

Alaska Region of Narcotics Anonymous Regional Committee

Saturday, October 7, 2017

Draft Meeting Minutes

Chair convened the meeting with a Moment of Silence followed by the Serenity Prayer

- Twelve Traditions were read
- Twelve Concepts were read
- Vision Statement was read
- Roll Call taken by Chair
 - Kenai, Dennis A. Present
 - Anchorage, Keith Present
 - Golden Heart, Shawn M Present
 - Secretary Vacant
 - Treasurer, Shannon Present
 - Vice Chair Vacant
 - H&I Chair, Audrey C Present
 - Public Information, Doug P Present
 - Convention, Arlene L Present
 - Regional Delegate, Frank P Present
 - Alternate Delegate, Dave S Present
- Others:
 - Shawn, Kenai H&I
- Amendments to the Agenda – No amendments to the Agenda
- Minutes were approved unanimously. (Kenai requested striking discussion regarding not selling enough plates at the 2014 Kenai Convention.)

ADMINISTRATIVE COMMITTEE REPORTS

1. Chair – Lou Ann P.

Lou Ann is grateful for the opportunity to have served. She will stay in the position until it is filled. “It would move things along and promote continuity and accountability to meet every other month rather than quarterly.”

2. Vice-Chair – Vacant

Secretary – Vacant (Thank you, Doug for providing minutes)

3. Treasurer – Shannon is chair. Lou Ann is performing the job. See attached “ARSC expenses and budget report 10-5-2017”.

AREA REPORTS

4. **Anchorage RCM**, Keith – no written report.

Keith is going to step down as RCM, as he believes he can better serve as “Our Gratitude Speaks” group GSR. He will be missed. Anchorage is not bringing any regional nominations.

Anchorage PI is working on the phone line as there been a snafu with accessing the ACS service. H&I in the Valley is carrying a panel to Goose Creek every week. It seems much of the Anchorage activities human resources has been working on the Convention.

5. **Golden Heart RCM**, Shawn – Written report is attached.

Eight of 10 groups are participating in the Golden Heart Area. There are two meetings per week in North Pole.

The PR that includes the H&I service committee is active. They've done presentation to the TCC. See GH report regarding planning outreach to road communities and Nenana in particular

6. **Kenai RCM**, Dennis A. -- Written report is attached.

Kenai has 8 groups. Kenai is on sound fiscal footing and H&I, PI, and Entertainment subcommittees are active. They've a newsletter.

PI is reaching out to Homer and Seward.

Kenai donated \$750 to the convention newcomer fund.

SUBCOMMITTEE REPORTS

7. **Regional Delegate** – Frank P. Written Report and Flyer are attached.

"The Western States Zonal Forum will be held in Fairbanks, AK January 25th – 28th at the Westmark Hotel. The flyer is attached."

The CAR workshops are approaching this February and March. It is important to get the Areas participating in the workshops that our delegate team can carry a real conscience to Region.

8. **Alt. Regional Delegate** – Dave S. No written report.

Dave provided a verbal report, basically that this time is pivotal for the WSZF role and the push to manage seats at the NAWS biannual conference. Dave highlighted the need to engage the groups in the CAR process.

9. **Convention Chair** – Arlene L for Dave L. (Anchorage) -

There were 135 Registrations. The room block was sold out and more rooms added on. Meals packages were added until Friday. There was \$1200 in newcomer donations.

PayPal account did not work well. "Square works well."

Convention conversation: Who has the EIN number? (EIN – Employee Identification number) "Bill Simpson has the number?" "What do we need EIN for?" "EIN" is for the "Not for Profit" status. (These are notes. I could not make sense of them after a month. Doug)

Out of this and other discussion, it was decided to set up a "Convention Best Practices ad hoc Subcommittee". Dennis volunteered to chair it.

10. **Hospitals and Institutions** – Audrey B. Verbal Report

Audrey is reaching out to the Area PI and PR chairs.

11. **Public Information** – Doug P. No written report.

Plans in the works to start a phone meeting.

Plans in the works to bring PR presentation to Nome. Nivi from Nome will anchor a meeting, and we can build the meeting around that .

Sent a package of literature to Yakutat.

12. Literature – Vacant

OLD BUSINESS

1. **Regional Position Nominations.** No nominations were brought from the Areas for any of the open Executive committee positions.

- a Chair
- b Vice Chair
- c Secretary
- d Treasurer
- e Literature

2. **Will Kenai Host the 2018 ARSC Convention?**

Kenai RCM reported that the Kenai Area will indeed host the 2018 RCM. Kenai has already formed a committee.

3. **Vote on ARSC Guideline Changes**

Kenai, Anchorage, and Golden Heart approved the Regional Guidelines change. It was unanimous as required. See attached final approved revised guidelines with approved changes highlighted.

4. **Vote on Motion to Establish Regional Prudent Reserve**

Kenai, Anchorage, and Golden Heart **passed** this motion unanimously.

The Kenai RCM brought a draft Prudent Reserve policy, which will go back to the Areas for approval.

NEW BUSINESS

1. Convention Policy ad hoc committee to get started. Dennis A chairing it.
2. Prudent Reserve policy draft goes back to the Areas. See draft policy attached.
3. Western States Zonal Forum Planning – See Attached.

Meeting Closed at 11 am.

ATTACHMENTS

1. Kenai Area Report.
2. Golden Heart Area Report.
3. ARSC expenses and budget 10-5-17 report.
4. RD Report 10-7-17
5. WSZF 2018 Flyer
6. Prudent Reserve Proposal
7. Regional Guidelines showing approved changes.

KENAI PENINSULA REGIONAL REPORT OCTOBER 2017

Hello Everyone

Kenai Peninsula is doing well despite the poor summer weather.

Our current meeting count is 8 groups we have lost touch with the Seward group and are still trying to communicate with the people from Homer. We hope to have them both back in the fold soon.

Our current treasury balance stands @ \$17,803.14. A \$750.00 contribution was forwarded to the regional convention committee last month for the newcomer fund.

PR. The committee has been somewhat quiet over the past months, we have had no feedback on the request that were made to us from various groups. PR still puts out our meeting schedules and has a very lengthy client list. We did put a blurb on the GCI board and used the current regional phone number.

H&I. Currently has four panels running and is always searching for more opportunities for more. There have been some new facilities open up recently and we are hoping to get a panel placed in their facility.

Activities. Has the Fall Ball coming up on the 28th of this month at the Sports Center in Soldotna we have made this a free event and all are welcome we are only asking for donations for those that can afford it. There will be speakers and a dinner followed by music and dancing. There is also a free function planned for New Year's again all are welcome.

Recovery Herald. Will be in print later this month, if you would like a copy or would like to contribute an article go to recoveryheald@gmail.com ATT: Michelle

At the last regional meeting a motion was sent back to the areas regarding a prudent reserve, and I volunteered to put a draft together for the areas. I sent out a copy of the draft on 08/29/2017 and asked for feedback or corrections, I received only one from the treasurer so I presume it is agreeable with everyone.

Our area also discussed weather to host the regional convention in 2018 and was sent back to groups with some specific questions for them to answer. The vote was to host the convention and a committee was voted in and they are

Chairperson Audrey C.

Treasurer Tanya L.

Registration Donna A.

Hotels & Hospitality Dennis A.

Merchandise Desi L.

Activities / Fundraising Danna

Programing Enrique P.

Public Relations Jolene

We still need a Vicechair and secretary. Our first meeting will be 10/10/2017 6.30pm at the URS club. We welcome any support from the other areas who wish to stand for a position or serve on a committee.

From the follow up section of the minutes, our area is prepared to vote on the guidelines.

On the question of not approving the minutes what is the downside. I personally do not see a downside, if they are correct then I will approve them but if they are incorrect in any way I will not that is carrying out the duties of my position for which I was entrusted and I will continue to carry the conscience of my area.

In Loving Service

Dennis A

Golden Heart Area of Narcotics Anonymous Regional Report

October 7, 2017

- There are eight of ten groups active with two to three meetings per day seven days a week in Fairbanks and two meeting a week on North Pole. GHANA (Golden Heart Area Narcotics Anonymous) has most Committee positions filled. Treasurer has been difficult to keep filled this year. Thank you, Gabe W. and Tim B. for filling the treasurer position when needed. I continue to share to groups that Region needs help filling Regional Service Committee positions. Anyone interested can view the rights and responsibilities as well as clean time requirements at www.AKNA.org, Region, ARSCNA guidelines. I will continue to share at local groups the purpose of Region and how Region helps the Area carry the message of recovery to the State of Alaska. I informed GHANA that Regional positions are on their two-year rotation and that we need nominees for those positions.
- Events. The Public Relations (PR) continues to meet at Saint Nickolas first Sunday of the month. There has been discussion about carrying the message of Recovery on the road system between Fairbanks and the boarder, Fairbanks to Valdez or Fairbanks to Anchorage next summer. We talked about out-reach to towns and villages. PR is discussing the logistics of bring meeting into these communities. Would we make it a weeklong event or a couple weekend a year at different locations? The committee thought that they might start small by hosting the first in Nenana. PR did a presentation to TCC to help inform them how NA's singleness of purpose works. We have the support of Tanana Chiefs Conference (TCC) and they would help in any way that we would let them.
- GHANA currently have two H&I (Hospitals and Institutions) commitments at both Fairbanks Correctional Center (FCC) facility, men's and women's as well as the Ralph Perdue Treatment Center. H&I is continuing to reach out to members for support filling the women's FCC facility. H&I has no movement on permissions to return to North Star Center. The meetings at FCC continue to have good attendance. About fifteen to twenty inmates. The literature taken in disappears, so that is encouraging. We continue to encourage the inmate to start their own meetings.
- Activities continues to meet on the third Saturday of the month at Fairbanks Lutheran Church, 1020 Cowles and has a strong member commitment.

July 28-30, 2017 Golden Heart hosted the Annual Blow Out at Twin Bears Camp with great success. Most that attended said they like the location and still had the Camp atmosphere. They are currently planning a Halloween event.

- GHANA would like to thank Anchorage Area for hosting the Thirty Third Narcotics Anonymous Convention and look forward to a great weekend filled with fun and fellowship.
- GHANA groups voted to carry a prudent reserve of three months operating costs that passed at the last Area meeting.
- I have GHANA group conscience on the Regional agenda items and am ready to vote.
 - Region carry a Prudent Reserve: Pass
 - Regional Guideline change: Pass

Thank you, for the opportunity to serve,

Shawn M. RCM (Regional Committee Member) Golden Heart Area Narcotics Anonymous.

Date	Check no.	Cleared	Payee	Check Amt.	Deposit	Description	Ending Balance	Category
						balance from end of 2016=	\$ 12,760.24	
				\$ -			\$ 12,760.24	
1/31/2017	2319	x	Lou Ann P.	\$ (2,000.00)		WSZF	\$ 10,760.24	WSZF
2/4/2017	2320	x	Summer K.	\$ (30.00)		Copies	\$ 10,730.24	Administration
2/6/2017	2321	x		\$ (61.00)		Lit to barrow	\$ 10,669.24	Public Information
3/12/2017	2322	x	US Postmater	\$ (200.00)		PO Box Rent	\$ 10,469.24	Administration
3/12/2017	2323	x	ATT	\$ (157.93)		Teleconference	\$ 10,311.31	Administration
3/12/2017	2324	x	Switchboard AK	\$ (131.71)		Help Line	\$ 10,179.60	Help Line
3/12/2017	2325	x	ACS	\$ (10.32)		Phone line	\$ 10,169.28	Help Line
3/12/2017	2326	x	Doug P.	\$ (150.30)		Postage Mailout	\$ 10,018.98	H&I
3/31/2017	2327	x	HUB International	\$ (250.00)		Insurance	\$ 9,768.98	Insurance
4/6/2017	2328	x	Philadelphia Insurance	\$ (1,303.00)		Insurance	\$ 8,465.98	Insurance
4/6/2017	2329	x	Switchboard AK	\$ (55.75)		Help Line	\$ 8,410.23	Help Line
4/6/2017	2330	x	ACS	\$ (2.31)		Phone line	\$ 8,407.92	Help Line
4/6/2017			Convention Deposit		\$ 3,891.40	2016 Convention	\$ 12,299.32	Convention
4/6/2017			Anchorage Area Donations		\$ 65.13	Area Donations	\$ 12,364.45	area donation
4/6/2017			Kenai Area Donations		\$ 750.24	Area Donations	\$ 13,114.69	area donation
4/25/2017	2331		ATT	\$ (12.74)		Teleconference	\$ 13,101.95	Administration
4/25/2017	2332	x	Lou Ann P.	\$ (200.00)		School of Addiction Table	\$ 12,901.95	Public Information
4/26/2017			Anchorage Area Donations		\$ 59.74	Area Donations	\$ 12,961.69	area donation
4/26/2017			Anchorage Area Donations		\$ 29.87	Area Donations	\$ 12,991.56	area donation
6/1/2017	2333	x	ACS	\$ (2.90)		Phone line	\$ 12,988.66	Help Line
6/1/2017	2334	x	ATT	\$ (195.49)		Teleconference	\$ 12,793.17	Administration
6/1/2017	2335	x	Switchboard AK	\$ (58.54)		Help Line	\$ 12,734.63	Help Line
6/12/2017			Ketchikan Area		\$ 149.50	Area Donations	\$ 12,884.13	area donation
6/18/2017	2336	x	ACS	\$ (6.39)		Phone line	\$ 12,877.74	Help Line
6/18/2017	2337	x	Switchboard AK	\$ (57.38)		Help Line	\$ 12,820.36	Help Line
6/18/2017	2338	x	ATT	\$ (18.14)		Teleconference	\$ 12,802.22	Administration
7/27/2017	2339	x	ACS	\$ (5.38)		Phone line	\$ 12,796.84	Administration
7/27/2017	2340	x	Switchboard AK	\$ (55.00)		Help Line	\$ 12,741.84	Help Line
8/17/2017	2341	x	Regional Convention	\$ (2,000.00)		contingency for conv.	\$ 10,741.84	Convention Contingency
9/6/2017	2342	x	ACS	\$ (10.00)		phone line	\$ 10,731.84	Help Line
9/12/2017			paypal convention transfer		\$ 1,000.00	Convention	\$ 11,731.84	in
9/12/2017	2343	x	paypal convention transfer	\$ (1,000.00)		Convention	\$ 10,731.84	out
10/4/2017	2344	x	Switchboard AK	\$ (220.42)		Help Line	\$ 10,511.42	Help Line
10/4/2017	2345	x	ATT	\$ (82.90)		Teleconference	\$ 10,428.52	Administration
10/4/2017	2346	x	Doug P.	\$ (127.60)		PI activity	\$ 10,300.92	Public Information
10/3/2017			paypal convention transfer		\$ 254.89	Convention	\$ 10,555.81	in
10/4/2017	2347	x	paypal convention transfer	\$ (254.89)		Convention	\$ 10,300.92	out
10/14/2017	2348	x	PI Literature	\$ (52.30)		PI activity	\$ 10,248.62	Outreach
10/23/2017	2349	x	PI Literature	\$ (88.00)		PI activity	\$ 10,160.62	Outreach
11/12/2017	2375	x	Doug P.	\$ (500.00)		PI activity	\$ 9,660.62	Outreach
11/12/2017	2376	x	ATT	\$ (82.90)		Teleconference	\$ 9,577.72	Administration
11/12/2017	2377	x	ACS	\$ (1.42)		Phone line	\$ 9,576.30	Help Line
11/12/2017	2378	x	Switchboard AK	\$ (80.52)		Help Line	\$ 9,495.78	Help Line
1/1/2018	2379	x	ACS	\$ (5.39)	\$ -	Phone Line	\$ 9,490.39	Help Line
1/1/2018	2380	x	Switchboard AK	\$ (123.25)		Switchboard	\$ 9,367.14	Help Line
1/1/2018	2381	x	ATT	\$ (322.97)		Teleconference	\$ 9,044.17	Outreach
2/11/2018	2382	x	ATT	\$ (226.18)		Teleconference	\$ 8,817.99	Outreach
2/11/2018	2383	x	ACS	\$ (7.52)		Phone line	\$ 8,810.47	Help Line
2/11/2018	2384	x	Switchboard AK	\$ (112.70)		Switchboard	\$ 8,697.77	Help Line
2/11/2018	2385	x	Zoom (Doug)	\$ (149.90)		Zoom Account	\$ 8,547.87	Outreach
				\$ (10,413.14)	\$ 6,200.77			

Categories	2017 subtotals	2017 Budget	category balance
Public Information	(\$388.60)	\$350	(\$38.60)
Help Line	(\$941.52)	\$1,200	\$258.48
web host	\$0.00	\$12	\$12.00
Translation	\$0.00	\$0	\$0.00
Outreach	(\$1,339.35)	\$1,200	(\$139.35)
Entertainment	\$0.00	\$0	\$0.00
H&I	(\$150.30)	\$1,000	\$849.70
Administration	(\$785.48)	\$600	(\$185.48)
Donation to NAWs	\$0.00	\$300	\$300.00
Insurance	(\$1,553.00)	\$1,700	\$147.00
WSC	\$0.00	\$0	\$0.00
WSC Assembly or Workshop	\$0.00	\$250	\$250.00
WSZF	(\$2,000.00)	\$2,000	\$0.00
Convention Contingency	(\$2,000.00)	\$2,000	\$0.00
Total Budget	(\$9,158.25)	\$10,612	\$1,453.75

Income	
Convention	\$3,891.40
Area Donations	\$1,054.48
revenue total	\$4,945.88

**Income is assumed to be \$3800 from the 2016 GH convention and
***Donation to NAWs is 10% of the estimated convention revenue of
*includes pre-Assembly CAR workshops in FAI, Kenai, and Juneau, and

Revenue - Expenses **-\$4,212.37**

To: Alaska Regional Service Committee of Narcotics Anonymous
From: Frank P. Regional Delegate
Re: RD October 7th 2017 report
Date: 10/7/17



Trusted Servants:

Winter is approaching and it is important to have any dates of events posted on the website so they can inform our GSR's and to bring the information back to their groups. We want as many members to show up to our events. If there are any new meetings or events please let me or any Area or Regional member know.

The Western States Zonal Forum will be held in Fairbanks, AK January 25th – 28th at the Westmark Hotel. There is a flyer attached. Please get them to your Areas, GSR's and Groups. We will have a world board member and WSO worker attending and helping out with the event.

Below is the tentative agenda to come out of the four day event:

- ❖ CAR/CAT.
- ❖ Admin. work group.
- ❖ Sharing session.
- ❖ Regional information presentation(s)/innovations.
- ❖ Local fellowship development event.
- ❖ Saturday evening banquet/speaker meeting.
- ❖ AD/RD training session.
- ❖ Technology work group.
- ❖ Open forum for/to local fellowship.
- ❖ Agenda setting for WSZF 2019.

Doug P. and Tony L. have agreed to help facilitate the forum. I would like to ask this body if they thought it might be a good idea to ask Ron H. from New Mexico to help facilitate, since this forum is an extra day, and has a lot of material (CAR/CAT) to cover. This would allow the facilitators to not get burned out. I anticipate we would have funds from the Saturday banquet to help pay for his airfare to Fairbanks.

The Saturday banquet will be buffet style (chicken, beef, fish w/2 sides and dessert). We will have one or two of our visitors speak. I would like to see if members of this body think it would be a good idea to get local fellowship to help sell banquet tickets for the event.

For the Regional presentations/innovations, do we have anything we would like to present? Maybe we could present how we incorporate a hybrid telephonic Regional meeting with two physical meetings at two of our annual events. Any ideas are welcome.

The forum would like to have a local fellowship development event in Fairbanks on Thursday January 25th (i.e. PR, H&I, et.). I will be in contact with the Regional and Golden Heart PI chair to discuss/coordinate an event. At the last forum we talked about a PR luncheon with probation officers, parole, DA, wellness court and judges. This would be a collaborative effort of both the Alaskan fellowship and WSZF to help facilitate modeling and training.

Anyone interested to volunteer at the forum please let me know.

Could we continue our previous discussion of a state wide telephonic meeting using our 800 number that the Region already pays for during new or old business?

Lastly, Dave T. from the San Diego Imperial Region would like a nomination from the Zone for WB at the WSC 2018. I would like support from AK Region on his nomination and have submitted his service resume and letter of intent/willingness.

Dates to remember

- ❖ **Oct. 28th. Kenai Area Fall Ball**
- ❖ **Oct. 28th Late Night Home Group 3 year Anniversary Party Fairbanks, AK**
- ❖ **Jan 25th -28th. The Western States Zonal Forum Fairbanks, AK**

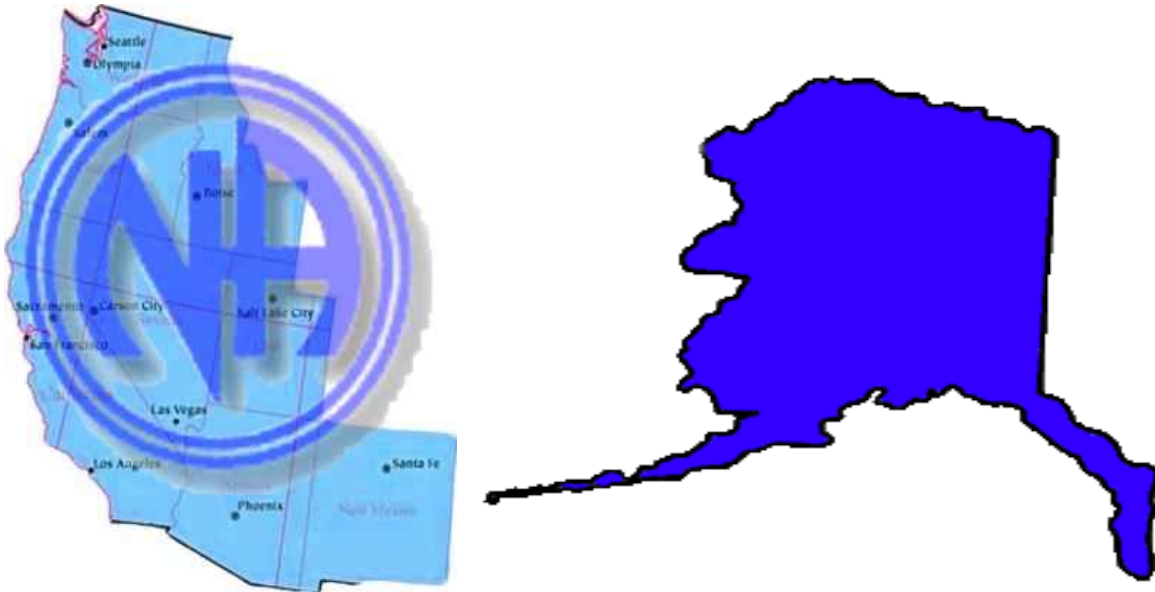
In Fellowship,

Frank P.

The Western States Zonal Forum

Fairbanks, Alaska January 25th - 28th

2018



- **Westmark Fairbanks Hotel & Conference Center 813 Noble Street - Fairbanks, AK 99701 907-456-7722.**
- **Group Code is WSZF2018. The contract rate is \$75.00 per night. The hotel will honor rate two days prior and after event.**
- **Individual reservations can be made by guests calling reservations desk at: 800-544-0970 or the front desk on location at: 907-456-7722.**
- **Saturday banquet dinner is \$60.00 (includes buffet style beef, chicken, fish 2 sides and dessert)**
- **Friday lunch is \$20.00.**
- **Free breakfast included daily.**

Questions call or email:

Frank P. 907-855-9308 or 773-981-0620 email : frank_379@yahoo

Dave S. 907-347-9068 email: dpsiegel23@gmail.com

PRUDENT RESERVE BUDGET ARSC (DRAFT)

Definition: Is an amount of money put aside for use in extraordinary circumstances.

At our last regional meeting, a motion was passed to establish a prudent reserve for the regional treasury and I was tasked with putting a draft together for approval.

In doing so I looked at what had the highest to the lowest priority in the reserve if we were ever faced with an extraordinary circumstance.

- 1) Insurance: was a top priority and the rationale behind that is without it fundraisers or even finding meeting facility would prove very difficult. Therefore \$1700.00 would be put aside.
- 2) Phoneline: we would need to communicate in the case of a disaster with the various areas. I believe this would be critical in getting the region reestablished. Total \$600.00
- 3) Subcommittees: each committee would have a budget of \$300.00 put in reserve. This would also include administration service. Total \$1,200.00

This would give us a prudent reserve of \$3,500.00 which I believe used with restraint would carry us through most any circumstances. Also keep in mind that the region in its capacity to serve the areas could use these funds not necessarily in this format.

I believe this amount is well within our financial budget and has no bearing on the funds held separately for our regional convention.

I look forward to any feedback you all might have. I can be reached @ 907 362-0249 or email de1do2@aol.com

In Loving Service
Dennis A.

REGIONAL SERVICE COMMITTEE GUIDELINES

Draft Final 4-25-2017 *Final Approval on 10-7-17*

#1 Pass

VISION OF THE ALASKA REGION OF NARCOTICS ANONYMOUS

Inspired by the primary purpose of the groups we serve, our Vision provides direction for all the efforts and actions of the Alaska Regional Committee of Narcotics Anonymous. In our vision is a time:

- when addicts throughout the Alaska region need no longer suffer and die without having had the opportunity to discover and experience the miracle of recovery offered by Narcotics Anonymous;
- when the NA message of recovery is freely carried in every language and across all boundaries of culture, ethnicity and geography within the Alaskan region;
- when service bodies across Alaska work together to support the groups to better carry our message;
- when the Alaskan Region of NA is universally recognized as a dynamic and reliable resource for NA services and information.

This vision directs all our service efforts. With the guidance of a loving Higher Power we strive towards these ideals. ⁱⁱ

PURPOSE OF THE ALASKA REGIONAL SERVICE COMMITTEE

The purpose of the Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose (Each group has but one primary purpose – to carry the message to the addict that still suffers), by linking together the Areas and Groups within its region; to serve as a link between the Areas and the World Service Conference; by helping Areas and Groups with their basic situations and needs; and by encouraging the growth of the Fellowship. Although the Alaska Regional Service Committee may offer advice and suggestions, the Alaska R.S.C. does not have binding authority over the decisions or the activities of any Areas or any groups This body recognizes itself as a service committee of NA, and thereby adheres to the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

#2 Pass The ALASKA REGIONAL SERVICE COMMITTEE (ARSC) is a committee made up of (Regional Committee Members) RCM's from all of the Areas within the Alaska Region. This service committee is designed to provide service to its member areas. An A.S.C. Area Service Committee and the ARSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member Groups, the Alaska Regional Service Committee serves three basic functions:

1. To unify the Areas within it's Region.
2. To carry the message of recovery.
3. To contribute to the growth of N.A., both by initiating much of the work to be finalized at the World Service Conference, and by helping our World Services.

REGIONAL SERVICE COMMITTEE GUIDELINES

Draft Final 4-25-2017

TRADITION NINE

The Tradition states that we ought never be organized, but we may create special service boards and committees directly responsible to those we serve.

We are not organized in the sense that there is no MANAGEMENT OR CONTROL. We are directly responsible to those we serve. Whether or not Areas choose to utilize our services is up to them.ⁱⁱⁱ

I. REGIONAL SERVICE COMMITTEE

- #3 Pass** 1. Only NA approved Guidelines and literature will be used in the Alaska Region. ~~(Only “A Guide to Local Services In Narcotics Anonymous” will be used in the Alaska Region.)~~^{iv}
2. The only voting members of the Regional Service Committee (RSC) are RCMs, RCM Alternates, or duly appointed members of their respective Area if pre-arranged with the Regional Chairperson. There is one representative for each Area. *(There is only one vote per Area, regardless of the number of Area Representatives in attendance at the meeting.)*
3. There must be a Quorum to carry the vote. In the Alaska Region, a Quorum is over 50% of the voting members (RCMs) present.
4. For a motion to pass, over 50% of the voting members (RCMs) present must vote yes, providing there is a Quorum. The only exception is for Motion’s concerning policy, then the vote must be unanimous, that is all voting members (RCMs) present voting yes. *(Additionally, the “Motion Table” in the Guide to Local Services in Narcotics Anonymous will be used as a guide for motions, seconds, debates, and voting. Copy is attached to this document.)*
- #4 Pass** 5. Motions in the Alaska Region can ~~only~~ be made by Voting Members (RCMs) or Sub-committee Chairs when dealing with their ~~specific-respective~~ Sub-committee issues. ~~(The RSC Chair may “entertain” a motion.)~~^v
- fail** ~~5. Groups outside of “Areas” may be heard, but do not vote. Chair may introduce a motion on behalf of Group or Groups that are geographically outside of an existing Area. Such a motion would still require a second and would be treated like any other motion.~~^{vi}
6. Elections are held as follows:
- i. Chairperson, Vice Chairperson, Secretary, Treasurer biannually **during odd years**, at the Fall quarter regional committee meeting;
 - ii. Subcommittee Chairpersons, biannually **during even years** at the Fall quarter regional committee meeting;
 - iii. Alternate Regional Delegate (ARD), biannually **during even years** at the fall quarter regional committee meeting.

REGIONAL SERVICE COMMITTEE GUIDELINES

Draft Final 4-25-2017

- iv. The incumbent ARD will roll into the Regional Delegate (RD) position biannually during even years. If the ARD position is vacant or if the ARD cannot fulfill the duties of RD, an election for RD and ARD will be held.
- v. Elections will be held whenever a position becomes open and a nomination is brought forward. Nominations will be accepted 60 days or more after a vacancy occurs, which affords an opportunity for all areas to bring forward a nomination. Such a partial term ends according to the biannual schedule outlined above, at the Fall Regional Committee meeting of the even or odd year respective of the position.
- vi. Pro-Temp appointments – When a position vacancy opens up, the Chair may appoint someone to temporarily fill the position in order to keep business running as usual. The “pro temp” position candidate shall meet the minimum position requirements.

7. Conditions of Nomination(s)

- i. Nominations for any RSC office shall be brought by an Area RCM or RCM alternate (or duly authorized proxy), or by a group from an unorganized area. Nominations shall be made at a duly convened RSC meeting. Alternatively, an Area may bring a nomination to the Regional Chair 60 days prior to the Fall Regional Committee meeting, which if he or she (the nominee) meets the minimum position qualifications, will be distributed to the Area RCMs to gather Area vote or conscience to vote at the Fall RSC meeting.
- ii. A nomination shall include a written statement of the (i) members clean time, (ii) service background, (iii) understanding of the Steps, Traditions, and Concepts, (iv) willingness to serve, and (v) any plans for the position. Nominations do not require a second. Nominations will be brought back to the Areas.
- fail iii. ARSC should consider not waiving ~~waive~~ clean time ~~unless there is unanimous vote of approval to waive clean time.~~ ^{vii}
- iv. No member will hold an RSC elected position more than one consecutive term. A partial term will not disqualify a member from holding that position in the following cycle.
- v. The clean time requirements shall be as follows:
 - a. RSC Chairperson -- 7 years
 - b. RSC Vice Chairperson - 7 years
 - c. Secretary -- no requirement
 - d. Treasurer -- 5 years
 - e. Regional Delegate -- 7 years
 - f. Alternate Delegate -- 7 years
 - g. Subcommittee Chair -- 5 years
 - h. Convention Committee Chair 5 years
- fail vi. The minimum service experience shall be as follows:
 - a. RSC Chairperson -- 2 years of Regional Service
 - b. RSC Vice Chairperson -- 1 year of Regional Service ~~proposal to chant to 2 yrs failed.~~
 - c. Secretary -- no requirement
 - d. Treasurer -- 2 years of Regional or Area level service

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- e. Regional Delegate -- 2 years of Regional Service
- f. Alternate Delegate -- 2 years of Regional Service
- g. Subcommittee Chair -- 2 years of Area Level Service
- h. Convention Committee Chair – 2 years of Area Level Service, and must have served as a Convention subcommittee chair or on a Convention executive committee.

8. No committee member (Chairperson, Vice Chair, Secretary, Treasurer, Subcommittee Chair, Regional Delegate or alternate RD) may hold more than one position on the committee at the same time nor be a voting member of this committee (i.e., RCM).

fail

9. If a Regional Officer or Sub-committee Chair misses two consecutive RSC meetings without either *alternate* representation or submitting a written report, then their position becomes open Sub-committee Chairs may be represented by a duly appointed representative as long as such person does not already hold a position on the RSC

change "open" to "vacant".

fail

10. If an Area is not represented at two consecutive RSC meetings then they cannot vote at the next RSC meeting in which they are present. ~~In this event, the Chair (or someone designated by the Chair) would be tasked with reaching out to the Area to determine why the Area is not participating at Region, and what assistance the Region might provide to help the Area to reestablish itself in the Region. The Chair would provide a brief report of this effort at the next Regional meeting.~~

fail

11. Geographically remote Area voting is by Proxy if they cannot afford to have their RCM present. ^{viii} ~~proposal was to get rid of this...~~

fail

~~Groups outside of areas may be heard, but do not vote. Chair may introduce a motion on behalf of group or groups that are geographically outside of an existing Area. Such a motion would still require a second and would be treated like any other motion.~~

II. ARSC CHAIRPERSON

1. Contacts all RCMs no later than 30 days prior to the quarterly RSC meeting informing them of any changes since the previous RSC meeting and asking if their Area has anything (i.e., Motions (*motions should be in writing with the "intent" of the motion stated*), Nominations (*should be made in writing and include the qualifications required in Guideline #7*), etc.) to go on the ARSC Agenda.

fail

~~1.2. Contacts committee chairs every 30 days to see how their projects are going and if they need support. ^x~~

#5 Pass ~~2.3. Arrange and Mail~~ Draft and distribute ^{xi} ARSC Agenda to all Areas no later than 21 days prior to the Quarterly ARSC meeting.

#6 Pass ~~3.~~ Reviews ARSC meeting minutes for accuracy before copies are made and distributed. ^{xii}

~~4. Suggested Four years continuous abstinence from all Drugs and participation in the RSC for the past Two years. ^{xiii}~~

#7 Pass 4. Chairperson conducts or facilitates the ARSC meetings. ^{xiv}

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III. VICE-CHAIRPERSON

- #8 Pass* Responsible for the Policy (Guidelines) of this RSC. ~~Knowledgeable in all Areas of Policy.~~ If an answer is not known regarding the Guidelines, ~~then Vice Chairperson they are~~ responsible for getting an answer.^{xv}
2. Keeps in contact with all Sub-committees so that if a Sub-committee Chairperson or representative is absent from the ARSC meeting the ARSC Vice-chair can answer all questions concerning that Sub-committee
- #9 Pass* ~~2.3.~~ Contacts RCMs and Committee chairs 7 days in advance of the ARSC meeting, and 1 day in advance of the ARSC meeting, reminding them of the meeting. This may include texting.^{xvi}
- ~~3.4.~~ Perform all duties of ARSC Chairperson in the absence of the RSC Chairperson.

IV. SECRETARY

- #10 Pass* 1. Keeps minutes of each ARSC Business meeting.
- (yea or nay for all of Sec. duty changes)* 2. Drafts minutes of each ARSC Business meeting and has the minutes verified by the ARSC Chairperson.
3. Distributes copies of the minutes to all members of the ARSC no later than 3 weeks after the ARSC meeting.
4. Minutes should include
- a. Roll Call,
 - b. Reports submitted by any officers and RCMs
 - c. Action items including:
 - i. Motion to approve the minutes
 - ii. Motions(s) adopted under old business,
 - iii. Housekeeping actions,
 - iv. New Motions introduced with amendments and the main points of discussion (pros and cons) of the motion, [Note that another officer at the meeting may be tasked with drafting the “main points of discussion” of an action item.]
 - d. Location and time of the next meeting.^{xvii}
5. Maintains contact list of the ARSC officers – executive, standing, ad hoc subcommittee chairs, and RCMs and the RCM alternates. Also maintains a list of Area Chairs.
- ~~1. Types and Distributes copies of the minutes to all members of the RSC no later than one month after the RSC meeting. (Posting on the Regional Web Page is not readily available to all members).~~
- ~~2.~~

V. TREASURER

1. Coordinates payment of RSC bills and allocation of RSC Budgets.
2. Handles RSC Banking accounts and is Co-signer of RSC checking account along with the RSC Chairperson and Vice-Chairperson. If one of these positions is not filled then the RD will assume responsibility of being of one the Co-signers.

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#11 Pass 2-3. Reports expenditures and revenue at the regular meetings. Maintains the cost versus budget spreadsheet.^{xviii}

VI. REGIONAL SERVICE DELEGATE (or Regional Delegate, RD)

fail 1. Must have the ability to participate in the WSC biannual Meeting. RSC is responsible for providing money.^{xix} Revision would have eliminated provision that "RSC is responsible for providing money."

#12 Pass 2. Manages pre-conference activity during Conference years. This means gathering our groups' conscience for the Conference Agenda, and may include anything from Area workshops to a pre-conference Assembly.

#13 Pass 1. Reports to the ARSC regarding the NAWS Conference and Zonal participation.^{xx}

a. Conference report should include (i) summary of decisions and how our groups voted on those decisions, (ii) how many of our groups participated in the regional tally of votes, what decisions might impact Alaska Region, and (iii) impressions and takeaways from the conference in general.

b. WSZF report should include (i) what Regions attended the forum, (ii) where was the forum hosted, (iii) the meeting agenda, (iv) and a summary of agenda findings. Also note when and where the next WS Learning Days is going to be.

~~2. Five years continuous abstinence from all Drugs and suggested participation in this RSC for the past Two years.^{xxi}~~

VII. REGIONAL SERVICE DELEGATE ALTERNATE (or Alternate Regional Delegate, ARD)

1. Performs all duties of the RSD in the RSD's absence.

2. Must have the ability to participate in the WSC bi-Annual Meeting. RSC is responsible for providing the money.

#14 Pass 3. ARD provides a written report of Conference (if ARD participates) and Western States Zonal Forum activity (if the ARD participates).

a. Conference report should include impressions, lessons learned, activities.

b. ARD should collaborate with the RD to produce a WSZF report. However, ARD may write what his/her impressions and takeaways were.

#15 Pass 4. Participates with RD in managing the pre-conference activity.

#16 Pass 2-5. Attends ARSC meetings.

VIII. SUB-COMMITTEE CHAIRPERSON

#17 Pass 1. Subcommittee chairs primarily need to carry the message of freedom from addiction – all that we do is secondary to that primary vision.

#18 Pass 2. Must provide written report ~~to~~ at the Quarterly RSC meeting including a financial report.

~~(Subcommittee chairs will submit their respective subcommittee budget annually for approval by the committee.)~~

#19 Pass 1-3. Should request changes to their subcommittee budget biannually (as part of the biannual budget process) as required to fulfill the purpose of their subcommittee.^{xxii}

#20 Pass 4. ~~Must follow WSC Approved guidelines (see note in Guideline #1) for their Sub-committee and Regional Guidelines and Directives.^{xxiii}~~

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~~2.~~

#21 Pass

IX. PUBLIC INFORMATION PUBLIC RELATIONS^{xxiv}

~~1. Produce regional schedules quarterly.^{xxv}~~

~~2.1.~~ Hold regular workshops to address the needs and activities of the Alaska Region and its individual Areas.

~~3.2.~~ Oversee ARSC web site maintenance.

~~4.3.~~ Oversee ARSC outreach activity.

4. Be responsible for ARSC phone lines.

#22 Pass 5. Coordinates with H&I as needed.

X. LITERATURE

1. Produce a Regional Newsletter.

2. Keep Area Literature Sub-committees informed of newly approved literature, Approval Literature, literature in Draft or Review Form, and the work of other Area Literature Sub-committees.

3. Facilitates Workshops to teach Area Literature Sub-committees the Literature Review process, especially the importance of the Area Literature Sub-committee participation.

4. Keep accurate files of Area and Regional literature Sub-committee action.

#23 Pass 5. Coordinates with RD team on new literature projects.

XI. HOSPITALS AND INSTITUTIONS

#24 Pass

(Yay or 1. H&I should be a resource for members, Groups, and Areas in their H&I efforts to better carry the message to addicts without regular access to NA meetings.
nay passes

or fails 2. Provides a forum or pooling place for Area H&I Subcommittees to share their experience and best practice. Includes conducting H&I workshops as requested by Areas or groups.
full

section) 3. Serves facilities that are not served by an Area.

4. Orders and distributes literature to addicts within facilities as budget allows. Communicates with institutions to encourage facility purchase of literature – Corrections will probably not buy literature but a treatment center might.

5. Passes on information from NAWS about H&I material and methods.

6. Oversees “Working the Steps Behind the Walls” (WTSBW) correspondence program.

7. Coordinates with PR subcommittee on Public Relations efforts with institutions.

4. _____

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~~XLII~~. CONVENTION SUB-COMMITTEE

- ~~#25~~ Pass 1. ~~Use the approved WSO Convention Guidelines. -The purpose of the ARSC Convention is to celebrate recovery. This purpose does not override NA's primary purpose.~~ ^{xxvi}
2. Convention subcommittee is a subcommittee of the ARSC.
- ~~#26~~ Pass 3. ~~Convention shall be held in September, October or November each year.~~ ^{xxvii}
4. Convention is hosted in turn annually as follows: Kenai, Anchorage (2017), Golden Heart, and Anchorage, and Kenai, etc. ^{xxviii}
5. Annually, at the October meeting, the next year's Host Area should commit to hosting the convention. If the Area whose turn it is to host in the cycle declines to host, then the next Area in turn shall have opportunity to host, unless Golden Heart or Kenai decline to host, in which case Kenai or Golden Heart may elect to host instead of Anchorage, who would have just hosted. ^{xxix}
- ~~#27~~ Pass 6. The host Area shall elect the Convention Chair who meets the qualifications set out in part (7)(v) and (7)(vi) of these guidelines. At the same time, the host Area may remove a Convention Chair by a 2/3 vote of the host Area groups.
- ~~#28~~ Pass 7. The convention chair is accountable to the host Area and the ARSC. ~~While the convention is a Regional event, the host Area is in the best position to respond to Convention committee needs and issues as they arise, monitor Convention progress, and coordinate Convention events with local Area events. On the other hand, the ARSC is less able to respond because it meets less frequently than the host Area, and the possible need by RCMs to take decisions back to their Areas delays ARSC response time further.~~
- ~~#29~~ Pass 8. The Convention Chair (or designee) shall provide a report to the ARSC on behalf of the Convention Committee at its regularly scheduled meeting.
- ~~#30~~ Pass 9 The Convention Chair (or designee) shall attend the host Area committee meetings and update the host Area committee on convention planning and progress, and to coordinate activities. The host Area groups (fellowship) shall support the convention committee by providing the human resources and ideas necessary to put on the convention.
- ~~#31~~ Pass 10. The ARSC shall provide the convention seed money to host the convention. This is maintained in the Convention bank account, which typically does not change between conventions.
- ~~#32~~ Pass 11. Convention chair (or designee) will submit a Convention report and transfer all funds in excess of the seed money to the ARSC treasurer within 45 days of the Convention. If the Convention earned no proceeds above the seed money, the ARSC will make the seed money whole for the next convention committee.
1. _____
- ~~#33~~ Pass 2. _____
3. ~~Areas seeking to host the convention shall submit a request to the ARSC 30 days prior to the October ARSC meeting. (Allows the RSC Chair to include it on the agenda, and Areas to consider the request.)~~

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~~4. The Convention host Area will be decided at the October ARSC. In voting for what Area shall host the next convention, the RCM's (and Areas) shall consider an Area's human resources capacity, accessibility, the principle of rotation, and cost to Alaska Region.~~

~~5. The host Area shall elect the Convention Chair. The Convention Chair is accountable to the RSC.~~

~~Convention chair will submit a Convention report and transfer all funds to the RSC treasurer within 45 days of the Convention.~~

XIII. REGIONAL COMMITTEE MEMBERS (and ALTERNATE RCMs)

#34 Pass
Yea or Nay
on the full
section.

1. The Regional Committee Members (RCM) are provided by the Areas.

2. The RCMs are the voting members of the Alaska Regional committee. Each Area has one vote, which they exercise through their RCM.

3. The RCMs are the communication channel between the Region and the Area Subcommittee.

a. It is the job of the RCM (and alternate RCM) to brief the Area of the business at Region and request a vote or advice from his/her Area as required by the Regional business.

b. The RCM (and alternate) bring concerns, motions, and voting results to the Region.

4. The RCM (and Alternate) may request assistance in making a motion at the Region

5. The RCM (or Alternate) should advise the Chair or the Secretary of new business that he or she may bring on behalf of his or her Area in order to put it on the agenda.

6. The qualification of the RCM (and alternate) is that he or she be elected (or duly appointed pro temp) by his or her Area.

7. The RCM (or Alternate RCM) should help coordinate regional business that will be held in the Area. Such business may include Regional Assembly, conference workshop, literature workshop, or other regional business.

XIV. REGIONAL FINANCES

1. Money is handled at the regional level in pretty much the same way it's managed by area treasurers. The regional committee as a whole considers it's projected expenses and authorizes expenditures to cover them. These costs often include:

- WSC participation expenses for the regional delegate and alternate
- Space rental for committee meetings
- Phone lines
- Outreach
- Service forums
- The regional assembly
- H&I literature
- Mailings

2. Budget

- i. Purpose: The purpose of the bi-annual budget is to have a prudent and balanced spending plan, which protects the fellowship from capricious and unreasonable expenditure. The purpose of the review process is to give all members in the Alaskan Regional fellowship the opportunity to participate in our budget formation and adoption.

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ii. Budget Formation and Adoption:

- It is a basic principle that the initial draft budget comes from the RSC and is sent to the Areas for approval.
- The Area groups review the budget, making suggestions to revise the budget, and providing direction and conscience to their Area RCM.
- The RCMs bring their area's suggestion(s) and conscience back to the RSC. The RSC revises the budget according to Area direction.
- The revised budget is then returned to the Areas for approval/disapproval. The draft budget is not amended at this point except for serious flaw or omission.
- A majority of Areas must approve the budget in order to adopt.

iii. Budget is adopted in of the first half of odd years. It is reasonable practice to amend the budget in the second year.

iv. Budget Schedule:

- October - At the regular Fall RSC meeting during even years, the RSC will form an ad-hoc budget committee to draw up the initial draft budget.
- November - Before the end of November, the ad hoc budget committee will provide the draft budget to the RSC for review. When the draft budget is approved by the RSC by a simple majority vote, the draft budget will be distributed to the Areas for review and comment.
- December - RCMs will distribute the draft budget to their Area groups for review and comment.
- January - GSRs will discuss proposed changes to the budget with their RCMs at their ASC meetings.
- February – After their ASC meetings, the RCMs will meet with the Budget ad hoc committee or RSC to work out budget revisions.
- March - The RSC will approve the revised budget for disbursement to and approval by the ASCs. RCMs then present the revised budget to their Areas and the revised budget goes back to the groups for approval or disapproval
- May - The RSC will convene to vote on the budget. If approved, budget is finalized.

ⁱⁱ A vision keeps us focused – experience recovery in culturally relevant terms, obtaining spiritual satisfaction doing service, trusting one another and listening to one another. Vision Statement was somewhat borrowed from the Canadian Assembly.

ⁱⁱⁱ After some discussion we kept this, though it is redundant because we refer to steps, traditions, and concepts elsewhere.

^{iv} “Only NA Guidelines” is ok but the parenthetical “Guide To Local Services” is too rigid because it is being revised, which centers around the whole service project. The Guide says to use Robert’s Rules, whereas now there is option to use Consensus Based Decision Making.

^v This change cleans up “Chair may entertain a motion”, which does not make any sense. Like of course the Chair and the whole Committee can entertain a motion.

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^{vi} If a group gets a vote, then it is not fair to an Area that represents multiple groups. Being heard is important and can move the RCMs to act one way or another. Alan suggested that we give the Chair the prerogative to introduce a motion on behalf of a group outside of a geographic Area.

^{vii} “Region should not waive clean time” is more direct. And while they should not waive clean time, this is not a prohibition. Kenai suggested that waiving clean time be unanimous decision, “requires over 2/3 majority” is the same as a policy change.

^{viii} This is not an issue. Region does not care really who the Area sends; it is up to the RCM or the Area to find a substitute, which substitute may act in all manners on behalf of the Area.

~~^{ix} If a group gets a vote, then it is not fair to an Area that represents multiple groups. Being heard is important and can move the RCMs to act one way or another. Alan suggested that we give the Chair the prerogative to introduce a motion on behalf of a group outside of a geographic Area.~~

^x Promotes accountability and responsibility. Offers help to the committee chairs.

^{xi} Lets get with the times: no one “mails” minutes. Just unnecessary.

^{xii} This is unnecessary. It is not the Chair’s responsibility to make sure the minutes are correct. The RCMs “approve” the minutes in the ordinary course of the RSC meeting. This provision kind of inhibits the Secretary distributing the minutes, which is not good. The Chair reviews the minutes along with everyone else.

^{xiii} This is redundant. Chair qualifications are in Section I(7)(v). This is an artifact from a former set of minutes.

^{xiv} States the obvious maybe, but may not be that obvious. It is one of those things the Chair does.

^{xv} This was moved from the ARD to the Vice Chairperson. Vice Chair is typically the parliamentarian in a committee. It has been edited for clarity.

^{xvi} Committee members frequently miss the meetings because they do not maintain a calendar. This helps out. The fact is we are all volunteers.

^{xvii} Hopefully this captures the intent of having minutes. The note that another officer may draft the “main points of a discussion” is included because the secretary may have not background on a topic and could thereby be just lost in the discussion, which would make meaningful notes unlikely.

^{xviii} Self evident part of the treasurer’s job.

^{xix} Currently NAWS provides funding.

^{xx} Alaska fellowship is sending the RD to the Conference to carry conscience so the RD should report back results of conference. Also the Alaska fellowship is sending RD to the zonal forum annually, then RD should report back the results of that discussion. In its current state the, Zonal Forum is an

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information exchange forum not an action forum so the RD should report about the discussion – what are other Regions doing.

^{xxi} The clean time requirements for RD are set out Section (I)(7)(v). This is inconsistent and an artifact from the prior revision.

^{xxii} The subcommittee budgets are set from year to year but an subcommittee chair needs to consider their subcommittee needs in light of revenue and what the chair thinks may be accomplished with more or less funding to better fulfill our Vision. (See NAWS Vision)

^{xxiii} No need for this. Just goes without saying – why have guidelines if we are not following them.

^{xxiv} Generally the term “Public Information” has been replaced with the more broad term “Public Relations”. We not only inform the public, we maintain relationships with the public in order to better carry our message. Additionally, the PI handbook has been replaced with the PR handbook.

^{xxv} Compiling a regional schedule is a duplication of effort – the Areas compile and maintain their schedules, which can change rapidly. By compiling schedules, we run the risk of spreading misinformation. The local schedules may have flaws, but they are quickly remedied. Most Areas do not even check a Regional schedule.

^{xxvi} There is currently no WSO. I could not locate convention guidelines on the na.org. Can we expect Areas to follow guides that are out of print.

^{xxvii} This provision would make a guideline from what has previously been a tradition. The fellowship generally likes tradition and this is in keeping with that.

^{xxviii} This was adopted by resolution in 2014.

^{xxix} Sometimes the smaller Areas are not up to hosting a convention. If Anchorage has just hosted the convention, then it is appropriate to hold it elsewhere the following year, so if GH declines, it should go to Kenai or vice versa.