop in Lady Lake in March. South Florida is paying half for the May Correction workshop and he needs to find out what the contribution will be so he can bring this to the NFAA in April.

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**Grapevine** - Cecilia R., Area Chair, reported that all was going well. We are up 13 subscriptions to the Grapevine and everyone was asked to spread the word about the Grapevine.

**Intergroup** - Fred H. - Kirk H. is no longer Committee Chair and Fred was thanked for stepping in as Chair to assist with Intergroup workshops for the remainder of the year. If anyone needs some help, Fred will be happy to come meet with them.

**Literature** - Pat P. - Joe and Pat are working on the closed captions for videotapes. All literature has been distributed (see attachment 5 for distribution).

**Treatment** - Fred W. - Fred is in the process of preparing a questionnaire on treatment for distribution to DCMs.

**Delegate** - Kathy P. - Kathy went to Tomoka and Marion Correctional and reported that the inmates were very enthusiastic and interested in the service structure of AA. She has the Public Information (her committee) material for the conference and is in the process of studying it. Brenda S., South Florida Area Delegate, sent a card thanking North Florida for their hospitality.

**Alternate Delegate** - Tom G. - Tom is looking forward to going to Atlanta to the Delegate Workshop. He stated the area inventory results are being reviewed, compiled and will be sent to the appropriate committees

**Secretary** - Corliss G. - All corrections to draft of January Assembly minutes to be submitted no later than February 15th.

**Registrar** - Jeff H. - Jeff reports that printouts are being received.

**Growth Committee** - Tony S. - The ad hoc committee to study the rotating vs. non-rotating archivist has been set up; Jimmy G. (past Delegate) is the Chairperson and he has been notified of his expense budget. Names of two volunteers have been given to him. He will report to the Growth Committee. The motion tabled in the Growth Committee report was discussed and will be taken into consideration at the next Assembly.

**Treasurer/Finance Committee** - Tom H., Ginny S. - The old computers have been disposed of. The computer usage policy (attachment 6) will be sent to Finance Committee and will be proposed at the next Assembly. The prudent reserve will be discussed at the next Assembly unless there are items from GSO that take precedence.

**Chair** - Cecilia R. - There will be motions (see Sunday morning Agenda) from the Chair that is the result of the Internet usage questionnaire (copy of these motions are being sent to DCMs). Officers and committee chairs will be asked for email addresses. The literature distribution list is attached.

### **Chair Comments:**

I attended the South Florida Assembly in St. Petersburg January 22-23, 2000. I went to the Traditions, Service Manual, Corrections Workshops; Saturday night was the banquet and speaker meeting where Greg M. from General Service Office was the speaker. The North/South Corrections workshop will be in May in Orlando. The Spanish/French Service Manuals should be available in February. The Sunday Business Assembly consisted of District reports, officer reports, and committee reports with 566 voting members registered. The issue of prudent reserve was again addressed. \$10,000 contribution from South Florida to General Service Office was presented. There are four motions under New Business concerning the Internet Usage Questionnaire. Please take to your groups and District meeting.

Cecilia

### **DELEGATES CORNER**

That was a really great assembly that we had to kick off the year 2000. Brenda S. wrote to express her gratitude to North Florida, because she really enjoyed our assembly and meeting all of you. Cecilia and

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Tom did a great job with our area inventory and I know each one of you will help North Florida to carry the message with enthusiasm as a result of taking the inventory.

This has been another great month of love and service for me as Delegate. I had the privilege of giving my Delegate's report to Marion Correctional Institution and Tomoka Correctional Institution. It was wonderful and the inmates told me that they really felt a part of the great whole. In both institutions I was aware of the great job our North Florida Corrections committees are doing inside the walls. If any of you have free time and can help your District corrections committee, I know it will be greatly appreciated. I will be at the Delegate's Get-Together the first weekend in February and am looking forward to seeing you at our April Assembly. Bring a friend or sponsee.

Kathy

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## Assembly Attendance, Sunday, January 9, 2000

### Officers

Area Chair	Cecilia R.	X
Alternate Chair	Michael S.	X
Delegate	Kathy P.	X
Alternate Delegate	Tom G.	X
Registrar	Jeff H.	X
Treasurer	Ginny S.	X
Secretary	Corliss G.	X
Parliamentarian	Chip Y.	X

### Standing Committees

Accessibilities	Joe K.	X
Archives	Chip R.	X
CPC	Don L.	X
Corrections	Walter M.	X
Grapevine	Jackie C.	X
Intergroup	Kirk H.	O
Literature	Pat P.	X
Public Information	Charlie T.	X
Treatment	Fred W.	X

### Administrative

Growth	Tony S.	O
Finance	Tom H.	X
Site/Agenda	See Alt Chair	

Total		17
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District	DCM	Alt DCM	GSR's
1	O	X	4
3	X	X	4
4	X	O	1
5	X	O	5
6	X	O	2
7	X	X	9
8	X	X	5
9	X	X	8
10	O	O	2
11	X	O	2
12A	O	X	6
12B	X	O	0
13	X	O	2
14	X	X	9
15	X	O	3
16	X	X	4
17A	O	X	7
17B	O	O	0
18A	X	X	4
18B	X	X	4
19A	X	O	2
19B	X	O	3
20	X	X	4
21	X	X	7
22	O	O	0
23	X	X	5
24	X	O	2
25	O	X	4
26	X	X	3
27	X	O	3
28	X	O	5
29	X	O	0
30	X	O	2
31	X	O	4
32	X	X	8
Total	28	17	133
Total			195

**NFACAA**  
**Daytona Beach Resort & Conference Center**  
**2700 N. Atlantic Ave., Daytona Beach, FL 32118**  
**800-654-6216; 904-672-3770; fax: 904-673-7262**

**Area Assembly Agenda**  
**Host Districts: 14, 21, 24, 25**

<u>Time</u>	<u>Meeting</u>	<u>Location</u>	<u>Chair</u>
Friday, April 7, 2000			
5:00pm	Registration	Lobby	Host Committee
8:00pm – 9:00pm	Discussion Meeting	Service	Host Committee
Saturday, April 8, 2000			
9:00am – 10:00am	GSR Orientation Officers Meeting	Service Experience	Host Committee Cecilia R.
10:00am – 11:30am	Finance Committee Growth Committee Site & Agenda Committee	Experience Service Recovery	Tom H. Tony S. Michael S.
10:30am – 11:30am	Archives Public Information	Archives Unity	Chip R. Charlie T.
11:45am – 12:45pm	Traditions Workshop Treatment Coop w/Prof Comm Intergroup	Service Unity Recovery Experience	Host Committee Fred W. Don L. Fred H.
12:45pm – 2:00pm	Lunch		
2:00pm – 3:00pm	Ask the Officers Forum Accessibilities Literature	Unity Service Recovery	Cecilia R. Joe K. Pat P.
3:15pm – 4:15pm	Service Manual Workshop Corrections Grapevine	Service Unity Experience	Jimmy G. (Past Delegate) Walt M. Jackie C.
4:30pm – 6:00pm	GSR Workshop Officer/DCM Meeting	Service Unity	Michael S. Cecilia R.
6:00pm – 8:30pm	Dinner		
8:30pm – 9:30pm	Speaker Meeting	All Rooms	Host Committee
Sunday, April 9, 2000			
9:00am – 12:00pm	Business Meeting**	All Rooms	Cecilia R.

\*\*If an ASL interpreter is needed, please request your DCM contact the Site & Agenda Committee Chair  
 Thank you.

**NORTH FLORIDA AREA CONFERENCE  
ALCOHOLICS ANONYMOUS  
Second Quarterly Assembly, April 9, 2000**

*Tables are for GSR's and DCM's only, visitors please use chairs on sides of room.*

**BUSINESS MEETING AGENDA, SUNDAY, APRIL 9, 2000, 9:00 AM**

Open  
Reading of Anonymity statement  
Reading of short form of concepts  
Roll Call by Registrar  
Secretary's report – motion to accept  
Treasurer's report – motion to accept  
Delegate's report  
Alternate Delegate

**Standing Committee Reports/Special Committees**

Accessibilities  
Archives  
Cooperation with Professional Community  
Corrections  
Grapevine  
Intergroup  
Literature  
Public Information  
Treatment

**Administrative Committees**

Finance  
Growth  
Site and Agenda

**Old Business:**

None

**New Business:**

GSO Conference Agenda items referred to Committees by Delegate.

*Motion from Chair:*

Based on the Internet Usage Questionnaire the following motions are submitted:

1. Registrar and DCM's to communicate group information electronically with encryption
2. NFA create a website to include:
  - a) Past year officers and committee reports
  - b) Agenda for next Assembly
  - c) Advisory Actions
  - d) Structures and Guidelines
  - e) History of N.F.A.
  - f) Area activities
3. Guidelines be developed by an ad hoc committee appointed by the Chair for the NFA website
4. The ad hoc committee be funded by an allocation of \$500 to cover administrative costs

Anything proposed and passed through appropriate committees.

# GENERAL SERVICE CONFERENCE

1999 NORTH FLORIDA COMMITTEE 2000

Attachment 2

DELEGATE  
KATHY P

ALTERNATE DELEGATE  
TOM G

January 3, 2000

AREA CHAIR  
CECILIA R

AREA ALTERNATE CHAIR  
MICHAEL S

To All District Committee Members:

We really appreciate the donations coming from the groups. However, we need your help. We are still receiving some checks addressed to the North Florida Area Assembly which are being mailed to the wrong address.

TREASURER  
GINNY S

The correct address for the Treasurer is:

Ginny S

REGISTRAR  
JEFF H

In addition, it would be so helpful, if when you send your group contributions, that you include the name of the group, the district, and if you have it, the group number.

SECRETARY  
CORLISS G

We thank you for your continued support. If you have any questions regarding this information, please contact me at ..... I am looking forward to sharing our experience, strength and hope together in the new millenium.

Love in service,



Ginny S  
Treasurer

## LITERATURE DISTRIBUTION NORTH FLORIDA AREA JANUARY 2000

**DISTRICT 1**

2 BIG BOOKS H/C, 1 LARGE PRINT  
1 12/12 H/C, 1 S/C, 2 SMALL H/C  
1 LIVING SOBER  
2 CAME TO BELIEVE  
1 AA IN PRISON  
1 DR BOB AND THE GOODTIMERS  
5 SERVICE MANUAL 98-99

**DISTRICT 4**

3 BIG BOOKS H/C, 1 S/C  
1 12/12 H/C, 1 S/C, 2 SMALL H/C  
1 LIVING SOBER  
1 CAME TO BELIEVE  
1 AA IN PRISON  
1 DR BOB AND THE GOODTIMERS  
1 AS BILL SEE'S IT

**DISTRICT 5**

2 BIG BOOKS H/C, 1 LARGE PRINT  
1 12/12 S/C, 3 SMALL H/C  
2 LIVING SOBER  
3 CAME TO BELIEVE  
1 AA IN PRISON  
1 DR BOB AND THE GOODTIMERS  
13 SERVICE MANUAL 98-99

**DISTRICT 7**

1 BIG BOOKS S/C  
1 12/12 S/C  
1 AS BILL SEE'S IT  
1 LIVING SOBER  
3 CAME TO BELIEVE  
1 AA IN PRISON  
10 SERVICE MANUAL 98-99  
1 SPANISH BIG BOOK S/C

**DISTRICT 11**

1 BIG BOOKS S/C  
2 12/12 SMALLH/C  
1 AS BILL SEE'S IT  
1 LIVING SOBER  
2 CAME TO BELIEVE  
1 PASS IT ON  
1 SPANISH 12/12 S/C

**DISTRICT 13**

1 BIG BOOKS S/C  
1 12/12 S/C  
1 AS BILL SEE'S IT  
1 LIVING SOBER  
2 CAME TO BELIEVE  
1 AA IN PRISON  
1 SERVICE MANUAL 98-99  
1 SPANISH 12/12 S/C

**DISTRICT 14**

1 BIG BOOKS LARGE PRINT  
1 AS BILL SEE'S IT  
2 LIVING SOBER  
3 CAME TO BELIEVE  
1 AA IN PRISON  
1 PASS IT ON  
1 12/12 SPANISH S/C, 1 SPANISH AS BILL SEE'S IT

**DISTRICT 16**

3 BIG BOOKS H/C, 1 LARGE PRINT  
1 12/12 H/C, 1 S/C, 2 SMALL H/C  
1 LIVING SOBER  
2 CAME TO BELIEVE  
1 AA IN PRISON  
1 DR BOB AND THE GOODTIMERS  
3 SERVICE MANUAL 98-99

**DISTRICT 17**

3 BIG BOOKS H/C  
3 12/12 SMALL H/C  
1 AS BILL SEE'S IT  
1 LIVING SOBER  
1 AA IN PRISON

**DISTRICT 18**

2 LIVING SOBER  
3 CAME TO BELIEVE  
1 BIG BOOKS S/C  
2 SERVICE MANUAL 98-99

**DISTRICT 19**

3 BIG BOOKS H/C, 1 S/C, 1 LP  
1 12/12 S/C, 2 SMALL H/C  
2 CAME TO BELIEVE  
1 AA IN PRISON

**DISTRICT 20**

3 BIG BOOKS H/C  
3 12/12 H/C

**DISTRICT 27**

2 BIG BOOKS H/C  
2 12/12 SMALL H/C  
1 AS BILL SEE'S IT  
1 LIVING SOBER  
3 CAME TO BELIEVE  
1 PASS IT ON  
3 SERVICE MANUAL 98-99  
1 SPANISH AS BILL SEE'S ITS/C

**DISTRICT 28**

1 BIG BOOKS S/C  
1 12/12 S/C  
1 AS BILL SEE'S IT  
2 LIVING SOBER  
3 CAME TO BELIEVE  
1 AA IN PRISON  
1 SPANISH 12/12 S/C

**DISTRICT 31**

2 BIG BOOKS H/C  
1 12/12 S/C

**DISTRICT 24**

3 BIG BOOKS H/C

**TOMOKA MAIN UNIT**

4 12/12 H/C

**North Florida Area Conference**  
**Quarterly Cash Summary**  
 10/01/99-12/31/99

	<u>Operating Fund</u>	<u>Reserve Fund</u>	<u>Total</u>
<b>Beginning Balance</b>	12,905.62	24,398.84	37,304.46
<b>Transfer In</b>	2,171.86	0.00	2,171.86
<b>Income</b>			
Contributions*	8,079.51		8,079.51
Assembly	724.90		724.90
Literature Sales	399.52		399.52
Interest		40.90	40.90
Miscellaneous	0.00		0.00
<b>Total Income</b>	<u>9,203.93</u>	<u>40.90</u>	<u>9,244.83</u>
<b>Expenses</b>			
Delegate	550.86		550.86
Alt Delegate	1,149.03		1,149.03
Chairperson	149.45		149.45
Alt Chairperson	12.25		12.25
Secretary	1,071.75		1,071.75
Registrar	60.30		60.30
Treasurer	244.79		244.79
Accessibilities	2.86		2.86
Archives	0.00		0.00
Corrections	75.74		75.74
Coop w/Prof Comm	0.00		0.00
Grapevine	6.00		17.34
Intergroup	0.00		0.00
Literature	9.53		10.89
Public Info	4.30		65.67
Treatment	100.00		100.00
Finance	2.00		11.55
Growth	1.86		1.86
Hotel & Mileage	1,317.17		1,460.41
Conference	138.00		202.25
Lit Purchases	778.50		250.58
Assembly	662.58		887.97
<b>Total Expenses</b>	<u>6,336.97</u>	<u>0.00</u>	<u>6,336.97</u>
<b>Net Income/(Expense)</b>	2,866.96	40.90	2,907.86
<b>Other Income/Disbursements</b>			
Sales Tax Collected	4.42		4.42
Sales Tax Paid	0.00		0.00
Capital Expenditures	0.00		0.00
<b>Total Other Income/Disbursements</b>	<u>4.42</u>	<u>0.00</u>	<u>4.42</u>
<b>Transfer Out</b>	0.00	2,171.86	2,171.86
<b>Ending Balance</b>	<u>17,948.86</u>	<u>22,267.88</u>	<u>40,216.74</u>

\*For a receipt, please include a self-addressed, stamped envelope with your donation. Thank you.

Mail to:

NFAC c/o Ginny Steele  
 PO Box 10104  
 Brooksville, FL 34603

**North Florida Area Conference  
Income & Expenses  
Quarterly & Year-To-Date Report**

	<u>Oct - Dec '89</u>	<u>Jan - Dec '89</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · Contributions	8,079.51	25,479.22
4200 · Assembly Income		
4210 · Seventh Tradition	617.76	2,634.17
4220 · Coffee Collection	58.05	194.44
4230 · Structures & Guidelines	49.09	158.09
<b>Total 4200 · Assembly Income</b>	<u>724.90</u>	<u>2,986.70</u>
4500 · Literature Sales		
4525 · AAWS	0.00	131.25
4550 · Grapevine	399.52	1,850.10
<b>Total 4500 · Literature Sales</b>	<u>399.52</u>	<u>1,981.35</u>
4700 · Interest Income	40.90	481.66
<b>Total Income</b>	<u>9,244.83</u>	<u>30,928.93</u>
<b>Expense</b>		
6100 · Delegate		
6171 · General Service Conference	0.00	1,800.00
6172 · Delegate Get-Together	0.00	340.63
6190 · General Expenses	550.86	2,236.36
<b>Total 6100 · Delegate</b>	<u>550.86</u>	<u>4,376.99</u>
6200 · Alternate Delegate		
6210 · Duplication	15.00	15.00
6220 · Postage	15.00	15.00
6230 · Supplies	15.00	15.00
6240 · Telephone	15.00	15.00
6250 · Travel	643.43	643.43
6272 · Delegates Get-Together	445.60	445.60
<b>Total 6200 · Alternate Delegate</b>	<u>1,149.03</u>	<u>1,149.03</u>
6300 · Chairman		
6310 · Duplication	15.50	108.88
6320 · Postage	66.35	173.60
6330 · Supplies	14.40	27.86
6340 · Telephone	53.20	160.28
6373 · Florida State Convention	0.00	400.00
<b>Total 6300 · Chairman</b>	<u>149.45</u>	<u>870.62</u>
6400 · Alternate Chairman		
6410 · Duplication	12.25	42.25
6440 · Telephone	0.00	2.10
<b>Total 6400 · Alternate Chairman</b>	<u>12.25</u>	<u>44.35</u>
6500 · Secretary		
6510 · Duplication	878.88	3,438.79
6520 · Postage	161.77	829.65
6530 · Supplies	20.00	157.27
6540 · Telephone	11.10	11.10
<b>Total 6500 · Secretary</b>	<u>1,071.75</u>	<u>4,436.81</u>
6600 · Registrar		
6610 · Duplication	5.30	13.40
6620 · Postage	45.00	73.09
6630 · Supplies	0.00	47.61
6640 · Telephone	10.00	65.20
<b>Total 6600 · Registrar</b>	<u>60.30</u>	<u>199.30</u>
6700 · Treasurer		
6710 · Duplication	67.00	328.43
6720 · Postage	43.20	113.81
6730 · Supplies	9.28	94.27
6740 · Telephone	120.81	168.31
6782 · Bank Charges	9.50	74.50
<b>Total 6700 · Treasurer</b>	<u>249.79</u>	<u>779.32</u>
7400 · Administrative Costs		

**North Florida Area Conference  
Income & Expenses  
Quarterly & Year-To-Date Report**

	Oct - Dec '99	Jan - Dec '99
7120 · Postage	2.86	5.02
7130 · Supplies	0.00	53.98
7150 · Literature	0.00	26.25
<b>Total 7100 · Accessibilities Cmte.</b>	<b>2.86</b>	<b>85.25</b>
7200 · Archives Cmte.		
7230 · Supplies	0.00	54.43
7260 · Workshops	0.00	597.96
7281 · Archives Research	0.00	124.04
7282 · Document Preservation	0.00	311.00
<b>Total 7200 · Archives Cmte.</b>	<b>0.00</b>	<b>1,087.43</b>
7300 · Coop w/ Prof Community Cmte.		
7320 · Postage	0.00	9.60
7350 · Literature	0.00	31.20
7381 · Exhibit Space & Convention Fees	0.00	895.00
<b>Total 7300 · Coop w/ Prof Community Cmte.</b>	<b>0.00</b>	<b>935.80</b>
7400 · Corrections Cmte.		
7410 · Duplication	1.12	1.12
7420 · Postage	4.62	4.62
7460 · Workshops	70.00	70.00
<b>Total 7400 · Corrections Cmte.</b>	<b>75.74</b>	<b>75.74</b>
7500 · Grapevine Cmte.		
7510 · Duplication	0.00	28.99
7520 · Postage	0.00	11.88
7530 · Supplies	0.00	176.87
7640 · Telephone	6.00	22.59
<b>Total 7500 · Grapevine Cmte.</b>	<b>6.00</b>	<b>240.33</b>
7600 · Intergroup Cmte.		
7630 · Supplies	0.00	15.95
<b>Total 7600 · Intergroup Cmte.</b>	<b>0.00</b>	<b>15.95</b>
7700 · Literature Cmte.		
7710 · Duplication	0.00	10.89
7720 · Postage	0.00	6.40
7730 · Supplies	9.53	23.62
<b>Total 7700 · Literature Cmte.</b>	<b>9.53</b>	<b>40.91</b>
7800 · Public Information Cmte.		
7810 · Duplication	0.00	22.05
7820 · Postage	4.30	24.10
7830 · Supplies	0.00	23.82
<b>Total 7800 · Public Information Cmte.</b>	<b>4.30</b>	<b>69.97</b>
7900 · Treatment Facilities Cmte.		
7920 · Postage	66.00	66.00
7930 · Supplies	9.00	9.00
7940 · Telephone	25.00	25.00
<b>Total 7900 · Treatment Facilities Cmte.</b>	<b>100.00</b>	<b>100.00</b>
8100 · Finance Cmte		
8110 · Duplication	2.00	2.00
8120 · Postage	0.00	11.55
<b>Total 8100 · Finance Cmte</b>	<b>2.00</b>	<b>13.55</b>
8200 · Growth Cmte		
8210 · Duplication	1.86	1.86
<b>Total 8200 · Growth Cmte</b>	<b>1.86</b>	<b>1.86</b>
9100 · Hotel and Mileage Expenses		
9110 · Hotel for 7 Officers	400.00	1,436.70
9120 · Hotel for 11 Committee Chairs	488.51	2,241.81
9130 · Less Complementary Rooms	-350.00	-1,360.00
9140 · Mileage for Officers and Chairs	688.06	2,781.10
9150 · Past Delegate Hotel & Mileage	57.00	161.10
9160 · Hotel and Mileage Expenses - Other	22.89	22.89

**North Florida Area Conference  
Income & Expenses  
Quarterly & Year-To-Date Report**

	<u>Oct - Dec '99</u>	<u>Jan - Dec '99</u>
<b>Total 9100 · Hotel and Mileage Expenses</b>	1,317.17	5,353.11
<b>9200 · Conference Operations</b>		
9210 · Annual Corporate Fees	113.00	174.25
9220 · Officers Interim Meeting Rent	25.00	100.00
9230 · Structures & Guidelines	0.00	41.60
9240 · Supplies & Fireboxes	0.00	1.00
9260 · Equipment Repair & Maintenance	0.00	83.98
<b>Total 9200 · Conference Operations</b>	<u>138.00</u>	<u>400.83</u>
<b>9300 · Literature Purchases</b>		
9325 · AAWS	501.54	609.12
9350 · Grapevine	276.96	457.46
<b>Total 9300 · Literature Purchases</b>	<u>778.50</u>	<u>1,066.58</u>
<b>9400 · Assembly Costs</b>		
9410 · Coffee Service	645.75	2,800.93
9420 · Hosting Expense	16.83	98.79
9450 · SE Region Trustee Visit	0.00	468.20
<b>Total 9400 · Assembly Costs</b>	<u>662.58</u>	<u>3,367.92</u>
<b>Total Expense</b>	<u>6,341.97</u>	<u>24,711.65</u>
<b>Net Ordinary Income</b>	<u>2,902.86</u>	<u>6,217.28</u>
<b>Net Income</b>	<u><u>2,902.86</u></u>	<u><u>6,217.28</u></u>

## North Florida Area Conference Budget Report

	Jan - Dec '99	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Contributions	25,479.22	27,275.00	-1,795.78	93.4%
4200 · Assembly Income				
4210 · Seventh Tradition	2,634.17	4,100.00	-1,465.83	64.2%
4220 · Coffee Collection	194.44	400.00	-205.56	48.6%
4230 · Structures & Guidelines	158.09	150.00	8.09	105.4%
<b>Total 4200 · Assembly Income</b>	<b>2,986.70</b>	<b>4,650.00</b>	<b>-1,663.30</b>	<b>64.2%</b>
4500 · Literature Sales				
4525 · AAWs	131.25			
4550 · Grapevine	1,850.10			
4500 · Literature Sales - Other	0.00	4,000.00	-4,000.00	0.0%
<b>Total 4500 · Literature Sales</b>	<b>1,981.35</b>	<b>4,000.00</b>	<b>-2,018.65</b>	<b>49.5%</b>
4700 · Interest Income	481.66	2,000.00	-1,518.34	24.1%
4900 · Miscellaneous Income	0.00	50.00	-50.00	0.0%
<b>Total Income</b>	<b>30,928.93</b>	<b>37,975.00</b>	<b>-7,046.07</b>	<b>81.4%</b>
<b>Expense</b>				
6100 · Delegate				
6171 · General Service Conference	1,800.00	1,800.00	0.00	100.0%
6172 · Delegate Get-Together	340.63	500.00	-159.37	68.1%
6174 · SERF Delegate Elect	0.00	0.00	0.00	0.0%
6190 · General Expenses	2,236.36	2,800.00	-563.64	79.9%
<b>Total 6100 · Delegate</b>	<b>4,376.99</b>	<b>5,100.00</b>	<b>-723.01</b>	<b>85.8%</b>
6200 · Alternate Delegate				
6210 · Duplication	15.00	15.00	0.00	100.0%
6220 · Postage	15.00	15.00	0.00	100.0%
6230 · Supplies	15.00	15.00	0.00	100.0%
6240 · Telephone	15.00	15.00	0.00	100.0%
6260 · Travel	643.43	40.00	603.43	1,608.6%
6272 · Delegates Get-Together	445.60	500.00	-54.40	89.1%
<b>Total 6200 · Alternate Delegate</b>	<b>1,149.03</b>	<b>600.00</b>	<b>549.03</b>	<b>191.5%</b>
6300 · Chairman				
6310 · Duplication	108.88	150.00	-41.12	72.6%
6320 · Postage	173.60	50.00	123.60	347.2%
6330 · Supplies	27.86	25.00	2.86	111.4%
6340 · Telephone	160.28	50.00	110.28	320.6%
6373 · Florida State Convention	400.00	400.00	0.00	100.0%
6374 · SERF Chairman Elect	0.00	0.00	0.00	0.0%
<b>Total 6300 · Chairman</b>	<b>870.62</b>	<b>675.00</b>	<b>195.62</b>	<b>129.0%</b>
6400 · Alternate Chairman				
6410 · Duplication	42.25	50.00	-7.75	84.5%
6420 · Postage	0.00	50.00	-50.00	0.0%
6430 · Supplies	0.00	50.00	-50.00	0.0%
6440 · Telephone	2.10	50.00	-47.90	4.2%
6400 · Alternate Chairman - Other	0.00	0.00	0.00	0.0%
<b>Total 6400 · Alternate Chairman</b>	<b>44.35</b>	<b>200.00</b>	<b>-155.65</b>	<b>22.2%</b>
6500 · Secretary				
6510 · Duplication	3,436.79	5,400.00	-1,961.21	63.7%
6520 · Postage	829.65	735.00	94.65	112.9%
6530 · Supplies	157.27	400.00	-242.73	39.3%
6540 · Telephone	11.10	15.00	-3.90	74.0%
6550 · Travel	0.00	100.00	-100.00	0.0%
<b>Total 6500 · Secretary</b>	<b>4,436.81</b>	<b>6,650.00</b>	<b>-2,213.19</b>	<b>66.7%</b>
6600 · Registrar				
6610 · Duplication	13.40	100.00	-86.60	13.4%
6620 · Postage	73.09	100.00	-26.91	73.1%
6630 · Supplies	47.61	100.00	-52.39	47.6%
6640 · Telephone	65.20	100.00	-34.80	65.2%
<b>Total 6600 · Registrar</b>	<b>199.30</b>	<b>400.00</b>	<b>-200.70</b>	<b>49.8%</b>
6700 · Treasurer				
6710 · Duplication	328.43	400.00	-71.57	82.1%

**North Florida Area Conference  
Budget Report**

	Jan - Dec '99	Budget	\$ Over Budget	% of Budget
6720 - Postage	113.81	25.00	88.81	455.2%
6730 - Supplies	94.27	200.00	-105.73	47.1%
6740 - Telephone	168.31	50.00	118.31	336.6%
6782 - Bank Charges	74.50	25.00	49.50	298.0%
<b>Total 6700 - Treasurer</b>	<b>779.32</b>	<b>700.00</b>	<b>79.32</b>	<b>111.3%</b>
<b>7100 - Accessibilities Cmte.</b>				
7110 - Duplication	0.00	180.00	-180.00	0.0%
7120 - Postage	5.02	140.00	-134.98	3.6%
7130 - Supplies	53.98	50.00	3.98	108.0%
7140 - Telephone	0.00	150.00	-150.00	0.0%
7150 - Literature	26.25	30.00	-3.75	87.5%
7160 - Workshops	0.00	250.00	-250.00	0.0%
<b>Total 7100 - Accessibilities Cmte.</b>	<b>85.25</b>	<b>800.00</b>	<b>-714.75</b>	<b>10.7%</b>
<b>7200 - Archives Cmte.</b>				
7210 - Duplication	0.00	150.00	-150.00	0.0%
7220 - Postage	0.00	100.00	-100.00	0.0%
7230 - Supplies	54.43	100.00	-45.57	54.4%
7240 - Telephone	0.00	100.00	-100.00	0.0%
7250 - Literature	0.00	100.00	-100.00	0.0%
7260 - Workshops	597.96	575.00	22.96	104.0%
7281 - Archives Research	124.04	350.00	-225.96	35.4%
7282 - Document Preservation	311.00	150.00	161.00	207.3%
<b>Total 7200 - Archives Cmte.</b>	<b>1,087.43</b>	<b>1,625.00</b>	<b>-537.57</b>	<b>66.9%</b>
<b>7300 - Coop w/ Prof Community Cmte.</b>				
7310 - Duplication	0.00	30.00	-30.00	0.0%
7320 - Postage	9.60	30.00	-20.40	32.0%
7330 - Supplies	0.00	30.00	-30.00	0.0%
7340 - Telephone	0.00	130.00	-130.00	0.0%
7350 - Literature	31.20	50.00	-18.80	62.4%
7360 - Workshops	0.00	130.00	-130.00	0.0%
7370 - Convention Travel	0.00	200.00	-200.00	0.0%
7381 - Exhibit Space & Convention Fees	895.00	1,300.00	-405.00	68.8%
<b>Total 7300 - Coop w/ Prof Community Cmte.</b>	<b>935.80</b>	<b>1,900.00</b>	<b>-964.20</b>	<b>49.3%</b>
<b>7400 - Corrections Cmte.</b>				
7410 - Duplication	1.12	75.00	-73.88	1.5%
7420 - Postage	4.62	55.00	-50.38	8.4%
7430 - Supplies	0.00	60.00	-60.00	0.0%
7440 - Telephone	0.00	325.00	-325.00	0.0%
7450 - Literature	0.00	500.00	-500.00	0.0%
7480 - Workshops	70.00	585.00	-515.00	12.0%
<b>Total 7400 - Corrections Cmte.</b>	<b>75.74</b>	<b>1,600.00</b>	<b>-1,524.26</b>	<b>4.7%</b>
<b>7500 - Grapevine Cmte.</b>				
7510 - Duplication	28.99	150.00	-121.01	19.3%
7520 - Postage	11.88	50.00	-38.12	23.8%
7530 - Supplies	176.87	75.00	101.87	235.8%
7540 - Telephone	22.59	100.00	-77.41	22.6%
<b>Total 7500 - Grapevine Cmte.</b>	<b>240.33</b>	<b>375.00</b>	<b>-134.67</b>	<b>64.1%</b>
<b>7600 - Intergroup Cmte.</b>				
7610 - Duplication	0.00	30.00	-30.00	0.0%
7620 - Postage	0.00	70.00	-70.00	0.0%
7630 - Supplies	15.95	50.00	-34.05	31.9%
7640 - Telephone	0.00	50.00	-50.00	0.0%
7671 - Intergroup Seminar	0.00	1,000.00	-1,000.00	0.0%
<b>Total 7600 - Intergroup Cmte.</b>	<b>15.95</b>	<b>1,200.00</b>	<b>-1,184.05</b>	<b>1.3%</b>
<b>7700 - Literature Cmte.</b>				
7710 - Duplication	10.89	25.00	-14.11	43.6%
7720 - Postage	6.40	25.00	-18.60	25.6%
7730 - Supplies	23.62			
7740 - Telephone	0.00	25.00	-25.00	0.0%
7750 - Literature	0.00	75.00	-75.00	0.0%
7760 - Workshops	0.00	25.00	-25.00	0.0%
<b>Total 7700 - Literature Cmte.</b>	<b>40.91</b>	<b>175.00</b>	<b>-134.09</b>	<b>23.4%</b>

## North Florida Area Conference Budget Report

	Jan - Dec '99	Budget	\$ Over Budget	% of Budget
<b>7800 · Public Information Cmte.</b>				
7810 · Duplication	22.05	120.00	-97.95	18.4%
7820 · Postage	24.10	150.00	-125.90	16.1%
7830 · Supplies	23.82	30.00	-6.18	79.4%
7840 · Telephone	0.00	50.00	-50.00	0.0%
7850 · Literature	0.00	475.00	-475.00	0.0%
7860 · Workshops	0.00	200.00	-200.00	0.0%
<b>Total 7800 · Public Information Cmte.</b>	<b>69.97</b>	<b>1,025.00</b>	<b>-955.03</b>	<b>6.8%</b>
<b>7900 · Treatment Facilities Cmte.</b>				
7910 · Duplication	0.00	75.00	-75.00	0.0%
7920 · Postage	66.00	100.00	-34.00	66.0%
7930 · Supplies	9.00	25.00	-16.00	36.0%
7940 · Telephone	25.00	100.00	-75.00	25.0%
7960 · Workshops	0.00	700.00	-700.00	0.0%
<b>Total 7900 · Treatment Facilities Cmte.</b>	<b>100.00</b>	<b>1,000.00</b>	<b>-900.00</b>	<b>10.0%</b>
<b>8100 · Finance Cmte</b>				
8110 · Duplication	2.00	25.00	-23.00	8.0%
8120 · Postage	11.55	25.00	-13.45	46.2%
8130 · Supplies	0.00	25.00	-25.00	0.0%
8140 · Telephone	0.00	25.00	-25.00	0.0%
<b>Total 8100 · Finance Cmte</b>	<b>13.55</b>	<b>100.00</b>	<b>-86.45</b>	<b>13.6%</b>
<b>8200 · Growth Cmte</b>				
8210 · Duplication	1.86	20.00	-18.14	9.3%
8220 · Postage	0.00	20.00	-20.00	0.0%
8230 · Supplies	0.00	20.00	-20.00	0.0%
8240 · Telephone	0.00	40.00	-40.00	0.0%
<b>Total 8200 · Growth Cmte</b>	<b>1.86</b>	<b>100.00</b>	<b>-98.14</b>	<b>1.9%</b>
<b>8300 · Site Cmte</b>				
8310 · Duplication	0.00	25.00	-25.00	0.0%
8320 · Postage	0.00	25.00	-25.00	0.0%
8330 · Supplies	0.00	25.00	-25.00	0.0%
8340 · Telephone	0.00	25.00	-25.00	0.0%
<b>Total 8300 · Site Cmte</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>9100 · Hotel and Mileage Expenses</b>				
9110 · Hotel for 7 Officers	1,436.70	1,428.00	8.70	100.6%
9120 · Hotel for 11 Committee Chairs	2,241.81	2,244.00	-2.19	99.9%
9130 · Less Complementary Rooms	-1,360.00	-2,040.00	680.00	66.7%
9140 · Mileage for Officers and Chairs	2,781.10	2,000.00	781.10	139.1%
9150 · Past Delegate Hotel & Mileage	161.10	418.00	-256.90	38.5%
9100 · Hotel and Mileage Expenses - Other	92.40			
<b>Total 9100 · Hotel and Mileage Expenses</b>	<b>5,353.11</b>	<b>4,050.00</b>	<b>1,303.11</b>	<b>132.2%</b>
<b>9200 · Conference Operations</b>				
9210 · Annual Corporate Fees	174.25	65.00	109.25	268.1%
9220 · Officers Interim Meeting Rent	100.00	100.00	0.00	100.0%
9230 · Structures & Guidelines	41.60	150.00	-108.40	27.7%
9240 · Supplies & Fireboxes	1.00	135.00	-134.00	0.7%
9260 · Equipment Repair & Maintenance	83.98	750.00	-666.02	11.2%
<b>Total 9200 · Conference Operations</b>	<b>400.83</b>	<b>1,200.00</b>	<b>-799.17</b>	<b>33.4%</b>
<b>9300 · Literature Purchases</b>				
9325 · AAWS	609.12			
9350 · Grapevine	457.46			
9300 · Literature Purchases - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 9300 · Literature Purchases</b>	<b>1,066.58</b>	<b>3,000.00</b>	<b>-1,933.42</b>	<b>35.6%</b>
<b>9400 · Assembly Costs</b>				
9410 · Coffee Service	2,800.93	4,000.00	-1,199.07	70.0%
9420 · Hosting Expense	96.79	300.00	-201.21	32.9%
9430 · ASL Interpreter	0.00	300.00	-300.00	0.0%
9440 · S Florida Delegate Visit	0.00	300.00	-300.00	0.0%
9450 · SE Region Trustee Visit	466.20	500.00	-31.80	93.6%
<b>Total 9400 · Assembly Costs</b>	<b>3,367.92</b>	<b>5,400.00</b>	<b>-2,032.08</b>	<b>62.4%</b>

**North Florida Area Conference  
Budget Report**

	<u>Jan - Dec '99</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total Expense</b>	<u>24,711.65</u>	<u>37,975.00</u>	<u>-13,263.35</u>	<u>65.1%</u>
<b>Net Ordinary Income</b>	<u>6,217.28</u>	<u>0.00</u>	<u>6,217.28</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>6,217.28</u></u>	<u><u>0.00</u></u>	<u><u>6,217.28</u></u>	<u><u>100.0%</u></u>

**North Florida Area Conference**  
**Quarterly Contribution Report**  
**Oct - Dec '99**

<b>Florida State Convention</b>	2,000.00	Free To Be	37.77
<b>District 01</b>		Happy Hour Group	46.47
Central Group	225.00	Love and Service	23.93
Helping Hands Group	20.00	New Hope - Port Orange	11.00
Monday Night Roving Stag	119.00	Ninth Tradition Group	33.75
Sunshine Group	5.00	Road to Recovery	0.00
<b>Total District 01</b>	<u>369.00</u>	Sand & Sea	<u>81.82</u>
		<b>Total District 08</b>	<u>234.74</u>
<b>District 03</b>		<b>District 09</b>	
Came To Believe Group	10.00	Black Chip Sat AM Group	35.00
Orange Park Group	94.11	Bluebottom Group	60.47
Wesconnect Group	35.00	Crossroads Group	80.00
<b>Total District 03</b>	<u>139.11</u>	Dr Phillips Group	120.00
		Friends of Bill W	<u>20.00</u>
<b>District 04</b>		<b>Total District 09</b>	<u>315.47</u>
Fernandina Beach Group	73.32	<b>District 10</b>	
One Step At A Time	20.00	Apopka Big Book Group	16.00
<b>Total District 04</b>	<u>93.32</u>	Forest City Freedom	23.34
		Marvin R. Group	30.00
<b>District 05</b>		New Hope Group	18.97
Came to Believe	44.05	Tanglewood Group	5.00
Northside Group	13.18	Winter Park Greenhouse	50.00
Southside Group	11.35	Winter Park Men's Group	<u>0.00</u>
The Home Group	10.00	<b>Total District 10</b>	<u>143.31</u>
Young Peoples Group	6.90	<b>District 11</b>	
<b>Total District 05</b>	<u>85.48</u>	Altamonte Springs Group	75.00
		Central Orlando Group	55.00
<b>District 06</b>		Made a Beginning	<u>4.88</u>
Into Action Group	25.02	<b>Total District 11</b>	<u>134.88</u>
New Life Group	20.00	<b>District 12</b>	
Seascape	12.50	Early Birds	10.26
Shamrock AA Group	65.00	Highland Group	45.00
Triangle Group	30.00	Home Base Group	27.94
Tuesday Night Women's Step	10.00	Living Sober Group	25.00
Two Fers	20.00	Melbourne Group	<u>25.00</u>
<b>Total District 06</b>	<u>182.52</u>	<b>Total District 12</b>	<u>133.20</u>
		<b>District 13</b>	
<b>District 07</b>		Hope Group	15.00
Keep It Simple	39.00	More Serenity Sisters	10.00
Leesburg Wednesday Night Group	19.20	Weeki Wachi Womens Group	<u>25.00</u>
Leesburg Transition Group	30.00	<b>Total District 13</b>	<u>50.00</u>
Stepping Stones	92.00	<b>District 14</b>	
Take It Easy Group	10.00	Design For Living	40.00
Triangle Breakfast	20.00	Eye Opener Group	90.00
Twelve Steps To A New Life	5.00		
We Can Fly	18.25		
<b>Total District 07</b>	<u>233.45</u>		
<b>District 08</b>			

**North Florida Area Conference  
Quarterly Contribution Report  
Oct - Dec '99**

Hawthorne Group	23.55
Keystone Heights AA	50.00
Micanopy Group	111.00
Out To Lunch Bunch	135.00
Promises Group	19.50
Solutions Group	104.00
Step By Step	30.00
Student Group	10.97
Tuesday Night Step Study	18.79
Women's Step Study	20.00
<b>Total District 14</b>	<u>652.81</u>

<b>District 15</b>	
Cape Canaveral Group	140.00
How It Works Group	25.00
Primary Purpose	45.00
<b>Total District 15</b>	<u>210.00</u>

<b>District 17</b>	
Daytimer Seniors Group	35.00
Experience, Strength, Hope	13.00
Happy Hour Group	6.00
Happy, Joyous, Free	8.13
Head Start Group	35.46
Living Sober Group	25.55
New Attitude Group	34.50
Ocala Group	93.57
Ocala Mens Group	50.00
We Give Thanks	10.00
<b>Total District 17</b>	<u>311.21</u>

<b>District 18</b>	
Daily Reflections	20.00
Happy Hour Group	10.00
Lake Mary Step Group	40.00
Longwood Group	30.00
Oviedo AA	15.00
Pass It On Group	100.00
Sober Won	45.00
West Lake Group	15.00
Winter Park Group	50.00
<b>Total District 18</b>	<u>325.00</u>

<b>District 19</b>	
Boulevard Group	100.00
Deltona Big Book	27.00
Four Townes Noon Group	90.73
Grateful Group	25.00
Just Do It Big Book Study Group	15.00
Open Door Group	27.51

**Total District 19** 285.24

<b>District 20</b>	
Friday Night Men's	82.70
<b>Total District 20</b>	<u>82.70</u>

<b>District 21</b>	
Basic Text	25.00
Big Book Holly Hill	37.91
Early Ducks	10.00
Friday Noon Men's Group	13.76
How It Works	215.00
Sand & Sea E Z Duzit	9.50
Sunrise Group	25.00
<b>Total District 21</b>	<u>336.17</u>

<b>District 22</b>	
Came to Believe Group	70.00
Happy Wanderers	25.00
Living Sober Group	12.95
New Beginnings Group	20.00
Steps to Serenity	6.00
TGIF Group	24.00
Woman To Woman Group	2.75
<b>Total District 22</b>	<u>160.70</u>

<b>District 23</b>	
Melbourne Beach Group	100.00
Patrick Group	40.90
Sandpiper Group	150.00
Turning Point Group	10.46
Women's Beachside	14.40
<b>Total District 23</b>	<u>315.76</u>

<b>District 24</b>	
Azalea City Group	40.00
New Beginning	40.00
Orange Lake Group	37.25
<b>Total District 24</b>	<u>117.25</u>

<b>District 25</b>	
Beaches Unity Group	385.00
I Am Responsible	40.00
Intensive Care Group	14.35
Joy Group	9.00
Kiss	50.00
Lunch Bunch Group	5.00
Mens Red Eye	40.00
Palm Big Book Study Group	5.00
Sawgrass Dutch	12.50

**North Florida Area Conference  
Quarterly Contribution Report  
Oct - Dec '99**

Women Enjoying Sobriety	20.34
<b>Total District 25</b>	<u>581.19</u>

**District 26**

12 Steps New Beginning	10.00
Amethyst Group	15.00
Acceptance Group	25.00
Wahoo Group	40.00
<b>Total District 26</b>	<u>90.00</u>

**District 28**

A Way of Life	25.00
Citrus Springs Open Step Study	60.00
Last Chance	20.00
Usual Suspects Group	50.00
Women's Friendship	54.00
<b>Total District 28</b>	<u>209.00</u>

**District 29**

Barefoot Bay Group	30.00
By The Book	60.00
<b>Total District 29</b>	<u>90.00</u>

**District 30**

Mandarin Group	120.00
<b>Total District 30</b>	<u>120.00</u>

**District 31**

Poinciana New Freedom	45.00
Providence Group	20.00
<b>Total District 31</b>	<u>65.00</u>

**District 32**

Early Ducks Group	5.00
Had Enough	8.00
<b>Total District 32</b>	<u>13.00</u>

<b>TOTAL</b>	<u><u>8,079.51</u></u>
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## Trusting Our Future to A.A. Principles Workshop Topics

### Twelve Steps

- Do I sponsor newcomers? When was the last time I answered a Twelfth Step call?
- How do I keep my spiritual awakening fresh in my mind?
- How do I use the Twelve Steps now?

### Twelve Traditions

- Am I responsible in sharing the Traditions? Does my group have an *informed* group conscience?
- Why is anonymity the foundation of all our Traditions?
- Discuss my role in trusting our future to A.A. principles through the Twelve Traditions.

### Twelve Concepts

- In my home group, do I share my experience with the Twelve Concepts and the Warranties?
- Discuss the vitality of the Twelve Concepts for World Service and how those principles insure democratic participation throughout our Conference structure.
- What is the relationship of our Conference to General Service conference structures in other lands?

February 2000

## **2000 General Service Conference Committees** **Final Agenda Items**

Below are the agenda items for the standing Conference Committees:

### **Agenda**

1. Review suggestions for the theme of the 2001 General Service Conference.
2. Discuss presentation/discussion topic ideas for the 2001 General Service Conference.
3. Discuss workshop topic ideas for the 2001 General Service Conference.
4. Review the General Service Conference Evaluation Form.

### **Cooperation With The Professional Community**

1. Discuss ways of providing A.A. information to professionals.
  - by sponsoring your doctor.
  - by reaching a wider variety of professionals.
2. Review contents of the C.P.C. Kit and Workbook.

### **Correctional Facilities**

1. Review draft of pamphlet to replace "It Sure Beats Sitting in a Cell" which includes new stories and graphics in an easier to read format.
2. Consider a request to change the designation of the C.F. Kit and Workbook from Conference-approved literature to Service Material.
3. Correctional Facilities Kit and Workbook:
  - a) Review contents of C.F. Kit and Workbook.
  - b) Consider a request to add a list of literature for young people to the C.F. Workbook.

### **Finance**

1. Discuss increasing/decreasing literature prices to adjust the General Service Board's Reserve Fund.
2. Discuss area sharing on self-support.

### Grapevine

1. Discuss staff report regarding the Grapevine magazine on audio cassette tape.
2. Review five-year history of La Viña.
3. Consider reinstating the About Alcoholism section of the A.A. Grapevine - historically called the "gray pages" - which contained information on various aspects of alcoholism.
4. Consider suggestions for new Grapevine related items for production in the year 2002 or later.
5. Consider that a service position of *Grapevine Subscription Chairperson* be adopted by A.A. groups in the U.S. and Canada, either as a replacement for the current title of GvR or as an additional position.

### Literature

1. Review trustees' Literature Committee's Progress Report on the development of a draft Fourth Edition of the Big Book, *Alcoholics Anonymous*.
2. Review trustees' Literature Committee's Progress Report on the development of a pamphlet for Black/African American Alcoholics.
3. Review trustees' Literature Committee's Progress Report on a pamphlet for older alcoholics to replace "Time to Start Living."
4. Review responses from delegate/delegate areas to "Special Interest" literature questionnaire.
5. Discussion Topics:
  - a) Discuss the need for a pamphlet for the nonbeliever or a pamphlet explaining that A.A. is a spiritual rather than a religious program.
  - b) Discuss the need for a pamphlet about special needs.

### Policy/Admissions

1. Review dates for 2003 General Service Conference.
2. Consider request for additional delegate area by Southern California Area 5.

### Public Information

1. Trustees' Public Information Committee's Report on Anonymity at the Level of the Internet.
  - a) Review trustees' Public Information Committee's Report and consequent changes to service material.
  - b) Consider proposed text revisions to Conference-approved Public Information literature.

2. 2001 A.A. Membership Survey Questionnaire:
  - a) Review proposed draft of 2001 Questionnaire.
  - b) Consider suggestion to remove Question #17 -- regarding whether physical disability affects attendance or participation in A.A. meetings.
  - c) Consider suggestion to remove Question #4 -- regarding race.
3. Review 1999 report on G.S.O.'s A.A. Web Site activity and discuss Web Site's use as a Public Information tool.
4. Review contents of Public Information Kit and Workbook.

### Report and Charter

1. Review *The A.A. Service Manual*, 1999-2000 edition.
  - a) Discuss suggestion that the description of the A.A. group (Long Form Tradition Three and a section of Warranty Six, in Concept Twelve) be reinstated in Chapter Two: The Group and Its G.S.R. on Page S23.
  - b) Discuss suggested changes to the section "Area Newsletters or Bulletins" on Page S37 to further clarify the information on quoting phrases, sentences or brief paragraphs excerpted from A.A. literature.
  - c) Discuss suggestion to reinstate the section "How I got interested in General Service" to Chapter Six: The Delegate.
  - d) Discuss suggestion to reinstate the sentence "*The proposed redistricting should be approved by the area assembly*" in the section on Redistricting in Chapter Three: The District and the D.C.M. on Page S30.
  - e) Review and discuss letter with numerous suggested changes to *The A.A. Service Manual*.
2. Discuss A.A. Directories.
3. Discuss General Service Conference Final Report.

### Treatment Facilities

1. Review contents of the new Treatment Facilities Kit and Workbook.
2. Discuss Area Bridging the Gap/Temporary Contact efforts.
3. Discuss how local Treatment Facilities committees fund and distribute A.A. literature to carry the message.

### Trustees

1. Review resumes of candidates for regional trustees:
  - a) West Central
  - b) Western Canada
2. Review slates of trustees and officers of General Service Board.
3. Review slates of directors of A.A. World Services and A.A. Grapevine Corporate Boards.
4. Review proposal that the election of a regional trustee be made by delegates of the region only.

### Archives<sup>1</sup>

1. Review proposed changes to Archives Handbook.
2. Discuss the role of archivist/collector.

### International Convention/Regional Forums<sup>1</sup>

1. 2010 International Convention Site Selection
  - a) Discuss proposed draft Guidelines and Procedures
  - b) Discuss proposed date(s) for 2010 International Convention
2. Inventory on International Convention
  - a) Discuss proposed inventory process.
  - b) Discuss proposed distribution plan and text for 2000 International Convention Questionnaire.
3. Discuss upcoming 2000 International Convention
4. Discuss ways to improve Regional and Special Forums.

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<sup>1</sup> Members of this committee serve on this as a secondary committee assignment.

*(append as a subsection to Structure and Guidelines Section 18 Assembly Property)*  
**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. 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 which 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 NFACAA. It will be agreed by trusted servants that preferred or personal software will not be installed on NFACAA equipment. Conversely, no personal or business computers/software shall be used for work of the NFACAA; thereby compromising possible errors between dissimilar file formats.

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

**Change of NFACAA preferred software.**

As the NFACAA 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 NFACAA 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, or updated copies of old software shall be implemented into the NFACAA archives for simplest method of opening backed-up documents or originals off disc.

**NFACAA Data Backup Policy**

An up to date, redundant backup will be performed at the optimum time between quarterlies, i.e. when all data\* input is completed for that quarter two (2) discs of backed up data per computer.

- 1.) Keep with the computer in case of hardware failure for restoration purposes.

2.) The other backup disc will be sent to archives for storage in a fire-proof lock box. This disc is to protect against catastrophic failure at the computer location. Proper dates and clear labeling is essential for this system to work optimally.

\*Please note data files do not include programs, original licensed discs or CD-Rom's can be used to restore hard-drive.

### **Policy Statement**

Anyone who needs a computer system will go through the Finance Committee; The computer system policy will be read and comprehended before the signature process. It will be the end users responsibility to sign off when their duties with said system are complete.

### **Mailing List Confidentiality**

Assembly mailing list is confidential property, data on computer or disc; therefore intellectual property under stewardship of Finance Committee. Historic requests of mailing lists, i.e. State Conventions, will be honored upon assembly approval. New mailing list requests must pass Committee and motion must be passed by substantial unanimity during assembly.

### **Resource Page**

The resource page as published in the minutes is bound by the same restrictions as listed above.

### **Internet**

Until such time as adoption of Internet Policy, it is strongly urged that information on lists not be posted to a home page, World Wide Web, or the Internet. Officers, DCM's GSR's and AA members are entrusted with this information understanding our policy on Anonymity.

### **Other Assembly Property and Equipment**

Any Assembly Property must be signed out on the appropriate form specifically made for that item. Sign out date, expected return date, and actual return date initialed by officer or committee chair responsible will be included. List will be made available to Finance Committee Chair or representative upon request.

# NFACAA Computer Sign out Sheet

I, the undersigned do hereby declare that I have read, understood, and will adhere to the NFACAA computer use policy. I understand all the responsibilities within the policy and will perform them bound by this document and the role of Trusted Servent for the NFACAA.

Position	Name	Date Out
Position	Name	Date In

Computer Description	Serial Number
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Monitor	Serial Number
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Printer	Serial Number
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**Miscellaneous Items**

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Maintenance Warranty	Policy Number	Expiration Date
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Cleared by Finance Committee \_\_\_\_\_

Approved By: Finance Committee Chair \_\_\_\_\_ Date \_\_\_\_\_