

# Ad-Hoc Inventory Committee Final Summary Report

October 2018

## Executive Summary

The ad-hoc inventory review committee met from April 2017 through Oct 2018. It was formed by motion [755](#) to analyze the results of the first known Area 15 Inventory and to make motions and recommendations based on the analysis. The committee's analysis of the inventory results revealed that most of the Area's current concerns come down to a handful of root issues that are intertwined. The observation that all the key issues are intertwined suggests that any single proposed solution could mitigate or resolve multiple concerns. Primary concerns centered around "Quarterlies": 1) cost, travel logistics, hotel availability, and agenda scheduling; and 2) more effective utilization of Area funds to benefit the Area.

Over the course of the nearly two years that the committee worked together, they met approximately 20 times (seven at quarterlies and an average of twice between quarterlies via conference call). In addition, subcommittees within the committee met to track down data on specific topics to bring back to the full committee. The committee requested and received responses from two Delegate surveys sent out to the other 92 sitting Delegates in the U.S. and Canada. The results of those surveys as well as one previously conducted by the Quarterly Coordinator are in the full file listing retained by the committee and provided to the Area via flash drive and requested for posting on the Area 15 website in the Documents password protected section.

The committee requested time via motion, which was passed, to present its interim analysis results via PowerPoint presentation at the January 2018 quarterly so that newly elected trusted servants would have an opportunity to be informed of the historic inventory and committee activities thus far. The PowerPoint presentation is included in the committee's files.

To complete the committee's charge, the committee placed a motion, which passed, at the Jan 2018 quarterly, to extend the committee through Oct 2018.

The committee placed four motions the July 2018 agenda that reflected recommendations formulated by the committee that could help address the primary concerns of the Area. The first motion was postponed until Jan 2019 (defining the Area Committee), the second was passed (Outreach subcommittee), and the last two were withdrawn (suggested Saturday agenda changes).

## Committee Motions (July 2018)

### **MOTION D: *Postponed to January 2019***

That Area 15's Area Committee, consisting of the Area Officers, Area Alternate Delegate, Area Delegate, Area standing committee Chairs, District Chairs, and DCMs (or ACMs in the stead of absent DCMs), be utilized in part or in whole to provide services and facilitate service work on behalf of Area 15. That the composition, scope, and procedure of the Area 15 Area Committee be guided by A.A.'s 36 principles, the A.A. Service Manual, relevant shared experience from other Areas of the U.S. and Canada service structure, and Area 15's Current Practices. That the Area Committee (sub-committees or in its entirety) scope include service activities, such as, but not limited to: - District outreach within the geographic bounds of Area 15. Examples: o Assisting with Concepts, Traditions, and Service Manual workshops. o Participating in local district forums to provide an overview and/or details of Area 15 purpose, activities, and services. o Other A.A. outreach that assists districts and groups within Area 15 to better carry the message of A.A.'s 36 principles. Respectfully submitted by Kathy G. Chair of Inventory Ad Hoc Committee, on behalf of the committee.

Background: Area Inventory comments expressed the desire to utilize more of the Area's funds that are otherwise sent to GSO in January to assist Area 15's districts in carrying the message of service and AA in general. Defining a stated purpose for the Area Committee will help to increase DCM participation as members of the Area Committee. Bringing awareness of and purpose to the Area Committee increases our

Area's ability to carry the message to a wider audience within the Area. It also increases participation in Area 15 by exposing more members to the broader AA service opportunities and shared experience.

**MOTION E: PASSED AS AMENDED (see strikethrough and red text for amendments)**

That Area 15 create an Area 15 Outreach sub-committee within the Area Committee that will begin on Jan 1, 2019. The initial composition, scope and procedure shall be as follows.

**COMPOSITION:** The Outreach sub-committee composition shall be four DCMs, one Area 15 standing committee chair, and one Area Officer (Chair, Treasurer, Registrar, or Secretary). The Area Chair shall appoint an Area 15 DCM as Chair of the sub-committee; the remaining positions shall be appointed by agreement of the Area Chair and appointed DCM sub-committee Chair.

**SCOPE:** The scope of the Area 15 Outreach sub-committee shall be to select acceptable outreach opportunities within Area 15 using guidance from A.A.'s 36 principles, relevant shared experience from other Areas, and Area 15's Current Practices. Outreach opportunities should be selected with consideration of expressed need, frequency of other outreach in the same locale, availability of members to fulfill the outreach opportunity, and available funds. Examples of such outreach include, but are not limited to, assisting districts or district standing committees with Concepts, Traditions, and Service Manual workshops; and participating in local district forums to provide an overview and/or details of Area 15 purpose, activities, and services, et al. The sub-committee is responsible for making the outreach opportunities known to the Area Committee and for selecting one or more Area Committee members, and optionally, a Past Delegate, to fulfill the outreach opportunity. The sub-committee should attempt to offer the outreach opportunities to a wide range of Area Committee members over time. One additional person to assist with the outreach may be chosen by the selected Area Committee member(s) for any given outreach opportunity. ~~The sub-committee may consider one outreach opportunity in District 14, 16, or 19 each Area 15 Panel, unless otherwise approved by the Area 15 body.~~

**PROCEDURE:** The Outreach sub-committee shall meet at least twice a year on Area Committee meeting dates, if and when they occur, and Area Assembly weekends. The sub-committee may also meet via conference call, Skype, or similar remote method.

**FINANCES:** The Outreach sub-committee shall be fiscally responsible for the outreach budgeting and spiritually accountable to Area 15 for outreach activities. Area 15 members who fulfill an outreach opportunity shall be funded for travel and lodging expenses, if incurred, to conduct selected outreach efforts within Area 15 unless otherwise funded. Mileage funding will be at the IRS rate for ~~non-profit~~ **standard** travel. Airfare will be funded for coach seating and tickets must be booked at least ~~two weeks~~ **30 days** in advance for financial prudence. A.A. Literature or other related materials for outreach workshops shall be funded within reason, but shall not exceed \$75 per workshop. Outreach funding for the first year shall not exceed \$6,500. Annual funding in subsequent years will be determined through standard Area 15 budgeting procedures. Outreach sub-committee members are expected to have funding to attend Area Assemblies and/or Area Committee meetings through their districts or other Area 15-specified current practice with the exception of the past delegate committee member. The past delegate member shall be funded one nights' lodging unless otherwise funded. Respectfully submitted by Kathy G. Chair of Inventory Ad Hoc Committee, on behalf of the committee.

**Background:** The inventory revealed that the Area 15 members would like to apply some of the Area 15 excess funds to assist locally within our Area. This motion serves multiple purposes. It creates awareness and purposeful utilization of the Area Committee within Area 15. It encourages DCM participation within Area 15 and their own districts, promoting growth on the local and Area levels. It introduces a wider range of members in Area 15 to General Service, the Traditions, the Concepts, and the Service Manual. It gives AA groups in Area 15 the opportunity to request Area 15 outreach in their location. This type of Area outreach has been successful in other Areas in the U.S. and Canada.

**MOTION F: WITHDRAWN**

That the Area 15 Quarterly Saturday schedule be modified as shown below beginning with the January 2019 assembly to achieve the benefits of

- lowering the maximum number of concurrent meetings to six instead of nine,
- opening up the potential to host the Assemblies at hotels previously eliminated due to limitations in breakout room availability,
- making it possible for those with no assembly vote to reduce hotel costs (day-trip potential)
  - o all standing committees for district standing committee chairs meet in the afternoon
  - o a reasonable start time is retained for district officers to potentially make a day-trip
  - o Remote Communities scheduled later in the day allows for Saturday morning flight time,
- making it possible for individuals to attend a wider variety of committee workshops due to shortened meeting durations.

8:00-9:00 AM	Concepts Workshop
8:00-9:00 AM	Spanish Concepts Workshop
9:00-10:00 AM	Service Manual Workshop - Notes 1,2
	<i>Removed Spanish Service Manual Workshop)</i>
10:00-11:00	Traditions Workshop - Note 1
10:00-11:00	Spanish Traditions Workshop - Note 1
11:10-1:00 PM	GSR Sharing
11:10-1:00 PM	DCM Sharing
11:10-12:10	District Chairpersons Meeting
11:10-12:10	District Treasurers Meeting
11:10-12:10	District Secretaries/Registrars Meeting
12:30-2:00	Current Practices
12:30-2:00	Spanish <i>Linguistic Committee</i>
12:30-2:00	Treatment
12:30-2:00	<i>Quarterly Coordinators</i>
1:30-2:30	Website
1:30-3:00	Archives
2:00-3:20	<i>Finance</i>
2:00-3:20	Corrections
2:00-3:20	PI/CPC
2:00-3:20	Literature
2:30-3:30	GV/LV
3:30-4:30	Accessibilities
3:30-4:30	State Convention Committee
3:30-4:30	Intergroups
3:30-4:30	Remote Communities
4:40-6:30 PM	Special Workshops (e.g., Registrars, What's On Your Mind, Conference Review)
7:00-8:30 PM	Banquet
8:30-9:30 PM	Speaker Meeting

Meeting	Time	11:00	11:00	12:00	12:00	13:00	13:00	14:00	14:30	15:00	15:00	16:00	16:00	17:00	17:00	18:00
GSR Sharing	11:10-1:00	Purple - ballroom														
DCM Sharing	11:10-1:00	Black - ballroom														
Chairs	11:10-12:00	Blue														
Treasurers	11:10-12:00	Red														
Secretaries/ Registrars	11:10-12:00	Green														
Current Practices	12:30-2:00				Blue											
Spanish <i>Linguistic</i>	12:30-2:00				Red											
Treatment	12:30-2:00				Green											
<i>Quarterly Coordinators</i>	12:30-2:00				Pink											
Website	1:30-2:30					Black - ballroom										
Archives	1:30-3:00					Purple - ballroom										
<i>Finance</i>	2:00-3:20							Blue								
Corrections	2:00-3:20							Red								
PI/CPC	2:00-3:20							Green								
Literature	2:00-3:20							Pink								
GV/LV	2:30-3:30							Black - ballroom								
Accessibilities	3:30-4:30									Blue						
State Convention	3:30-4:30									Red						
Intergroups	3:30-4:30									Green						
Remote Communities	3:30-4:30									Pink						
Special Workshops -	4:40-6:30												Pink			
Special Workshops -	4:40-6:30												Blue			

- Background: Note that if this motion passes, the motion for Saturday schedule change only will be withdrawn. The Area 15 2016-2017 inventory results showed that there is considerable concern about hotel
- costs, particularly for those individuals who do not have voting participation in the Sunday Assembly. This motion is meant to provide a Saturday schedule that helps facilitate one-day trips for such individuals.
- Considerations in developing this schedule included:
  - o 20-60 minute reduction in duration for some standing committees
  - o Alternate Delegate Schedule (State Convention, What's on Your Mind?)
  - o Linguistic Involvement in other Committees (GV/LV, Website)
  - o Maintaining separation of Treatment/Corrections
  - o Maintaining the current practice that no other meetings or workshops conflict with Traditions or
- Service Manual workshops.

**MOTION G: WITHDRAWN**

That the Area 15 Quarterly Saturday schedule be modified as shown below beginning with the Jan 2019 assembly to achieve the benefits of:

- making it possible for those with no assembly vote to reduce hotel costs (day-trip potential)
  - o all standing committees for district standing committee chairs meet in the afternoon
  - o a reasonable start time is retained for district officers to potentially make a day-trip
  - o Remote Communities scheduled later in the day allows for Saturday morning flight time

**Saturday**

7:00-8:00 AM	Early Bird Meeting
7:00-8:00 AM	Spanish Early Bird Meeting
8:00-9:00 AM	Concepts Workshop
8:00-9:00 AM	Spanish Concepts Workshop
9:00-10:00 AM	Service Manual Workshop - Notes 1,2 <i>(Removed Spanish Service Manual Workshop)</i>
10:00-11:00	Traditions Workshop - Note 1
10:00-11:00	Spanish Traditions Workshop - Note 1
11:00-12:20	District Chairpersons Meeting
11:00-12:20	District Treasurers Meeting
11:00-12:20	District Secretaries/Registrars Meeting
11:00-12:50 PM	GSR Workshop **
11:00-12:50 PM	DCM Workshop
12:00-2:20 PM	Treatment Facilities Committee
12:30-2:20 PM	Literature Committee

12:30-2:20 PM	State Convention Committee
12:30-2:20 PM	Intergroup/Central Office Comm.
12:30-2:20 PM	Current Practices Committee
12:30-2:20 PM	Grapevine/La Vina Committee
2:00-4:20 PM	Correctional Facilities Committee
2:30-4:20 PM	Spanish <i>Linguistic Committee</i>
2:30-4:20 PM	Website Committee
2:30-4:20 PM	PI/CPC Committee
2:30-4:20 PM	Archives Committee
2:30-4:20 PM	Quarterly Coordinators Meeting - Notes 2
2:30-4:20 PM	Finance Committee
2:30-4:20 PM	Remote Communities Committee
2:30-4:20 PM	Accessibilities
4:30-6:30 PM	Special Workshops (e.g., Registrars, Conference Review)
7:00-8:30 PM	Banquet
8:30-9:30 PM	Speaker Meeting
10:00-11:00 PM	Night Owl Meeting
10:00-11:00 PM	Spanish Night Owl Meeting

Background: Note that this motion will be withdrawn if the motion for Saturday schedule and committee duration changes is passed. The Area 15 2016-2017 inventory results showed that there is considerable concern about hotel costs, particularly for those individuals who do not have voting participation in the Sunday Assembly.

Scheduling considerations include:

- Alternate Delegate Schedule (State Convention, What's on Your Mind?)
- Linguistic Involvement in other Committees (GV/LV, Website)
- Maintaining separation of Treatment/Corrections
- Maintaining the current practice that no other meetings or workshops conflict with Traditions or Service Manual workshops

## COMMITTEE RECOMMENDATIONS

Due to the careful consideration required for A.A. to slowly adopt change, the Inventory Committee made the decision to withdraw last two motions from the July 2018 business meeting agenda (see above) and to refrain from placing any additional motions on the Area 15 agenda. Instead, the committee chose to provide a list of recommendations for review that may lead to future placement of motions by Area Committee members or to future formation of ad-hoc committees to analyze certain topics at a more in-depth level.

The following is the Inventory Committee's list of recommendations and considerations for future actions based on the committee's analysis of the Area 15 2017-2018 inventory results.

### ***Recommendation 1: Process for future Area 15 inventories***

The committee polled the other U.S. and Canada Areas for their experience in conducting Area inventories. Based on the information gathered, compiled, and analyzed, the committee offers the following recommendation on conducting future Area 15 inventories.

# Proposed Area 15 Inventory Questions

## Logistics

- Conduct an Area 15 inventory every 4 years in even numbered years starting in 2020
- Select an individual outside of Area 15 to facilitate the inventory, such as the North Florida area delegate, a General Service Board Trustee, or a GSO staff member.

## Inventory Questions

### Area Committee

1. What is the basic purpose of Area 15, the Area Assembly and the Area Committee Meeting? Are we fulfilling that basic purpose?
2. Do we make use of rotation in the Area Committee, and/or does it seem like some members are frozen into "power and prestige"? Does the Area really practice rotation or do the same people get appointed to all the jobs? Do we encourage all new members to participate?
3. Is adequate opportunity given to all members to speak and participate in Area activities and to be the actual voice and effective conscience for our whole Area?

### Assemblies

4. Are the issues brought to the Assembly meetings made clear so all members know what they are voting for or against? Does the Chairperson open the discussion period only after items are clearly understood?
5. Has everything practical been done to provide adequate facilities of space, facilities for special needs, and for well-planned Assembly meetings and Assembly workshops?
6. Are all important decisions reached by discussion, vote, and whenever possible, substantial unanimity on major issues or structural changes? Regardless of the outcome, do we cooperate with the voted consensus?
7. Is the Assembly attracting a good cross-section of our Area? Are we missing any segments and why?
8. Are the Assembly sites located fairly to give all AAs a chance to see a General Service Assembly in action?
9. Does the Area listen to all members of the Assembly and try to reach a consensus before any action is taken? Does the Assembly give the *minority opinion* a chance to be heard?

### Participation

10. Do we give all members their chance of keeping informed about the whole of AA-Recovery, Unity, Service?
11. Is adequate opportunity given to all members to speak and participate in Area activities and to be the actual voice and effective conscience for our whole Area?
12. How do we treat the "Right of Appeal" thus assuring that petitions for the redress of personal grievances will be carefully considered?
13. What can we do to promote Area Unity?



14. Have we placed members in a position of unqualified authority over others? If yes, please explain.

### **Trusted Servants**

15. Do new General Service Representatives (GSRs) and District Committee Members (DCMs) continue participating in Area? Does turnover and missed meetings seem excessive? Do we greet and welcome new GSR's and help them find their place in the Area Structure? Do we keep them in mind when carrying out the business of the Area?
16. Have we defined well the scope of authority and the service responsibility of our Area officers and Committee Chairs, by specific job description or appropriate bylaws? Do we trust the Committee system to yield what is best for the Area? Do we question the principles of a committee recommendation or attack the personalities proposing it?

### **Finances**

17. Has our Area become the seat of perilous wealth and power?
18. Do we have an effective system for accounting and reporting of funds?
19. Do we have a sufficient operating fund plus an ample reserve for its prudent financial use?
20. How effectively have we stressed the Seventh Tradition to the Groups in the Area? In order to be self-supporting does the Area fund its Officers and Committee Chairs to attend Assemblies, Regional Forums, SSAASA and other service functions.

#### ***Recommendation 2: Additional review of Saturday agenda time and duration changes***

In July 2018, the committee withdrew the two motions dealing with changes to the Quarterly Saturday agenda (see above) in order to allow the Area some time for considering those scheduling options. The committee recommends that Area 15 further consider these options with concurrent review of possible financial impact, participation impact, impacts to hotel contract negotiations and leveraging of hotel room nights and food/beverage commitments, and possible non-hotel venue options.

#### ***Recommendation 3: Educate Area 15 about Area Committee vs. Area Assembly***

The committee acknowledges that Area 15 members could benefit from additional information on the difference between an Area Committee and Area Assembly. The committee acquired a substantial amount of information on the use of Area Committees through email polling of other Delegate Areas. All polling responses are recorded in the committee files made available via flash drive and requested for posting on the Area 15 website in the password protected location. Take note that the PowerPoint presentation assembled by the committee for the January 2018 review contains summarized information regarding Area Committee vs Area Assembly. Being informed on this topic could help Area 15 make more informed decisions about GSR participation - motion-making and voting, for example. In addition, Area 15 may want to consider its lack of use of its Area Committee and how use of the Area Committee could better server the Area overall.

#### ***Recommendation 4: Consider Periodic Area Committee and Assembly Meetings***

The Inventory Committee considered placing a motion defining different meeting schedules for the Area Committee and Area Assemblies. The Committee instead opted to recommend that Area 15 give some thought to the idea of better defining the Area Committee responsibilities, and Area Committee and Area Assembly meeting logistics. During any such analysis/review, the Area would find value in consideration of GSRs' financial dilemma with quarterly hotel expenses, GSRs' motion-making privileges as part of the Area Assembly, DCM participation in the Area Committee, GSRs' ability to participate in Area Assemblies, and the possibility of shorter Assembly durations. See the committee's draft motion idea in Appendix 2.

#### ***Recommendation 5: Try other options before investigating new Delegate Area***

The committee discussed placing a motion to create an ad-hoc committee to investigate the feasibility of submitting an application for a new Delegate Area but decided against it. The committee decided not to pursue it at this time, but recommends that the Area investigate and try other committee-recommended options first before engaging in this more drastic action.

## Appendix 1: Motion 755 – Formation of Ad-Hoc Inventory Committee

That an Area 15 inventory follow-up ad-hoc committee be formed. The scope will include, but not be restricted to: Review comments related to the Jul 2016 – Jan 2017 Area inventory, submitted on the Area 15 website and otherwise presented. Consider ramifications, viability and prudence of inventory suggestions. Consult with other committees and individuals as needed. Proffer suggestions to individuals and other committees as appropriate. Bring forward motions to Area body as deemed fit by the committee. Develop a current practice recommendation for future inventories and bring a motion as such to the Area body if appropriate. Membership and chair to be appointed by 2017 Area Chair and consist of the following: A past Delegate who has served on the Area 15 committee. A past or present District Chairperson A 2017 DCM (Panel 67) The 2016 Area Chairperson (Panel 65) The 2017 Quarterly Coordinator (Panel 67) A 2017 GSR (Panel 67)

The committee will be formed 1st quarter 2017 and disband immediately after the April 2018 assembly. Any member not otherwise funded will be funded by Area for one-night lodging for quarterlies during this period. The committee will meet for 1 hour 50 minutes at each quarterly, observational attendance open to all AA members. The committee can also meet and conduct business at other times via telephone, electronic conference, etc. when and as needed.

## Appendix 2: Committee/Assembly Meeting Cycles

The Inventory Committee drafted a potential motion for modifying the meeting cycle for Area Assemblies, adding meetings specific to the Area Committee. The initial draft motion was fashioned after review of several Areas' Area Committee use and timing/logistics of Area Committee meetings and Area Assembly gatherings (e.g., quarterly, semi-annually, etc.)

### MOTION X1:

That General Service Representatives (GSRs) have motion-making privileges for Area 15 business (i.e., Main motions submitted prior to the Area 15 Area Committee meeting or Area 15 Assembly, as applicable). That GSRs, or Alternate GSRs in their absence, are permitted to make subsidiary and privileged motions during the Area 15 Assemblies. That all Main motions submitted by all eligible Area 15 members be reviewed by the Area 15 Chair, Finance Chair, and Current Practices committee to assess financial impact and to provide feedback to the motion maker on motion clarity and sustainability prior to the Area Chair setting the Area 15 Assembly agenda. This review may result in the Area Chair requesting the motion maker to revisit his or her motion prior to placing the motion on the Area 15 Assembly agenda.

MOTION X2:

That Area 15 limit the number of times that GSR's have to meet by restricting the quarterlies where Assembly voting occurs.

Two Area Committee meetings per year will replace two of the existing Area Quarterly Assemblies. Such Area Committee meetings may not replace the April Assembly nor the even year October Assembly. The two-year Panel cycle will include the following:

Odd Year Area Meetings

- A. 1-day Area Committee business
- B. 3-day Pre-Conference Assembly
- C. 3-day Post-Conference Assembly
- D. 1-day Area Committee business

Even Year Area Meetings

- A. 1-day Area Committee business
- B. 3-day Pre-Conference Assembly
- C. 1-day Area Committee business, including post-Conference report
- D. 3-day Election Assembly

Background: To reduce the rising costs on groups for traveling to quarterlies the Area would restructure to 2 main voting quarterlies in EVEN years where GSR's are required to attend and 2 short 1-day quarterlies where the Area Committee work is performed and GSR's do not attend. In ODD years there would be 2 1-day Area Committee meetings (no GSRs) and 2 3-day Assemblies, one for pre-conference and one for elections.

Other considerations for Area Committee Use: D. One use is for a subset to be a steering committee to review motions for the Area agenda. E. Area Committee handles housekeeping motions. (2020) F. One-day Area Committee Meeting