

District 55

Handbook

Compiled by interested District 55 Members

Revised by Handbook Committee

Approved by District 55 Committee _____ 2016

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A Declaration of Unity

This we owe to A.A.'s Future:
To place our common welfare first;
To keep our fellowship united.
For on A.A. unity depend our lives,
And the lives of those to come.

Statement of Purpose

The purpose of this handbook is to provide suggested guidelines for the business of District 55 within the context of the Traditions. It is intended to supplement , not replace the AA Service manual.

Responsibility Statement

I am responsible. When anyone, anywhere, reaches out for help, I
Want the hand of AA always to be there. And for that: I am responsible.

District Information

Area Covered by District 55:

Agnew
Sequim
Blyn

Address:

District 55
PO Box 1985
Sequim, WA 98382

Website:

www.district55aa.com

General Service Office
PO Box 459
New York, NY 10163
www.aa.org

Western Washington Area 72
www.area72aa.org

District Service Positions

All of the following positions in District 55 are elected:

1. District Committee Member, DCM
2. Alternate D.C.M.
3. Treasurer
4. Alternate Treasurer
5. Secretary
6. Alternate Secretary
7. Accessibilities Chair
8. Activities Chair
9. Answering service coordinator/ Schedules Editor
10. Archivist
11. Corrections Chair
12. Literature/Grapevine Chair
13. Newsletter Editor
14. Public Information/Cooperation with the Professional Community, PI/CPC, Chair
15. Treatment/Bridge the Gap Chair
16. Web Servant

Suggestions for length of sobriety for the above positions may be found in The A.A. Service Manual under specific job descriptions along with voting procedures Chapter One

BM-31 - [A.A. Service Manual/Twelve Concepts for World Services](http://www.aa.org/assets/en_US/en_bm-31.pdf) -
http://www.aa.org/assets/en_US/en_bm-31.pdf

Realistically, general computer skills are not only helpful, but strongly relied on to carry out many of the duties of District 55 service positions. Although not required, access to a computer and a willingness to learn computer skills are encouraged.

The Principle of Rotation: Traditionally, rotation ensures that group tasks, like nearly everything else in AA, are passed around for all to share.

(“The AA Group,” Pg. 26.)

Rotation in District 55 occurs at the same time as Area 72 with elections falling on the even years and service commencing on January 1st of the odd numbered years. Should a position become vacant during a rotation an election will be held to fill the remainder of the rotation. The replacement will be eligible to stand for the position again at the next regular election should they choose.

Job Descriptions

“DCM” District Committee Member

The DCM's job is that of two-way communication between AA groups and the Area 72 Committee about information regarding District 55.

- Prepare and present an agenda for each district meeting
- ✕ • Conduct monthly district meetings
- Attend pre-conference, pre-assembly, delegates report , quarterly meetings and Area assembly
- Visit Groups to inform members about the responsibility of general service work
- ✕ • Plan or organize workshops and other district area gatherings i.e. Delegates Reports, GSR Schools, Pre-Conference Meetings, Pre-assemblies and Quarterlies (when appropriate and with district members help)
- Prepare and submit a report for submission in each edition of the Area newsletter and the District newsletter.
- Collect information from new GSRs and Committee Chairs and send to Area Registrar
- ✕ • Bring any Traditions problems to the attention of the Delegate
- Delegate responsibilities to other committee members as required

Alternate DCM

The alternate DCM is the backup for the DCM if, for any reason, the DCM cannot serve.

- Assist, share and participate in the DCM responsibilities
- Be available to assist District Standing Committee Chairs.
- Perform any duties assigned by the district committee
- Attend District 55 monthly business meeting

Treasurer

- Maintain a Prudent Reserve of \$2000.00 and a Working Budget up to \$1000.00
- Make monthly reports in writing on contributions and bills
- Uphold and carry out district financial decisions arrived at by group conscience
- Chair annual budget committee meeting and report findings at district meetings
- Provide printed reports of district income and expenses
- Be available to district groups and members for 7th Tradition information
- Understand Quicken and Excel for maintaining records
- Attend District 55 monthly business meeting

Alternate Treasurer

- Be prepared to fill in/take over for treasurer if needed
- Follow guidelines of the District Treasurer
- Attend District 55 monthly business meeting

Secretary

Purpose: to record District 55 business meetings

- Provide agenda for all members in attendance
- Take notes of all district meetings
- Provide meeting notes to all district members
- Keep a notebook of all minutes for future reference
- Provide updated "confidential list" for all district committee members
- Report changes of personal information to DCM and other members when necessary
- Provide copies of any pertinent information about District 55 to Archivist for retention in Handbook
- E-mail minutes to Area 72 officers and Area Archives
- Attend District 55 monthly business meeting
- During each rotation of service, maintain a current reference list of all Original Main Motions presented to District 55, any final action taken, motion approved, failed or postponed. (Original Main motions are those brought before the District addressing new subjects upon which action by the District is desired. Original Main motions *do not* include monthly approval of minutes, treasurer reports, approval or adoption of a committee report, motion to adjourn or postpone, etc.)
- Maintain a log of all historical Original Main Motions that have been presented to District 55, any final action taken, motion approved, failed or postponed. This log to be incorporated in the District 55 Handbook and indexed by subject as a reference for all those who serve the District.

Alternate Secretary

- Be prepared to fill in for the Secretary, if needed
- Follow guidelines of the District Secretary
- Attend District 55 monthly business meeting

Accessibilities Chair

This committee follows guidelines of Area 72 which include many varied responsibilities. Please refer to WWA 72 Area Handbook for details.

- Attend Area Accessibility Quarterly meetings
- Maintain a list of members willing to carry the message to other members
- Attend District 55 monthly business meeting.

Archivist

Purpose: To collect and maintain district archives

- Attend Area Archives Quarterly meetings
- Provide or obtain safe housing/storage for district archives collection
- Arrange archives displays at AA functions as requested
- Obtain and follow Archives Guidelines from the General Service Office
- Include in the collection: books, pamphlets, meeting directories, district minutes, newsletters, Conference and Assembly reports, letters, tapes, photographs, CDs, etc.
- Attend District 55 monthly business meeting

Activities Chair

Purpose: To provide the AA fellowship with informational and social activities throughout the year which may include picnics, banquets, alcahons along with workshops and service related gatherings.

- Obtain a large committee of volunteers including an alternate chair
- Secure locations for events in a timely manner including necessary paperwork from facility management
- Maintain and disperse funds from the Activities bank account being accountable to District Committee regarding income and expenditures that keep this committee self-supporting.
- Hold regular committee planning meetings as needed.
- Attend District 55 monthly business meeting.

Corrections Chair

Purpose: To facilitate and coordinate volunteers to provide regular AA meetings to the Correctional Facilities in Districts 22 and 55. This is a combined committee from both districts. It functions independently from both districts, but is accountable both activity wise and financially to both districts on a monthly basis, since both districts fund it.

- Attend Area Corrections Quarterly meetings
- Attend joint District 22/55 monthly business meeting
- Provide literature to the correctional facilities served
- Cooperate with Bridging the Gap Coordinator in bridging inmates into AA
- Attend District 55 monthly business meeting

Literature/Grapevine Representative

Purpose: To order, maintain and manage Conference Approved literature and make it available to Groups and their members.

- Attend Area Literature/Grapevine quarterly meetings
- Keep a literature supply of books and pamphlets
- Manage the literature and give an accounting at the monthly district meeting
- Be available to take literature orders and Grapevine subscriptions
- Be available to set up literature displays and sell literature
- Visit home groups to provide an explanation of literature and how it can be obtained, periodically, in cooperation with the GSR
- Attend District 55 monthly business meeting

Newsletter Editor

Purpose: To provide the district with regularly printed newsletter to include scheduled events, updates and articles on current AA topics of interest to the District and AA as a whole.

- Gather information of interest to local AA Groups and members in a timely manner
- Provide methods of distribution for the District Newsletter
- Attend District 55 monthly business meeting

Public Information /Cooperation with Professional Community “PI/CPC”

Purpose: To carry the message of recovery by informing the general public and professionals concerned with alcoholism about Alcoholics Anonymous.

- Attend Area PI/CPC Quarterly meeting
- Organize a PI/CPC committee of volunteers to determine methods of dispersing literature and other information to the public and professional communities.
- Be available to make presentations in conjunction with other Standing Committee Chairpersons.
- Maintain contact with and provide literature for schools, TV, Radio, Newspapers, and Health Fairs, hospitals, attorneys and predetermined literature holders locations like library, town hall, police stations, counseling centers Dept. of Social & Health Services, hotels and motels, etc.
- Use guidelines not in opposition of conference approved workbooks and AAWS Guidelines
- Attend District 55 monthly business meeting

Schedules Editor/Answering Service Coordinator

Purpose: To provide groups with up-to-date meeting schedules through GSRs and District Committee Chairs. To maintain contact with the professional answering service of the District's choosing.

- Obtain information on changes to current meetings and new meetings to be added to schedule
- Provide schedule updates in electronic format to District 55 Webmaster
- Provide updated meeting schedules to be picked up at District meetings
- Be computer literate
- Keep current list of members willing to accept calls via answering service
- Provide current meeting schedules to answering service
- Update District 55 meeting schedule on Area 72 Website
- Attend District 55 monthly business meeting

Treatment Facilities Chairperson

Purpose: To carry the message of AA recovery to in-patient and outpatient treatment centers.

- Attend Area Treatment Quarterly meetings
- Provide AA contacts for treatment patients upon discharge, if requested (“Bridge the GAP”)

- Offer programs, panels, speakers, workshops for patients' families and staff at treatment facilities
- Attend District 55 monthly business meeting

Web-Servant

Purpose: To maintain the content and structure of the District 55 website. As directed by the Group conscience of the District committee.

- Attend Area Web Quarterlies
- Update posted meeting information, as needed, on website.
- Follow guidelines of WWA72 regarding website policies.
- Review and comply with General Service Office Policies
- Review the 12 Traditions as applicable to public information and anonymity
- Be familiar with or willing to learn AAWS Guidelines for setting up and maintaining an AA website within the Traditions of AA, paying special attention to Tradition 12
- Attend District 55 monthly business meeting

Current District 55 Web Guidelines:

- Changes in the content and structure (other than cosmetic) can be made only after a vote of the District Committee
- As a district, we will link our website to only Area 72, districts within Western Washington Area 72, and the North Olympic Area Roundup.
- No phone numbers or last names should ever appear on the District Website
- Coordinate and cooperate with District Schedules chair

Each district elected or appointed service officer should have an "alternate" to provide continuity when the regular officer cannot fulfill his/her duties. An alternate should be encouraged to participate fully in committee activities as they may be called upon to step into the service position as needed. All elected and appointed trusted servants should plan to use only the budget amount approved for each service entity, and if a greater amount of funds is needed to carry our message, request approval from the district committee before expending additional money.

General Service Representative “GSR”

Often called the most important job in AA, the GSR serves as the direct link between the home group, the District, the Area and ultimately AA as a whole. Some of the responsibilities of the GSRs are, but not limited to, the following:

- Attend Area Assemblies on behalf of the group
- Keep group members informed about general service activities in the district and Area
- Receive and share with their groups all mail from the General Service Office (“GSO”), including the newsletter from GSO, “Box 459”, the Western Washington Area 72 newsletter and District 55 newsletter
- Become familiar with the Traditions and Concepts
- Provide current contact information to the District Committee Member to be sent to the Area Registrar
- Attend District 55 monthly business meeting

GLOSSARY OF TERMS FREQUENTLY USE IN GENERAL SERVICE ACTIVITIES

Housekeeping Motion: A motion that affects the assembled body only. It has no effect on another AA group(s) or AA as a whole. It requires only a simple majority to pass.

General Service Conference: Held in New York, usually in April, is the culmination of the year’s activities, the time when the collective group conscience of U.S./Canada A.A. comes together to take actions that will guide the groups in the years to come. One Delegate from each Area attends the General Service Conference, and votes for the good of AA as a whole.

Pre-Conference: Held before the Conference. This is where the topics for the Conference agenda are presented in a pro & con fashion to educate the group members to have an opportunity to voice their individual opinions, which are passed on to the Delegate for the Conference.

Delegate’s Report: The Delegate provides a report of his/her trip to New York along with the record of reports, discussions, workshops, and actions that were taken.

Assembly: Held the 1st weekend in October. Assembly meetings consider a variety of issues from General Service Conference business to area problems and solutions and financial affairs, while sharing sessions, public information programs, workshops and video programs keep A.A. strong and participation in service growing. Every other year there is a rotation of elected and appointed trusted servants and an election is held at the assembly.

Pre-Assembly: Held prior to the Assembly. The primary purpose is to become familiar with the Motions that have come up during the year at the Area Quarterlies and have been passed on to the assembly to be voted upon.

Area Committee: DCM's and Alternate DCM's from all Districts within Area 72, along with the Area Elected, Appointed Trusted Servants, and Past Delegates, make up the **Area Committee.**

Area Quarterlies: Quarterlies are held January, April and July. At Quarterlies, the Area Committee meets, makes reports, listens to presentations, discusses proposals, and votes on motions. At Area Quarterlies, the Area Committee decides which motions to bring before the Area Assembly for discussion and vote.

Committee Quarterlies: District Service Committee Chairs meet once each quarter with the Area Chair for that committee and chairs from the other Area 72 districts to share information and ideas that will help them carry out the needs of their respective Districts.

Conference-Approved literature, videos, and films: Pamphlets, books, videos, and films, produced under the auspices of various Conference and trustees' committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

Group conscience: "Informed Group Conscience" is the collective conscience of the group membership. This is achieved by group members through *fully* sharing information and individual points of view so that the group members are *fully* informed and knowledgeable on items to be voted upon.

Service Manual: The manual created by AAWS to be used as a general guideline for how AA conducts its business, as well as the responsibilities of specified service positions, AAWS, and the AA Grapevine.

GENERAL GUIDELINES

- District #55 Committee will hold a regular monthly meeting. Time and place will be designated by the DCM.
- Communication and participation are very important aspects of district meetings. All members of Alcoholics Anonymous are welcome to attend district meetings. (The following positions have a vote at the district level: DCM, Alternate DCM, GSRs (with Alternate GSRs voting only in the GSR's absence), District Officers, and District Standing Chairs. Since the group conscience of home group members is extremely important to Alcoholics Anonymous as a whole, GSRs are encouraged to vote as GSRs even if they hold a second district service position.)
- It is suggested that you be willing to provide your surname, address, and telephone number to be used within the fellowship of Alcoholics Anonymous (Pamphlet :Understanding Anonymity)
- The DCM and Alternate DCM may vote on a motion. The DCM cannot bring forth a motion, but may ask for the floor to bring one forth.

ELECTION GUIDELINES

- AA's generally feel that "The Spirit of Rotation" keeps everything more vital and productive. However, if an elected officer was elected part way through the term, they may be allowed to be elected for the same position.
- The term of office shall be two years for both the Elected Officers and Standing Committee Chairpersons. The term begins January 1 of odd years and ends December 31 of even years, running concurrently with the Area Committee.
- *The "Notice of Election" will be published in the Newsletter and the District Minutes both in August and September of even numbered years for an October election.
- It is recommended that the election process be presided over by an Elected Officer from the Area or another District in the Area, invited by the DCM.
- The election for DCM, Alternate DCM, Treasurer and Secretary will be held first.
- Those standing for any of these positions will be asked for a brief service history.
- The election for Alternate Treasurer and Alternate Secretary will be held next.
- Those standing for either of these positions will be asked for a brief service history.
- The election of Standing Committee Chairpersons, one at a time, will be held next in the order they are listed on the roll call sheet.
- Those standing for any of these positions will be asked for a brief service history.
- Elections will be held using the Third Legacy Procedure and explained in the AA Service Manual Chapter One.

District 55 Past Motions

2008

02-17-08

Rhonda moved that for the next newsletter that we publish the upcoming birthdays for the following three months, as well as the birthdays for the past quarter. Henceforth birthdays will be published for the coming quarter in the newsletter. This was seconded and the vote was unanimous in favor of this change.

04-20-08

Treasurer's Report. (Ralph E.) It was proposed that the secretary's budget be \$15.00 monthly for a total of \$180.00/year. Michael G.R. submitted a budget proposal of \$432.02 for Treatment Liaison and a budget of \$500 for the Newsletter was suggested by Beth V. which is an increase of \$150.00. A motion was made and seconded that each proposal be accepted and the vote was in favor in each case.

6-20-08

Chris D. made a motion, seconded by Carol N., to move the elections to October (rather than November) and to do so annually. Motion passed. (This refers to District 55 elections.)

08-17-08

- Motion to put web address on the new schedules IF it's a short one.
- Rhonda motions and Diane Marie seconded to increase hotline money as needed. All ayes.

9-21-08

It was noted that it appears that District 55 can manage to incorporate the request for the additional

\$500 made by the Corrections Committee fairly easily. A motion was made that \$500 be allotted to Corrections for transportation for now until they can submit a new budget. The motion was seconded and voted for in the affirmative.

10-19-08

Ralph made a motion that we:

- (1) Pay \$374.32 to District 22 to make us even for increased hotline costs from April through September
- (2) Pay requested \$124.97 starting this month (October) which is ½ the monthly cost that District 22 pays for the hotline.
- (3) To cover our half of costs, put this monthly amount (\$125.00) in the annual budget +20%

The motion was seconded and passed.

The Corrections budget is \$250.00 over what was originally allotted. A motion was made by Beth V. that Corrections submit an adjusted budget and that we vote on it. The motion was seconded and passed.

2009

6-21-09

A motion was made, seconded and passed that each group be listed on the day they hold a meeting. (Refers to listing in the meeting schedule.)

7-19-09

The cost of sending two persons to quarterly meetings was brought up. While there is support for the idea of sending the DCM and the Alt. DCM to various meetings, there is concern as to whether or not the District has the monies to support this. It was noted that back in July, 2004 a motion had been made and passed to send the DCM and Alt. DCM to the quarterlies. A motion was made, seconded and passed that a flyer be made up to for the purpose of soliciting people to work on a committee which would work on this issue. Jorge will make up a flyer.

A motion was made by the group that the District form a committee to examine the district budget. The motion was seconded and

passed. Ralph, our treasurer, was asked to chair the committee. He is willing to do so.

10-18-09

A motion was made by Jorge M. and seconded by Rhonda B. that the District sponsor an alkathon. Rhonda B. called for a vote. The motion passed with 10 in favor, 6 opposed. Jorge M. volunteered to chair the committee to organize the alkathon.

A motion was made by Brenda S. and seconded by Candi L. that activities put on a dance and whatever other activities they felt pertinent (such as speaker).

This motion passed.

12-20-09

A motion was made by Michelle B. and seconded by Brenda C. to provide the CPC committee \$60 towards the cost of purchasing racks for literature. A suggestion was made that possibly some groups might be willing to sponsor the cost of a rack as well.

A motion was made by Conrad E. and seconded by Brenda C. that we leave the newsletter at \$500 for now and that \$200 for archives carry over and the rest of the budget remain the same. Motion passed.

2010

2-21-10

A motion was made by Carol N. that we pay \$25 a month to St. Luke's Church. This was seconded by Rick J. Motion passed.

A motion was made by Rhonda that the District rent the next larger size storage unit. Seconded by John C. Motion passed.

David will check for a 10 x 10 and upon renting same he will let Ralph know when the change occurs.

Regarding gas mileage reimbursement a motion was made by Jorge M. and seconded by Alex F. that District 55 reimburse at the rate of 14 cents a mile. Motion passed.

3-21-10

Twenty copies of the DSS Updated Suggested Motions were made available to those at the meeting. Copies of these two motions had been distributed to everyone at the January meeting. Ralph E., treasurer, noted that the first motion provides some guidelines for the treasurer and he would like to have a decision on the motion at this meeting. This motion reads:

District 55 establishes a Prudent Reserve at the amount of \$1,000. The prudent reserve is the balance in the District 55 funds that should not be spent without specific authorization of the GSR. Operating expenses for budgeted items are expected to be taken from a Working Reserve maintained in the District 55 Treasury balance that is greater than the Prudent Reserve. The amount of the working reserve will be determined by the Treasurer as part of the duties of that position. A guideline for the Working Reserve, based on the 2010 budget, would be to maintain about \$2,500. in the District 55 Treasury at the start of the budget year. The amount required for a Working Reserve in the budget year may vary throughout the year.

After receiving feedback from those GSR's who had taken this motion to their groups for discussion, a motion was made by Ralph E., seconded by Rick J., that the Revised Motion (January 17, 2010) in regard to Prudent and Working Reserves be accepted. Motion passed.

The second motion (Motion in regard to contributions to Area 72 and General Service Office) still needs to be voted on later after feedback is received from the groups. Hopefully we can vote on this motion next month.

There was additional discussion regarding the motion that stated, "That the Washington Area #72 reimburse mileage at 1/2 of the

current IRS business rate, for all those eligible, that show a need for reimburse lit:!" One opinion was "that show a need" should be omitted. A motion was made by Brenda C., and seconded by Carol N., that the motion as stated above be amended to read "That the Washington Area #72 reimburse mileage at ½ of the current IRS business rate for all those eligible for reimbursement." This motion needs to be taken back to the groups for discussion.

There was additional discussion regarding the DCM's travel expenses. Rick J. noted that these expenses should be reimbursed to the DCM and moved to reimburse same. The motion was seconded by Ralph E. It was reported that the hotel was approximately \$240 and registration \$20. Motion passed.

4-18-10

Old business included polling the GSR's regarding allowing 5 minutes vs. the current 3 minutes for their reports at the assembly. A motion was made by Harry C., seconded by Brenda C., to extend the time allowed for the reports to 5 minutes. Motion passed.

After more discussion, a motion was made by Steve W., seconded by Chris D. that Arlen, Tom, and Bea be reimbursed for costs incurred in completing this project. The motion passed. (Gift of tapes project)

6-20-10

Chris D. made a motion, seconded by Carol N., to move the elections to October {rather than November) and to do so annually. Motion passed.

The issue of who will be the voting members of the district was revisited. It was thought that this should be put into a handbook. GSR's need to discuss this question with their home groups and report back to the district meeting. A motion

was made by Carol N., seconded by Chris D., that the GSR's, standing committee chairs, and trusted servants would all be voting members and we would temporarily proceed in this way until the question is settled. GSR's were also asked to advise their home groups that an ad hoc committee is needed to begin to put together a set of bylaws related to such questions as to who can vote, required length of sobriety, etc. This will be brought up in the future under old business.

8-15-10

It was suggested that activities pick up the tab for archives storage since the storage unit is mostly used by activities anyway. This would come to about \$700 a year. After some discussion a motion was made by Chris D., seconded by Brenda C. that the cost of storage for archives would come out of the activities budget. The motion passed.

12-19-10

New Business: The Finance Committee (Brenda C., Jorge M., Ralph E.) met on December 7, 2010 to review the details of the District 55 2010 operating budget and actual expenses. As a result of their review, the Finance Committee puts forward the following motion:

Motion: It is moved that the District 55 operating budget for 2010 be carried forward without changes and be adopted as the District 55 2011 operating budget.

Motion passed.

2011

05 – 1 motion to accept the Literature budget of 2,600.00 on incremental basis.

2012

No minutes.

2013

- 01 – 20 Motion for The District and Activities Committee split the cost of storage.
- 03 – 17 Motion for the District to assume the full cost of storage.
- 04 – 21 Motion to defer plans for bid to host Web Quarterly in 2013.
- 05 – 19 Motion to elect a financial steering committee.
- 06 – 16 Motion that District 55 present a request to GSO at the Area Quarterly that they create a pamphlet on menopause.
- 10 – 20 Motion to investigate purchasing our own sound system.
- 10 – 20 Motion to set the travel reimbursement rate to the current IRS Charitable rate.
- 11 – 17 Motion to reword district travel reimbursement rate to ½ IRS business rate.

2014

- 01 – 2 Motion to offer to cover traveling expenses of visiting area chairs who are invited to come and make presentations at our district meeting.
- 04 – 20 Motion to replace the coffee maker.
- 09 – 21 Motion to accept and fund a 2 year contract for the hotline at a cost of \$1,250.00 per year, divided by 2 Districts (55 & 22) every 6 months.
- 11 – 16 motion to give Dana permission to go \$10.00 over his budget in order to print new schedules to reflect the move by "A New Pair of Glasses" to their new location.

12 – 21 Motion to send treasury overages to Area 72 and GSO equally. (\$200.00 each)

2015 & 2016

January 18, 2015

There was considerable discussion regarding this issue. Concern was expressed that we not leave District 22 stranded with a financial commitment to the Answering Service that they could not handle on their own. It was mentioned that this is an issue that should be taken back to the groups. It was pointed out that a decision had to be made right away as the contract was due to be signed. A motion was made by Paula K., seconded by Dave C. that we go with Security Services Northwest, Inc. The motion passed.

June 21, 2015

There was a motion made by literature chair Larry Green at the May meeting, to bring the Grapevine/ Literature finances into the District treasury. This motion reads, "to have all financial matters involving Literature for District #55, be incorporated into the financial structure of District #55." There was a vote in favor of voting on the motion today. Larry read the motion. Six voted to approve the motion, zero abstentions. The motion passed.

August 16, 2015

There was a discussion of the motion brought to District pertaining to how to purchase books for the Literature/Grapevine Committee. The motion reads: "That District 55 Literature/Grapevine Chair order literature from the General Service Office and Grapevine Office using a check written by District 55 Treasurer and that money from literature sales go into the District Treasury." A point of information was made that the cost of books goes up or down (this is a function of how much groups contribute to GSO). A motion was made to call for a vote, seconded. Motion passed.

October 18, 2015

Georgette H. requested that the budget for PI/CPC be increased by \$200 to cover expenses to the end of the year. All her current budget has been spent on business cards, literature and postage for mailings to medical facilities and churches. A motion was made, seconded and passed to address this question today. Discussion ensued. A motion was made by Rhonda B., seconded by Julie P. that \$200 be added to the 2015 budget for PI/CPC. Passed.

November 15, 2015

Ad Hoc Committee for 2016 Budget: Paula presented a thorough report on the proposed budget for 2016 which included a letter indicating response to her request for committee

proposals and other recommendations for 2016 made by the committee. The committee passed a motion to increase the budget for printing schedules from \$400 to \$600.

December 20, 2015

Ad Hoc Committee for 2016 Budget: Keith M. was present and on behalf of this committee presented the District 55 2016 Budget Ad Hoc Committee Proposal dated December 20, 2015.

It reads as follows: Motion for Prudent Reserve Increase:

DISTRICT 55 2016 Budget Ad Hoc Committee Proposal

District 55 AA Groups to consider District 55 Prudent Reserve be set at \$2000.00 annually and have an available Working Budget up to \$1000 for any given month throughout the year. This Working Budget would not only provide District 55 carryover reserves into the new fiscal year, but would ensure funding of any additional expenses incurred by the District that had not been accounted for in the Annual Approved Budget. These expenses could include, but are not limited to, increases in:

- 1) Printing costs and Postage
- 2) District overhead expenses, i.e., Call Center Service, Monthly Rent, Storage Unit fees
- 3) Hosting expenses related to Area Quarterlies, Workshops, etc
- 4) District Supplies
- 5) Accounting Software upgrades
- 6) Additional funding of District Committees

Thank you for your consideration,

Paula Koch

District 55 Treasurer

Chairperson, District 55 2016 Budget Ad Hoc Committee

A motion was made by Julie P. to enact as written, seconded by Rhonda B. This needs to be taken to the groups and discussed and then voted on next month.

A motion was made and passed to amend the schedules budget to an increase from \$400 to \$600 annually. Please take the proposed budget to your groups and discuss it with them. We need to make a decision on this budget.

Jan.17, 2016

A motion was made by Barbara T. and seconded by Kathryn P. to raise the Corrections budget to \$1,250 annually. The motion carried. This motion should be discussed in the groups.

Feb 21, 2016

Barbara T. made a motion to accept the District 55 Proposed Budget as presented in this packet (packet handed out for the February meeting). Patrick seconded. There was no additional discussion. There were 12 votes in favor of the motion which was unanimous.

Sept. 16, 2016

A motion was made and seconded to accept the draft copy of the District 55 Handbook as presented. The vote was taken with 11 in favor, 0 opposed, and 1 abstained. Since no one voted against the motion, there was no minority opinion. The motion passed. Jerry reminded everyone that now we can amend this document as needed.

Reference Materials

The A.A. Service Manual
Combined with
Twelve Concepts for World Services

The AA Group Pamphlet

The Twelve Traditions – Illustrated

Alcoholics Anonymous Comes of Age

Dr. Bob and the Good Old-timers

“Pass It On”

Experience, Strength and Hope

These are just a few of the many books and pamphlets available from A.A.W.S. and A.A. Grapevine Inc.

