



**Open with Moment of Silence & Serenity Prayer – 6:00pm**

**Introductions & Attendance**

**Read the Concepts & Warranties** - Susan B.

**Announcements** - Welcome back Cathy T. Cathy is no longer serving on the WSO Board of Trustees.

**Approve Minutes** - Read and approve the minutes from the July 6, 2020 Policy Meeting, Linda D.

**Debbie H. made a motion to accept the Unapproved Minutes from the July 6, 2020 Policy Meeting as presented. 2nd by Don B. Motion passed.**

**Business:**

Finance 2020 EOY & Abundance Fund figures update – Jim D.

Working Fund Details

Starting balance was \$5,000 at beginning of 2020.

“Other” line item for \$218 was for an extra room at the hotel for March 2020 AWSC; and a charge for Jeri V.’s room, which was reimbursed.

“Standing Committees-Technology and Website” – Jim was asked to be prepared to report on line item expenses at the Spring Assembly. Equipment, software or services that are used by the Area are listed as Technology expenses. Domain name registration/renewal, maintenance and upkeep of the Area website are listed as Website Committee expenses.

Cathy T. volunteered to be the Finance Committee Chair for the remainder of this panel. Setting up electronic donations will be handled by the Finance Committee.

**Abundance Fund Summary**

At the end of 2019 there was an excess of over \$1,100 in the Working Fund which was donated to WSO, leaving \$5,683 in the Working Fund. \$683 will be donated to WSO at the end of 2021 unless it is spent before then.

The Assembly is supposed to decide what to do with the Abundance Fund. The reason we wait until the end of the year is so we can report it to the AWSC and Assembly before disbursing.

There is an excess of \$4,000 in the Working Fund plus the \$683 excess in the Abundance Fund for 2020 which can be donated to WSO.

There was a discussion on whether to send the excess now, rather than waiting until the end of the year. The AWSC can make a recommendation to the Assembly to donate the Abundance Fund as soon as possible.

Cathy T. moved that the Policy Committee recommend to the AWSC recommend to the Assembly to donate the Abundance Fund to WSO as soon as possible.

A straw poll was taken and passed.

**Annual Audit – Jim D.**

The Policy states that the audit would be done before AWSC, but due to the pandemic it was not done before this AWSC. It can be done virtually before the next AWSC or wait until August before the next AWSC. DRs and other members can be asked to be involved so the audit is not done by just the one or two officers. A straw poll was taken and the majority wants the audit done in person, not virtually, and not wait until August.



#### Technology Committee - Debbie H.

When the Technology Committee was formed it was for a 3-year trial, and that at the 2021 Spring Assembly a decision would be made to make it a permanent committee. A job description was prepared, which shows that this committee is vital and involves many people. The Area has additional software and hardware equipment to accept credit cards. Website Coordinator would be a member of the Technology Committee, but a separate position because they require two different skills. Elizabeth S. is the Technology Committee Chairperson at this time. If the Assembly approves this, then the Technology Coordinator position would be created at the Fall Assembly.

#### Election Warmup – Ann J.

Review all Job Descriptions & election procedures

The elections will take place at the Fall 2021 Assembly. Each Officer is asked to share for 3 minutes at the AWSC meeting what their position involves and to write a job description about their position and send it to Ann J. by March 15. Each Officer and Coordinator will be asked to share about their positions at the Spring 2021 Assembly.

Debbie H. will be moving to Minneapolis. She is transitioning her non-Alternate Delegate duties. She is not planning to run for Delegate in September.

#### Prudent Reserve

The 2020 ending balance is \$18,476. The 2021 target is \$19,725.

The Literature Fund Value is \$8,524.

#### 2020 End of Year Asset Summary

The Midlake funds cannot be spent by the Area as that money is being held in trust for Midlake. It is not actually Area money, it listed for insurance purposes.

#### 2020 Budget vs Actual Report

The Website Budgeted amount is \$200, but the actual expense is \$1,241.97. The Website was under budgeted, which is why there is such a big difference. Some expenses were for registering domain names and hosting for 5 years in advance, which were not accounted for when the budget was prepared in 2019.

#### Update on combining Convention and Midlake Conference

The Convention Planning Committee decided to incorporate Midlake with the Convention. Registration, speakers and banquet will be combined, but Midlake will be held as a separate event at the same place and time as the Convention. There is a concern about the Midlake finances and meals. Cathy T. will be the Convention Treasurer and does not remember the Convention Planning Committee voting on combining them. Carol V. is Vice-Chair of the Convention and volunteered to be a Liaison for Midlake at the Convention, assisting in holding Midlake at the same place and time as the Convention.

#### Writing Active Past Delegate job description and/or guideline

The Active Past Delegate Task Force presented a report that defined the role of Active Past Delegate at the 2020 Fall Assembly and is no longer working on it. A discussion was held about whether a job description is necessary. A suggestion was made that the August 2021 AWSC and Fall 2021 Assembly decide about writing an Active Past Delegate job description with structure and requirements to continue to be an Active Past Delegate. The Area Policy Committee has the information needed to do write a job description. The Policy



Committee would need to dissolve the Task Force. Carol V. volunteered to write the job description and welcomes any information and comments. A straw poll was taken on Carol V. writing the job description. The consensus was Yes.

Policy Committee Meeting Frequency and Format - Ann J.

Possibly hold the Policy Committee meetings more frequently and not be held the night before AWSC. The Policy Committee is also a Steering Committee.

What's On Your Mind?

A discussion was held about the Area having a PayPal account for donations.

Allow some time for members to announce upcoming events at the Assembly since we can't have flyers at this time.

**Susan B. moved to adjourn the meeting. Cathy T. 2<sup>nd</sup> The motion passed. The meeting was closed with the Al-Anon Declaration at 7:41pm.**

**Respectfully Submitted,**  
**Linda Doran**  
**Area Secretary**  
**Term 2019-2021**



<b>ATTENDEES</b>		
<b>Delegate</b>	Susan B.	P
<b>Alt Delegate</b>	Debbie H.	P
<b>Chairperson</b>	Ann J.	P
<b>Secretary</b>	Linda D.	P
<b>Treasurer</b>	Jim D.	P
<b>Alateen Coordinator</b>	Renie M.	P
<b>Active Past Delegates</b>		
<b>Don B.</b>		P
<b>Carol V.</b>		P
<b>Cathy T.</b>		P
<b>INVITED GUESTS</b>		

*\* Present column: Present, Excused, Absent (unexcused)*