

District 13

Actions Booklet



Updated through

STATEMENT OF PURPOSE

The purpose of this booklet is to provide a record of the past actions which reflect the conscience of groups in District 13 since its formation in 1982. This book should be used as a reference for future decision-making at the District level, so that groups and trusted servants are making the most informed decisions.

THIS BOOKLET IS NOT COMPLETE!

Some district meeting minutes are missing. You can help this situation by locating the following minutes so that they can be added to this booklet when it is updated:

1982- January, February, May, June, December
1983- December
1985- October, December
1986- May, July, October, November
1988- April
1989- April, May
1991- February, May
1993- August, September
1994- October
1995- April
1998- November
1999- May, June, September, November, December
2000- January, March, April, May, June, September, November
2001- March, December
2003- June, November, December
2004- July
2009- May, August

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APPENDIX I

General Guidelines for Serving District 13

APPENDIX II

Specific Guidelines for District Officers and Committee Chairs

I. Archives/Records

12/7/1984

Motion passed to post minutes of the district meeting at the Alano Club and put copies of minutes in group boxes.

2/1/1988

Motion passed that minutes of the District 13 meeting will no longer be mailed to GSRs whose groups they represent hold meetings at the Alano Club, but will be distributed to each group's locker. All other groups represented by District 13 will continue to have the minutes mailed to them.

9/12/1988

Motion passed that a second copy of the minutes would be distributed. Motion failed to mail the second copy of minutes to the GSR.

1/8/1990

Motion passed that only one copy of the minutes be distributed to groups.

3/6/1989

Suggested renting space for its committee in the area.

7/6/1992

Group history forms distributed.

11/1/1993

Archives organized a 50th Anniversary of St. Cloud AA celebration/open meeting at Holiday Inn.

12/6/1993

Motion passed to purchase two copies of the speakers taped at the 50th Anniversary meeting, one for the archives and one for general use.

1/2/1995

Motion passed to loan collection of back Grapevine issues to Area 35.

12/4/1995

Suggested that Archives Chair hold an open meeting old-timers panel in the spring.

2/5/1996

Suggested that spouses of deceased AA members could be contacted for information about early AAs.

2/3/1997

Enclosed, lockable storage space (7x4X2) built for storage of district archives.

3/3/1997

Motion passed to attach group history forms to minutes.

8/3/1998

Motion passed to preserve first and second editions of Big Book (donated by local group) in district archives.

1/?/2001

Motion passed to create a District 13 Actions Booklet

1/?/2001

Motion passed to purchase acid-free folders in order to preserve all district archival materials.

9/?/2002

Group history forms distributed.

9/6/2010

Motion passed to take to Area 35 a proposal to have footnotes added to the publication *Dr. Bob and the Good Oldtimers*, regarding an early reference to Alcoholics Anonymous in a 1939 issue of the magazine *Your Faith*.

12/6/2010

Motion passed to purchase Hazelden publication *The Book that Started it All: The Working Original Manuscript of Alcoholics Anonymous* for archives display.

12/6/2010

Motion passed to print District 13 Actions Workbook and to make it available for district chairs and officers and GSRs, to be updated September of the odd year of rotation, and subject to district approval.

12/2/2013

Decided that the Actions Booklet would be sent out by email and only 10 hard copies would be printed.

4/7/2014

Motion to have the Secretary be in charge of updating the Actions Book was passed.

II. COOPERATION WITH THE PROFESSIONAL COMMUNITY

7/5/1982

Committee will meet with five local judges to discuss procedure involving sentencing mandatory attendance at AA meetings, and whether groups are obligated to comply with this procedure. The district group conscience stipulated that groups were not obligated to comply.

8/2/1982

Judges requested a list of open meetings to direct criminals and suggested a "pre-meeting" for such persons (Beginner's Meeting). Having a list of contact people was also suggested in order to facilitate such a procedure.

9/13/1982

Contact list for judges updated and will be distributed.

9/13/1982

Committee plans on meeting with clergy members to discuss AA referrals.

4/7/1986

Provided speakers for a meeting of social workers; sent letter and pamphlet to the area doctors in regards to informing them on AA.

6/2/1986

Mailed out 180 letters and pamphlets to area doctors, did not receive any responses.

1/4/1988

Discussed set format for Sunday Night Referral meeting, held at Alano Club. Purpose of meeting was to inform professionals in the position to refer alcoholics/potential alcoholics to AA what AA is and what AA is not.

8/7/1989

Sunday Night Referral Meeting has been discontinued due to lack of attendance.

3/2/1992

Revised letter to send to area school counselors; packet includes pamphlets "If you are a professional – AA wants to work with you," "Alcoholics Anonymous in your community" and a current meeting schedule.

9/12/1994

District 13 will work with District 15 to plan a breakfast meeting for St. Cloud area professionals.

11/4/1996

CPC and PI working to distribute information to area doctors. CPC also working on distributing information to unions and businesses.

12/?/1998

Organizing a breakfast and presentation for judges and probation officers.

4/5/1999

Motion passed to combine PI and CPC positions

5/7/2001

CPC luncheon held on April 20, 2001; cost of luncheon split with District 15. Around 25-30 professionals attended.

6/4/2001

Motion passed to provide Stearns County Courthouse with three racks of literature.

1/7/2002

Motion passed to separate the CPC/PI chair into two separate positions.

2/4/2002

Motion passed to purchase pamphlets for CPC use at a cost of \$56.05.

3/?/2003

Presentation given to members of Missouri Synod Lutheran Deanery about what AA is and what AA is not.

6/?/2003

Motion failed to distribute CPC pamphlet created by a group in Canada due to the fact that conference-approved CPC literature exists and is effective.

10/?/2003

Motion passed to distribute mass mailing to clergy members at a cost of \$50.

1/?/2005

Motion passed to replenish CPC literature at a cost of \$180.50

9/?/2005

Motion passed to purchase back issues of the Grapevine (at a cost of \$26) to distribute to troops serving overseas.

11/?/2008

District working with National Guard to develop a statewide initiative to making information about AA available to returning military personnel.

12/6/2010

Motion passed to hold a CPC luncheon at St. Cloud State University, tentatively scheduled for February 2nd, 2011, with a budget of \$300.

8/1/2011

As per request by a St. Cloud State University counselor, district will begin an AA meeting on the SCSU campus based on the beginner's meeting format.

III. Corrections

7/13/1985

Sponsors are needed to work one-on-one with inmates at the Minnesota Correctional Facility. The outlining of the relationship is up to the sponsor and inmate. The only stipulation being that those sponsors cannot at the same time that they are meeting with inmates also be involved with the Wednesday group that brings the meeting into the prison.

2/3/1986

Suggested that extra group funds be put towards literature at institutions such as the reformatory.

2/1/1988

Motion passed to purchase 5 Big Books for the "Re-Shape" program at the St. Cloud Reformatory-for inmates who are to be released in the near future.

3/7/2988

Motion passed to purchase a 12 Step and 12 Traditions poster for meetings at Stearns County Jail.

5/4/1992

Treatment and Correctional Facilities Temporary Contacts list was introduced.

7/6/1992

12 Steps and 12 Traditions poster at Stearns County Jail is damaged and will need to be replaced; district conscience was that a replacement was the jail's responsibility.

12/6/1993

Discussed possibility of splitting Corrections & Treatment chair into two positions.

5/5/1997

Treatment/Corrections workshop to be held on June 14th.

11/2/1997

Motion passed to purchase literature for Stearns County Jail at a cost of \$50.

10/6/1997

District voted in a separate Treatment chair, thereby splitting up the Corrections/Treatment chair into two positions.

5/7/2001

Tentative date of September scheduled for corrections workshop to inform and develop interest in this area of service.

6/4/2001

Motion passed to purchase Spanish and large-print Big Books and 12&12s for the prison.

5/6/2002

200 Big Books purchased for \$1/piece for use at treatment centers and correctional facilities.

5/6/2002

Motion passed to purchase 2 Spanish Big Books for the prisons.

7/?/2002

In regards to reimbursing corrections chair for purchasing literature to be used at institutions, motions passed to have corrections chair first inform district how much money groups had donated to corrections for literature and then the district would reimburse the remainder.

8/?/2002

Motion passed to distribute 80 Inmate-to-Inmate pamphlets among jails and reformatories.

11/?/2002

Motion passed to purchase Spanish literature for correctional facilities at a cost of \$121.

3/?/2003

Motion passed to purchase 100 Big Books for St. Cloud Prison at a cost of \$405.

5/3/2004

Motion passed to renew 2-year La Vina subscription for use at Stearns County Jail.

10/4/2004

Motion passed to purchase back issues of the Grapevine (at a cost of \$40) for use in jails and institutions. Motion amended to send a person in to distribute them.

8/?/2006

All hard cover Big Books were thrown away at Sherburne County Jail due to "weapon-ability." Cost to replace four cases of books is \$456.

9/6/2010

Motion passed to purchase a PO Box number for corrections and treatment purposes.

11/2013

Suggestion to take back to individual meetings the need to contribute funds to literature for jails and institutions.

IV. District Inventory

3/6/1983

Push to encourage GSRs to attend district meetings did have a positive effect. As a result, a district inventory was suggested and will be done.

4/?/1983

District inventory taken.

2/4/1985

District inventory taken.

2/1/1993

District inventory taken.

2/6/1995

District inventory taken.

8/2/1999

District inventory taken.

10/?/1999

In response to district inventory, motion passed to cover only two inventory questions per district meeting.

8/?/2002

Motion passed to hold a district inventory in October.

2/?/2003

Motion passed to not discuss the results of the district inventory held in October, 2002 as typed. Archives will have a copy available if anyone is interested in reviewing it.

3/?/2003

In regards to October, 2002 district inventory, suggested that district go through 3 questions per month at future district meetings.

12/?/2006

Motion passed to hold District inventory in July, 2007.

2/?/2007

Motion passed to cover expenses for Area Alternate Delegate to facilitate District inventory in July.

9/6/2010

District 13 Inventory scheduled for November 1st, to be proctored by Area 35 Alternate DCM.

11/1/2010

District inventory taken.

7/7/2014

District Inventory is the August District meeting. A motion was made and passed that we keep our regular time frame for the inventory of 7:30pm to 9pm.

V. District Meeting Place/Format/Time

3/1/1982

The district voted to move the location of the district meeting from Atwood Center (SCSU) to St. Paul's Middle School.

3/6/1983

As a way to increase participation in the district, it was decided to look into alternative meeting sites that are more "comfortable and attractive."

5/2/1983

District is looking into a larger building for "AA Club" (Alano Club)- "tending towards leasing."

8/1/1983

District voted to move its district meetings to Sambo's Restaurant (33rd Avenue North and Division) on the first Thursday of each month.

8/1/1983

In response to the district inventory, the district voted to discuss a different "service topic" at each district meeting.

10/6/1983

New meeting place needed as Sambo's Restaurant is closing

11/3/1983

District meeting held at Salem Lutheran Church.

11/3/1983

District voted to hold monthly meetings at MN Federal Building (33rd and Division).

1/5/1984

District discussed moving district meetings to Monday evenings instead of Thursdays.

2/2/1984

District voted to move the day of district meetings to Mondays.

2/2/1984

Suggested that the purpose of district meetings are to discuss "topics of concern in AA" and get individual groups' opinions. A monthly topic will be proposed and GSRs will get an opportunity to get their group's input on that topic. At the following district meeting, groups' input will be discussed.

3/1/1984

District meeting held at Embers Restaurant.

4/2/1984

District meeting held at MN Federal Building.

5/7/1984

District meeting held at Embers Restaurant; district voted to hold future meetings at Embers.

6/4/1984

District voted to move district meetings back to MN Federal Building.

3/11/1985

Motion passed to only read reports, and discussion of issues brought up in the reports would be held over to old and new business.

3/11/1985

Motion passed to read the short form of the 12 Concepts at the beginning of each district meeting.

1/4/1988

District meetings have been held at St. Peter and Paul Middle School.

3/5/1990

Motion failed to move up day of district meetings from Monday to Sunday night.

11/5/1990

Bigger meeting place is needed for district meetings; committee members will explore different options.

1/6/1992

District meetings will be held at Peace United Church of Christ starting in February 1992.

10/4/1993

Motion passed to have all GSR reports read at the District meeting so that GSRs will be aware of what is happening in other groups.

12/6/1993

New GSR orientation to be held prior to January 1994 district meeting.

3/7/1994

Motion passed to limit the length of the district meeting to 90 minutes unless the group conscience decides to extend the meeting.

6/3/1996

GSR reports suspended at district meeting due to lack of time.

8/5/1996

Motion passed to hold September district meeting on the second Monday due to Labor Day.

12/2/1996

Motion passed to read one concept at meeting and discuss concept, if time permits.

8/2/1998

Motion passed to move September district meetings to September 14th due to Labor Day.

1/?/2001

Motion passed to have a Concepts Summary of the Month at each district meeting. Summary of concept of the month will be no more than five minutes long.

1/?/2001

New meeting places which are handicap accessible will be explored.

2/5/2001

Motion passed to move district meeting to St. Joseph's Catholic Church in Waite Park, starting in April.

2/5/2001

Discussion regarded removing the 9:00 end time for district meetings. Motion passed to keep 9:00 end as is and that the district meeting can be extended if group conscience dictates it.

4/?/2001

Due to scheduling conflict, district meetings will move to Salem Lutheran Church in St. Cloud.

2/2/2004

Motion passed to dispense with oral GSR reports at the March district meeting in order to allow more time for discussion on the district budget.

3/1/2004

Motion passed to change the date of the April 5th district meeting to March 29th in order to discuss Conference Agenda Items.

3/29/2004

Special meeting held to discuss GSC agenda items.

12/?/2004

Motion passed to approve previous month's minutes before start of district meeting.

2/?/2005

Motion passed to move April meeting to March 28 in order to discuss GSC agenda items.

2/?/2008

Motion passed to hold special district meeting March 24th to review General Service Conference agenda items.

3/24/2008

District discussed agenda items for General Service Conference.

6/?/2008

No district meeting-barbecue for delegate's report of General Service Conference in Sauk Rapids.

2/?/2009

Motion passed to hold special district meeting March 30th to review General Service Conference agenda items.

6/?/2009

No district meeting – delegate’s report of General Service Conference in Albany.

12/6/2010

Request made to close with the Responsibility Statement instead of the Lord’s Prayer at the end of district meetings; district conscience was to not change current procedure.

1/3/2011

Motion passed to hold 2nd meeting, March 28th, to review General Service Conference agenda items.

5/2/2011

Motion passed to move District meetings to the St. Cloud Alano Club starting immediately.

7/?/2012

Reserved last 15 minutes of every district meeting for district officer reports

2/3/2014

Motion made and passed that a separate district meeting be held on March 24th at 7:30 to get district conscience for agenda items.

5/5/2014

Delegate’s Report will be held at the St. Cloud Alano Club Sunday May 18th. This will be a joint report with District 15.

VI. DISTRICT WORKSHOPS/ROUND-UPS

8/1/1983

Suggested that district sponsor and put on a service workshop. A six-person ad-hoc committee was formed to discuss ideas and format of workshop.

9/1/1983

District ad-hoc committee formulated plans for “District 13 Round Up.” District voted unanimously to hold round-up on the first weekend of December. G.S.R.s were encouraged to inform groups of financial and service needs of putting on the round-up.

10/6/1983

Posters and registration forms for District 13 Round-up to be distributed within two weeks notice; sent to AA Grapevine to place in Nov. issue

11/3/1983

Volunteer forms for District 13 Round-up distributed at Alano Club. Round-up to be held December 3-4, 1983.

1/5/1984

District 13 Round-up was felt to be a success. District broke even financially, had approximately 180 registered, half from out-of-town. It was decided that a meeting “open to everyone” was needed to discuss future Round-ups.

2/2/1984

Suggested that the district sponsor a workshop; ad-hoc committee formed.

3/1/1984

Workshop ad-hoc committee- one person attended. It was suggested that ad-hoc committee meet after district meeting so it could be assured that members attended.

3/1/1984

"Cloudy Town Round-Up" planning committee meets at Perkins on the last Monday of each month

12/2/1985

Motion passed for the District to hold a service workshop; committee was set up.

2/3/1986

Service workshop to be held on February 22, 1986 at the Alano Club.

3/3/1986

Service workshop was a reported success. A second workshop was planned for the fall.

7/11/1988

Motion passed that the district cooperate with the St. Cloud Round-Up Committee on a *non-financial* basis.(emphasis added)

8/7/1989

Motion failed to include 7th Tradition material in with August minutes.

11/6/1989

District GSR workshop to orient new GSRs held at Alano Club.

2/3/1992

GSR Sharing Session held February 16th,1992 at St. Cloud Alano Club.

5/17/1992

Sponsorship Workshop held at Alano Club, sponsored by district. Motion failed to pay expenses for speakers to travel to workshop; panel discussion instead.

11/1/1993

Motion passed to hold a 50th Anniversary of St. Cloud AA celebration at Holiday Inn at the cost to the district of \$450.

12/6/1993

Approximately 140 members attended 50th Anniversary of St. Cloud AA celebration at Holiday Inn. 12 books sold and \$225.13 in donations collected.

2/5/1996

Motion passed to hold a GSR orientation workshop, with past GSRs giving presentations and sharing sessions for current GSRs.

1/6/1997

District workshop to be held on February 8th at Alano Club.

5/5/1997

Treatment/Corrections workshop to be held on June 14th.

8/7/1997

Assistance Line workshop to be held on September 13th.

7/13/1998

Motion passed to hold a Treatment workshop, with costs covered by the district

2/1/1999

Concepts Workshops to be held at St. Cloud Alano Club, February 21 and March 14. Motion passed to pass the basket at the workshop. \$20 will cover cost of room, any remainders will be kept for other 12 step functions.

3/1/1999

Due to low attendance at Concepts Workshop in February, motion passed to postpone second Concepts Workshop until all GSRs are able to obtain a service manual. Future Concepts Workshop would be roundtable discussion with district officers and area delegate.

1/?/2001

GSR workshop to be held at St Cloud Alano Club on February 17th, 2001.

11/5/2001

Motion passed to hold GSR workshop in February.

5/6/2002

GSR Workshop held on April 20th.

11/?/2002

GSR Workshop to be held January 11, 2003 featuring a potluck, skit, movie (Your GSO) and presentations.

5/3/2004

Motion passed to hold a workshop on singleness of purposed held at St. Cloud Alano Club in Setember.

2/?/2006

GSR School- service workshop- to be held March 11th at Alano Club.

7/?/2006

Corrections/Treatment workshop to be held July 17th.

7/?/2007

Joint Area 35/36 workshop to be held July 28th at Bethlehem Lutheran Church, titled "Communication and Cooperation in AA in Minnesota"

10/?/2008

Area 35 Zonal Forum to be held at Alano Club November 15th.

1/4/2010

GSR Workshop scheduled for March 20th.

10/4/2010

Corrections/Treatment workshop to be held December 8th at the Lake George Community Room.

9/14/2011

Motion passed to host a Zonal workshop on chair positions.

1/16/2014

It was decided that Chris H. and G will lead a GSR workshop to be held February 3rd, 2014 at 6:45pm in the kitchen. Anyone interested can attend.

2/3/2014

Proposal that groups could sign up to hold workshops or meetings in a room reserved by an AA member at the Civic Center during the Fall Round Up. GSRs were asked to sign up for a time slot for their groups. There is no charge but groups can feel free to donate.

VII. Elections/Procedure

7/11/1988

Motion passed for the district to establish guidelines for district committee members and chairs. (See Appendix I).

8/1/1988

District approved following guidelines for persons serving in District 13 chair positions. (See Appendix I)

4/4/1994

Motion failed to assign GSRs to committees by randomly choosing names from a hat.

8/7/1995

Motion passed to call for nominations for District positions to open in September every two years, and to vote for positions, with nominations allowed from the floor in October.

8/7/1995

Motion passed to cast votes for district positions by written ballot.

3/1/1999

Motion passed to require a written report from district officers attending service functions while representing the district.

10/?/1999

Motion failed to randomly assign GSRs to committees by drawing names from a hat.

7/?/2000

Motion failed to have DCM phone officer after one unexcused absence and automatic discharge after two unexcused absences.

1/?/2001

Motion passed that new GSRs be assigned to volunteer on a suggested committee for service, being flexible to the GSRs interests, concerns, and needs.

2/5/2001

Motion passed that DCM should assign new GSRs attending district meeting to volunteer to help with a committee on an as-needed basis.

11/5/2001

All GSRs will be reassigned to new committees as of the December district meeting.

8/?/2002

Motion passed to replace Corrections Chair and PI/Phone Line chair for lack of attendance.

8/?/2003

Motion failed to select Alternate DCM nominees from those also running for DCM.

10/?/2005

Motion passed to adopt guidelines for specific chairs and officer positions. (See Appendix II)

8/?/2007

Motion passed to hold District elections in October rather than September.

10/?/2007

New district officers elected.

9/?/2009

New district officers/committee chairs elected

10/4/2010

Motion made to modify policy on rotation – for the current rotation to have a Mid-rotation election for incoming District officers and chairs – motion failed.

6/6/2011

Service position guidelines were accepted and put into place. (See Appendix II)

9/14/2011

Motion passed to hold District elections in November.

VIII. Literature/Grapevine/La Vina

12/7/1984

Grapevine representatives (GvR) needed.

3/3/1986

District taking action to obtain more attendance from GvRs to attend district meetings, discussed having a Grapevine meeting for the GvRs before each district meeting.

5/4/1987

District moved to put together beginner's packets to be distributed to clubs. Packets would include the following pamphlets: 1) "This is AA"; 2) "44 Questions"; 3) "Questions and Answers on Sponsorship"; 4) "A Newcomer Asks".

1/4/1988

Motion passed to increase the number of copies of "Box 459" purchased by the district for distribution to GSRs from 20 to 30 copies per issues.

3/7/1988

Motion passed that additional literature be purchased by the district for district meetings.

6/6/1988

Motion passed regarding "sexist literature": "Each group ought to remain autonomous in this matter. Each group should take it up at a group level. If you feel your voice is not heard, please contact GSO, New York."

9/12/1988

Motion passed to allocate \$50 to Grapevine Representative to purchase Grapevine literature.

9/12/1988

Motion passed to purchase a new Public Information manual.

1/9/1989

Suggested that a literature display be established at the Alano Club and supported by District.

2/6/1989

Discussion of literature display resulted in the conclusion that the groups should be self-supporting, including rent, coffee and literature.

7/6/1992

District literature chair proposed building an inventory of all Conference-Approved AA literature for resale at district functions at a cost of approximately \$750.

11/1/1993

Motion passed to increase literature inventory at a cost of \$72.

2/6/1994

Motion passed to purchase literature to stock inventory at a cost of \$372.40.

4/4/1994

Motion passed to purchase literature to stock inventory at a cost of \$371.25.

5/1/1995

Motion passed to purchase literature to stock inventory at a cost of \$302.

9/11/1995

Motion passed to purchase a copy of La Vina and donate it to Great River Regional Library for general circulation.

1/8/1996

Motion passed to require two years of continued sobriety and access to transportation to hold Literature Chair.

4/1/1996

Motion passed to purchase 20 pocket-sized Big Books.

1/6/1997

Motion passed to purchase literature to replenish inventory at a cost of \$155.80.

4/7/1997

Motion passed to purchase literature to replenish inventory at a cost of \$150.00

10/6/1997

Motion failed to supply beginners packet(introductory pamphlets, meeting schedules)s to groups free of charge.

7/13/1998

Motion passed to replenish literature using district funds, also to allow the district literature to be self-supporting. District may subsidize literature in the event of a literature chair shortfall.

9/14/1998

Motion passed to spend \$250 to replenish inventory.

2/1/1999

Motion passed to give literature chair money to replenish inventory.

4/?/2001

50 Service Manuals purchased.

1/7/2002

Motion made and letter sent to GSO regarding the last paragraph of the proposed draft of the foreword to the fourth edition of the Big Book. District conscience believed that the foreword equated on-line AA meetings with face-to-face AA meetings.

4/?/2003

Group conscience did not believe it was needed for district to have a separate Grapevine chair separate from Literature chair.

4/?/2003

Motion passed to purchase a case of *Experience, Strength & Hope*, and a case of *Best of Bill (Grapevine)*.

5/3/2004

Motion passed to renew 2-year La Vina subscription for use at Stearns County Jail.

5/3/2004

Motion failed for the District to provide literature at St. Cloud Alano club.

9/?/2005

Motion passed to purchase back issues of the Grapevine (at a cost of \$26) to distribute to troops serving overseas.

9/?/2005

Motion passed to replenish literature after Benton County Fair at a cost of \$75

1/4/2010

Motion passed for district to stock pamphlets at Alano Club at the district's expense.

7/5/2010

Literature Review subcommittee formed to discuss ways to better serve the group's literature needs.

7/5/2010

General Service Conference proposal, "To incorporate into the Grapevine layout a 'daily reflection' for each day of the month," failed due to not being seconded. Revised proposal, stating 'Reflections component, submitted by members, to be put in the Grapevine," passed.

12/6/2010

General Service Conference proposal to capitalize "program of recovery" on page 59 failed to proceed past the district level.

2/7/2011

Motion passed for literature to be available at monthly district meetings.

3/7/2011

GSRs were encouraged to talk to their groups about the Grapevine and the fact that they are losing money.

8/1/2011

Motion passed to provide \$500 to the literature chair to build up inventory.

11/?/2013

Suggested the need to have literature funds allocated specifically for jails and institutions.

6/2/0214

Need to place a literature order to replenish our literature on hand. It was suggested that we check with other groups to get the order to \$500 so there is no shipping cost.

IX. Miscellaneous

2/7/1983

Because of "poor morale" at district meetings, stronger attendance and service was encouraged. GSRs who had not been attending meetings were to be contacted and encouraged to return to the district meetings.

2/2/1984

District voted to post a flyer announcing district meetings at St. Cloud Alano Club.

4/2/1984

District "project" for next few months is to get more GSRs involved and informed.

1/7/1985

Motion passed to establish a committee to provide an information packet to new GSRs to "help explain their responsibilities and answer questions after their first few meetings."

6/3/1985

District acquired P.O. Box 441

4/7/1986

A letter written to AA and Alateen friends, from the area assembly stated "It is suggested that AA members refrain from sponsoring Alateen." (Tradition 6)

3/7/1988

Motion passed to have 200 copies of Twelfth Step Work & Service Opportunities information sheet made available to groups represented by the district.

7/2/1990

Motion seconded to bring to Area the proposal to change the word "Him" in 12 steps to "God." Will be brought to groups to form district conscience.

9/10/1990

Motion failed to bring to Area the proposal to change the word "Him" in 12 steps to "God," for the reason "keep it simple."

4/6/1992

Postcards mailed to remind GSRs of monthly meeting will be sent out for two more months.

1/4/1993

List of 5th step listeners- clergy and sponsors – formulated, broken down by religions, etc.

1/2/1995

Discussed possibility of working jointly with District 15 to fill committee chairs.

3/3/1997

Motion made to form an Activities and Information committee. Functions of the committee include organizing activities within the district (dances, picnics, etc.); resourcing information about AA that would benefit the program as a whole and specifically to the district; work on increased GSR participation and attendance at the district level.

4/7/1997

Motion failed to form Activities and Information committee. Instead, motion passed to establish Information chair to bring information to groups that do not have GSRs. A locker at the Alano club will be used to distribute literature and information for this purpose.

11/2/1997

Motion failed to postpone December district meeting one week because of the Vikings-Packers Monday night game ("everyone thought the Vikings would get their asses kicked anyway.")

5/7/2001

Idea of intergroup discussed and tabled.

9/10/2001

Ad-hoc committee formed to explore the possibility of starting an Intergroup.

4/1/2002

Efforts being made to attempt to develop Spanish-speaking group in the district. Spanish Big Books, pamphlets, and a service manual has been purchased to help such an effort.

5/6/2002

Determined that the district is responsible for helping to start and supply literature for a Spanish-speaking meeting, to be held at 7:30 PM Mondays at the St. Cloud Alano Club starting July 15th.

5/?/2003

Motion passed to draft a speaker list to make available in a "pool."

11/?/2004

Spanish-speaking meetings to be held in Hispano Central at St. Joseph's Church in Waite Park

5/?/2005

Spanish Speaking Meetings to be held in Hispano Central at St. Joseph's Church in Waite Park.

7/?/2005

Motion passed to submit a request for St. Cloud to be host city of 2009 Regional Service Forum.

2/?/2006

Translators needed for Spanish-speaking AA meeting in Waite Park.

3/?/2008

Following discussion regarding groups with outside affiliation, motion passed to include two contested groups on the District schedule.

7/5/2010

Area 35 proposal, "To develop a system to clarify, verify, and identify who is a voting member of the assembly," failed.

7/5/2010

Area 35 proposal, "To bring to Area 35 a discussion on putting into place an explanation of substantial unanimity in regards to the Third Legacy voting procedure prior to voting," passed.

8/2/2010

Motion passed to form a subcommittee to explore the possibility of a District 13 Business Office at the St. Cloud Alano Club.

10/4/2010

District conscience voted against the idea of a District 13 Business Office.

5/2/2011

District formally nominated Roger R. to stand for Area 35 Delegate Panel 62.

8/?/2012

The question was brought up as to whether we could introduce an Activities Chair. However, this would not be a district position but rather a service opportunity at the group level. There is also the possibility of starting a "squad council," which exists as a group but whose primary purpose to plan events

X. Public Information/Phone Line

8/2/1982

Committee suggested that all open meetings be submitted to the district in order for a list of them to be published in newspapers and aired on radio.

9/13/1982

Beginner's Meeting starting in October, held at the St. Cloud Alano Club.

10/13/1982

Currently two Beginner's Meetings: Friday 9:00PM and Saturday 6:30PM at St. Cloud Alano Club.

11/1/1982

Intergroup fundraiser held at Brickyard Room, Atwood Center in SCSU in part to help finance a 24-hour assistance hotline.

5/2/1983

Suggested that the district get involved in carrying the message to high schools.

7/11/1983

Concerning anonymity break in the *St. Cloud Times*, DCM will talk to newspapers and remind them of AA's anonymity tradition.

8/1/1983

Letter and pamphlet "AA Resource for the Medical Profession," distributed to St. Cloud area medical professionals.

9/1/1983

Seminar on alcohol and the elderly to be held September 16th 1983. It was suggested that the message be carried to elderly in high rises and nursing homes.

4/2/1984

Intergroup voted to sponsor a booth at the Benton County Fair

1/6/1986

1000 copies of the informational list of 12th step and service opportunities will be produced and available to AA members.

4/6/1986

Voted to have a booth at the Health Fair.

8/4/1986

Motion passed to form a committee to study the changing situation with the AA phone line. The district authorized the committee to spend 50 dollars for the AA phone line if no additional funding is provided.

9/1/1986

Special meeting held in regards to the AA assistance line being transferred from two AA members' houses to the hospital. This motion failed due to violation of Tradition 6. Motion made and passed that the district will be responsible for the AA assistance line, and a call forwarding system will be implemented using a list of AA volunteers to answer calls.

9/8/1986

District is paying for pamphlets, "Is AA For You?" for the Assistance Line.

12/1/1986

The assistance line is moved from individual's house to an answering service, established requirements of 6 months sobriety and a commitment to take at least one 12 hour shift per month. Monthly meetings are in place for the AA assistance line.

12/5/1988

Motion failed to carry district conscience to Area 35 that AA booth at Minnesota State Fair represents promotion rather than attraction.

5/1/1989

Booth booked at the Benton County Fair, August 1st-6th.

10/2/1989

District financially supporting Help Fair at Saint Cloud State. Open meeting from 7-9 to acquaint people with the AA meeting held on campus on Thursdays.

5/7/1990

Motion passed to sponsor a booth at the Benton County fair; if manned or unmanned to be decided at a later date.

6/4/1990

Motion passed to have an unmanned booth at the Benton County Fair.

8/6/1990

Motion passed to explore options for producing wallet-size schedules for district.

1/7/1991

Regarding anonymity break in *St. Cloud Times*, special meeting held to address importance of anonymity. People involved in anonymity break were contacted by phone. Anonymous letter to the editor rejected due to the desire not to fuel the fire.

1/7/1991

Assistance line has changed its sobriety requirements from 6 months to 1 year of sobriety minimum for working the hotline.

4/1/1991

Meeting list and assistance line number to be published in *St. Cloud Times*.

6/3/1991

District sponsoring a booth at Benton County Fair.

1/6/1992

Motion passed to make 500 copies of updated meeting schedules.

4/6/1992

Suggested that future meeting schedules indicate which meetings are handicap accessible.

5/4/1992

Motion passed to sponsor a booth at Benton county fair at a cost of 55 dollars.

9/14/1992

Motion passed to reprint 500 schedules, with updated information on handicap accessibility and smoking/non-smoking information.

10/5/1992

Motion passed to purchase an answering machine for Assistance Line in order to cover shifts not filled.

1/4/1993

Discussed possibility of posting meeting schedule and Assistance Line number on public access television.

5/5/1993

Motion passed to sponsor a booth at Benton County Fair.

5/2/1994

Motion passed to sponsor a booth at Benton County Fair for 55 dollars.

8/1/1994

Updated meeting schedules printed and distributed.

9/12/1994

Motion passed for district to fund a room at St. Cloud Roundup for use in recruiting and training volunteers for the Assistance Line.

8/7/1995

District sponsored a booth at the Benton County Fair.

12/4/1995

Updated meeting schedules printed at cost of 40 dollars.

5/6/1996

Motion passed to pay 90 dollars to repair answering machine for Assistance Line

5/6/1996

Motion passed to sponsor an unmanned booth at Benton County Fair.

8/5/1996

Motion passed to include on the next meeting schedule which meetings are open and closed.

11/4/1996

PI and CPC working to distribute information to are doctors.

5/5/1997

Motion passed to sponsor a booth at the Benton County Fair.

8/7/1997

Assistance Line workshop to be held on September 13th.

1/5/1998

Motion passed to sponsor a booth at the Benton County Fair

1/5/1998

Motion passed to change the name of the AA Assistance Line to "Alcoholics Information Line."

1/5/1998

Assistance Line committee given authority to put out public service announcements.

7/13/1998

Motion passed to move Assistance Line to different service in order to get service on weekends.

7/1998

Motion passed to purchase pamphlets for booth at Benton County Fair at a cost of \$180.

2/1/1999

Motion passed to discontinue the Assistance Line. District conscience felt that it was too expensive and that there are other means with which to carry the message.

4/5/1999

Motion failed to have Area PI chair come to district meeting to drum up support for PI position.

4/5/1999

Motion passed to combine CPC and PI chair.

7?//2000

New 800 number for district is 1-800-850-HELP

2/5/2001

District assistance line moved to St. Cloud Alano Club.

9/10/2001

Motion passed to have groups have a Phone Line Representative that would delegate group volunteers to help staff the phone line.

1/7/2002

Motion passed to separate the PI/CPC chair into two positions

8/?/2002

Motion passed to print 10,000 new meeting schedules

11/?/2002

Motion passed to change the listing of the phone line in the phone book to AA Assistance Line (in bold) at a cost of 200 dollars, in order to list more clearly.

1/?/2003

Motion made to approve additional \$238 to cover changes made in Assistance Line listings in white and yellow pages. It was decided that the treasurer will check on any available discounts and use discretion when determining the best way to pay it.

2/?/2003

Motion passed to maintain district web site at a cost of \$1 per month.

5/?/2003

Motion passed to sponsor an unmanned booth at the Benton County Fair, at a cost of \$65.

8/?/2003

Motion passed to form an ad-hoc committee to get a beginner's meeting started

1/5/2004

Motion passed to have a reduced rate at the AA Assistance line, saving 10 dollars a month totaling a monthly bill of \$100 a month.

2/2/2004

Motion passed to dissolve the ad-hoc committee for beginner's meeting – too many questions, not enough answers.

5/3/2004

Motion passed to sponsor a booth at the Benton County Fair at the cost of \$65, provided the literature provided comes out of literature chair's budget. The possibility of sharing the booth with AI-anon was discussed

1/?/2005

Due to large attendance at PI meeting, the need to separate Phone Line and PI committees probably not necessary.

2/?/2005

Motion passed to purchase literature(at a cost of \$50) to distribute at waiting rooms at hospitals and clinics.

2/?/2005

Motion failed to place ads in SCSU University Chronicle due to cost.

7/?/2005

Motion passed to rent table and table skirt (at a cost of \$24) for use at Benton County Fair.

9/?/2006

Motion passed to reconnect PI and Phone Line committees; discussed possibility of forming a Phone line subcommittee within the PI committee.

1/?/2009

Motion passed to form a Phone Line subcommittee to report to the PI chair in order to better facilitate the scheduling of volunteers on the district 24 hour help line.

3/1/2010

Motion passed for district to start a Beginner's meeting (informational meeting, rotating topics) to be held at the St. Cloud Alano Club, with the costs supported by the district. The meeting would begin May 5th, and the district would need to vote to renew their commitment at the end of the year.

4/5/2010

Motion passed to sponsor a manned booth at the Benton County fair at a cost of \$175.

12/6/2010

Motion passed to continue funding the Beginner's Meeting for another six months in order to gauge a full year of the meeting.

12/6/2010

Motion passed to purchase a banner reading "Alcoholics Anonymous" for PI functions, to be stored by archives chair.

12/6/2010

Motion passed to run a three day ad in *St. Cloud Times* between Christmas and New Year's

12/6/2010

Motion passed to purchase 5,000 business cards with the statement, "If you want to drink, that's your business; if you want to stop, we can help," and the Phone Line number printed on them

5/2/2011

Motion passed to sponsor a manned booth at the Benton County Fair.

5/2/2011

Discussion regarding discontinuing the usage of the 12 step call list for the AA Assistance Line; no action taken

6/6/2011

Motion passed to continue funding Beginner's meeting through the end of the year; decision on whether to fund will be annual from now on.

7/2/2012

Decision to continue the Benton County Fair Booth and to spend up to \$300 on a TV set to use at that booth.

1/13/2014

Motion passed for the District to continue funding the Beginner's Meeting for the year of 2014.

06/02/2014

Motion to start the process for the meeting schedule reprint passed.

XI. Treasury/Finance

12/7/1984

Motion passed to list all expenses and contribution specifically in the monthly minutes in order to inform people where their money is going

10/7/1985

Motion passed to financially support (\$25 max/day) area committee members to attend assemblies and other service function.

4/7/1986

Recommended that groups have a prudent reserve of 3 times monthly expenditures

1/5/1987

Prudent reserve was raised from \$150 to \$200 in order to cover telephone expenses.

1/4/1988

Signs outlining suggested distribution of group contributions have to have changes made and will be replaced

1/4/1988

Rent was past due at St. Peter and Paul Middle School. Motion passed to pay past due rent immediately.

3/7/1988

Motion passed that a charge account be opened at Copy Right for copy purposes (minutes, reports, etc.). DCM, treasurer, and secretary have access to the account.

3/7/1988

Motion passed to pay rent for district meetings through the end of December

1/9/1989

GSRs are asked to bring the attention of their groups that the district expenses will increase substantially in February due to expense of sending District officers and committee chairs to Service Workshop in International Falls, and more contributions to district were encouraged.

6/11/1989

Motion passed for the district to pay for delegate's expenses in order to give delegate report.

6/4/1990

Motion passed to form a committee to draw up a budget for district funds

7/2/1990

Motion passed to include in monthly minutes an expense report along with group contributions.

8/6/1990

Motion passed to approve proposed budget

8/6/1990

Motion seconded to change the reminder on the contributions summary in the monthly minutes to the wording in the 7th tradition pamphlet.

3/2/1992

"Deposit Only" rubber stamp purchased.

7/6/1992

Committee formed to draw up budget for district.

12/6/1993

Motion passed which states "for major expenditure of district funds, a request is to be brought forward to the district 4 months in advance if possible."

2/6/1994

Motion passed to financially support district officers and committee chairs to attend Spring Assembly.

3/7/1994

Motion passed to increase district prudent reserve to \$300.

5/2/1994

Motion passed to get a charge card at Kinko's for copying purposes, and allow three district officers to have access to the card: DCM, Secretary, and PI/Phone Line chair.

7/11/1994

Motion passed to purchase a stamp to endorse checks as well as a stamp to use on envelopes for distributing to groups for contribution purposes.

9/12/1994

Motion passed to financially support district officers and committee chairs to attend Fall Assembly

8/7/1995

Motion passed to require a minimum of five years of sobriety for the position of treasurer.

8/7/1995

Motion passed to require signatures of both the treasurer and DCM on district checks

2/5/1996

Motion passed to financially support DCM and Alternate DCM to West Regional AA Service Conference in Casper, Wyoming.

4/1/1996

Motion passed to send all officers to Spring Assembly at approximately \$100 per person.

9/9/1996

Motion passed to cover the cost of one meal(\$7.50 or less) for district officers attending Fall Assembly.

9/9/1996

Motion passed for treasurer to prepare a 1997 budget by December district meeting

1/6/1997

Motion passed to financially support DCM to attend Area Workshop

2/3/1997

Motion passed to financially support DCM to attend West Central Regional Service Conference in Aberdeen, South Dakota.

7/7/1997

Motion passed to send DCM and Corrections/Treatment and Archives chair to Regional Forum in St. Paul.

1/5/1998

Motion passed to financially support only committee chairs to Area Workshop.

3/2/1998

Motion passed to financially support committee chairs to Regional Forum in Rochester.

3/2/1998

Motion failed to dip into prudent reserve in order to pay for meeting schedules

9/14/1998

Motion passed to financially support six officers/committee chairs to Fall Assembly

9/14/1998

Motion failed to pass the basket at the district meeting to help pay for coffee

12/?/1998

Motion passed to hold off replenishing literature until funds are available

3/1/1999

Motion passed to send DCM to West Central Regional Forum in Minot, SD. Motion amended to send an additional district officer to forum.

3/1/1999

Motion passed to send 3 district officers to Spring Assembly.

7/?/1999

Motion passed to send secretary to West Central Regional Forum in Sheridan, WY.

7/2/2001

Motion passed to send DCM to West Central Regional Forum

8/6/2001

Motion passed to reimburse DCM for purchase of coffee pot, coffee, and can opener for use at district meetings

4/1/2002

District conscience agreed that if district officers and or committee chairs wished to pay their own way to district/area functions, they should anonymously re-donate funds to the district after being reimbursed.

4/1/2002

Motion passed to send four committee chairs to Spring Assembly at an approximate cost of \$500.

5/6/2002

Motion passed to send DCM, treatment chair and CPC chair to Area Committee Meeting at a cost of \$30/person.

2/2/2004

Motion passed to encourage people to go to West Central Regional Forum, but that district cannot and will not pay the expenses of anyone to go.

2/2/2004

In regards to discussion about "pink can" funds, determined that district cannot accept dedicated funds; all donations to district will go into general fund without being earmarked for a specific purpose.

3/1/2004

Motion passed to keep prudent reserve at \$300, instead of raising it to \$500.

3/29/2004

Motion passed to send all officers to spring assembly; motion amended to have the district only cover the DCM's expenses.

5/3/2004

Motion failed to increase prudent reserve from \$300 to \$500.

9/13/2004

Motion failed to increase the prudent reserve to \$600.

9/13/2004

Motion passed to send all officers who have budgeted to attend the Fall Assembly.

10/4/2004

Motion passed for officers to do a budget for 2005.

2/?/2005

Motion passed to approve 2005 budget.

2/?/2005

Motion passed to send DCM to West Central Regional AA Service Conference in Rapid City, SD.

7/?/2005

Motion passed to send officers to joint Area 35/36 service conference in Elk River.

10/?/2005

Motion passed to send district secretary to Fall Assembly

1/?/2006

Motion passed to allocate \$1000 to send District officers(DCM, Alt. DCM, committee chairs) to Regional Conference in St. Louis Park.

1/?/2007

Motion passed to approve 2007 budget

2/?/2007

Motion passed to cover expenses for Area Alternate Delegate to facilitate District inventory in July

8/?/2007

Motion passed to send DCM to West Central Regional Forum in Omaha, Nebraska

1/?/2008

Motion passed to have treasurer produce "long form" treasurer's reports on a quarterly basis and "short form" on a monthly basis

1/?/2008

Motion passed to have District provide groups with pre-addressed envelopes in order for groups to contribute to District.

11/?/2009

District budget for 2010 passed unanimously

3/7/2011

District budget for 2011 passed

8/1/2011

Motion passed to have district chairs divide up the groups to visit regarding the importance of contributing to the district.

9/14/2011

Motion passed to have a 2-year budget passed in the June of the odd year so that incoming chair/officer will have a budget worked out for them for the first year, and will draw up a budget after having one year of experience in the position.

9/2/2013

Suggestion was made to donate money to the Area webmaster for the exceptional amount of hours and non-reimbursed out-of-his-own-pocket expenses spent.

1/13/2014

Budgets for 2014 were discussed. Although we had decided to continue the same budget for 2014 as 2013, it was decided that if any Officers or Chairs had additions to their budgets they should email those to Al. The new budgets will be proposed at the February meeting.

2/3/2014

Motion made and passed to approve the 2014 budgets.

2/3/2014

Motion made and passed that the Treasurer could order a Debit Card for our District Account.

3/3/2014

Concerns were addressed about the use of a debit card. It was clarified that the card's main purpose was for convenience of ordering literature and reducing the cost of shipping for that literature. Any other uses of the card will be brought to the District for approval prior to usage.

4/7/2014

Motion that the debit card be used only for Literature orders, unless preapproved by the District was passed.

XII. Treatment

4/2/1984

Because "busloads" of VA patients tend to overcrowd meetings, it was suggested that the district bring meetings into the VA.

5/7/1984

One group continued to express problems with too many VA patients in their meeting. District will talk to someone at the VA to work on "cooperation with the outside."

5/4/1992

Treatment and Correctional Facilities Temporary Contacts list was introduced.

7/6/1992

Treatment and Correctional Facilities contact list has been established at Waverly Treatment center.

12/6/1993

Discussed splitting Corrections and Treatment chair into two separate positions

10/7/1996

District is now responsible for Wednesday evening open meeting held at St. Cloud Hospital

11/4/1996

Motion failed to collect group conscience regarding Willmar treatment center speaker meeting guidelines. It was stated that district has no authority to change guidelines of treatment centers.

5/5/1997

Treatment/Corrections workshop to be held on June 14th.

10/6/1997

District voted in a separate Treatment Chair, thereby splitting up the Institutions/Treatment chair position into two positions.

7/13/1998

Motion passed to hold a Treatment workshop, with costs covered by the district.

8/6/2001

Motion passed to reimburse Treatment chair for literature purchased when doing 12-step work at Treatment facilities.

2/4/2002

Motion passed to purchase workbooks for use in Treatment committee at a cost of \$10.

4/1/2002

Treatment committee is developing a temporary sponsorship program called "Bridging the Gap."

5/6/2002

200 Big Books were purchased at \$1/piece for use in treatment centers and correctional facilities.

APPENDIX I

GENERAL GUIDELINES FOR SERVING DISTRICT 13

1. Two years of continuous sobriety
2. Familiar with responsibilities of position before accepting nomination/election.
3. Attendance at monthly district meeting with a written report or
 - a. Attendance of alternate at monthly district meeting with written report from chairperson, or
 - b. Monthly communication with DCM, and a written report submitted by chairperson.
4. Conscientious and diligent fulfillment of their duties as outlined in workbook from GSO.
5. Removal from office considered if non-compliance with #3 or #4 for two months in a row or three months in a year.
6. Removal must be by at least a 2/3 majority vote of those present at a regularly scheduled monthly district meeting.

APPENDIX II

SPECIFIC GUIDELINES FOR DISTRICT OFFICERS AND COMMITTEE CHAIRS

(DCM and ALT. DCM in Service Manual)

ARCHIVES CHAIR

- Serve for a period of two years
- Two or more years of continued sobriety
- Read and become familiar with all of AA's history related material such as *AA Comes of Age, Pass it On, Dr. Bob and Good Old-timers, Markings on the journey; the Markings Newsletter, etc.*
- Communicate and cooperate in a working relationship with the Archivist in Area 35
- Work with area groups and inspire them to collect historical items and information
- Talk at groups, districts, and workshops about history when asked
- Gather present and historical information about AA within the District
- Keep all historical information in such a way as to make it accessible and to preserve it for future generations
- Maintain inventory of historical displays, providing them at local District functions

CORRECTIONS CHAIR

- Serve for a period of two years

- Two or more years of continued sobriety
- Obtain, read and use Correctional Facilities workbook and any related materials from GSO
- Serve as the District liaison with local correctional facilities
- Take AA meetings into prisons and jails and encourage other groups/members to serve
- Bring AA approved literature/information into local correctional facilities
- Maintain and distribute a list of temporary contact for inmates being released
- Work with CPC to develop necessary joint subcommittees (DWI programs, youth orientation, etc.)
- Coordinate the work of AA members and groups interested in carrying the AA message inside the walls
- Maintain a contact list of groups/individuals currently bringing AA into correctional facilities
- Maintain a pre-release sponsor list
- Have on hand proper level of all forms for individuals interested in carrying the message into jails and prisons, or interested in inmate correspondence, temporary sponsor, etc

CPC CHAIR

- Serve for a period of two years
- Two or more years of continued sobriety
- In order to provide a clearinghouse of information in the District with respect to CPC, coordinating the exchange of ideas and resources between groups/AA members by providing information about AA to those in the professional community. Continue to maintain and develop areas that will further these goals
- Obtain, read and use CPC workbook and any related materials from GSO
- Find productive and creative ways of cooperating without affiliating, attempting to establish better communication between AA and professionals
- Work within the fellowship by holding workshops and encourage local groups to participate
- Utilize subcommittees as a way to better reach specific professional groups
- Keep the District informed of local activities where volunteers are being used and where needed (DWI clinics, cooperating with the courts, etc.)
- Be informed of AA as a whole so as to keep traditions intact while meetings are in function and keep the district healthy as a whole

LITERATURE CHAIR

- Serve for a period of two years
- Two or more years of continued sobriety
- Become familiar with all conference approved literature
- Maintain District 13 literature inventory
- Encourage awareness of new or recently developed literature and service pieces
- Have current literature order blanks at all District functions
- Encourage groups to have a literature chair
- Work with other committees to have available literature they might need in their committees
- Be available for local round-ups, workshops, etc. And have fully displayed literature material
- Attend the monthly district meeting

PUBLIC INFORMATION CHAIR

- Serve for a period of two years
- Two or more years of continued sobriety
- Obtain, read and use PI workbook and any related materials from GSO

- Encourage attendance and participation in PI meetings
- Coordinate any AA exposure to media within the district
- Coordinate the activities of all public information as it relates to AA within the district
- Maintain list of small newspaper, radio, and TV stations in the District and mail anonymity statements to those publications
- Develop and maintain District PI display as necessary
- Obtain and conference approved radio, press, and television material throughout the District
- Coordinate the District phone line, including but not limited to staffing the phone line with AA volunteers to be available for the still suffering alcoholic

SECRETARY

- Serve for a period of two years
- Two or more years of continued sobriety
- Keep records (minutes) of all District meetings
- Assist DCM at District meetings
- Request mailing labels as needed from Area 35 Group Records Secretary
- Send copies of the District minutes to all groups within the District, to GSO, Area Chair, Delegate and all District officers
- Send copies of the minutes to the archives of the GSO
- Distribute minutes within two weeks of the monthly District meeting
- Keep current list of District officer names, phone numbers, emails (when available)

TREASURER

- Serve for a period of two years
- Two or more years of continued sobriety
- Work closely with DCM in disbursement of District 13 funds. The DCM is the second signature on District checks. In the absence of unavailability or the DCM, the Secretary should sign. The DCM should be notified of all checks signed in his/her absence
- Secure/maintain a PO Box for receiving contributions
- Pick up contributions on a frequent basis, making all deposits in timely manner
- Send acknowledgements for contributions to groups
- Pay all District 13 bills promptly
- Provide monthly statements at the District meeting and for the minutes
- Be willing to assist DCM/Alt DCM in reaching out to groups about need for group support

TREATMENT CHAIR

- Serve for a period of two years
- Two or more years of continued sobriety
- Serve as the group liaison with local treatment facilities and encourage other group members to be of service. To work to further the understanding of AA by hospitals and treatment center staffs, and take the AA tools of recovery to alcoholics in treatment. They also maintain a temporary contact list and make it available to people being discharged from treatment facilities
- Obtain, read and use the Treatment Facilities workbook and any related materials from GSO
- Keep a current list of facilities including long term, short term, and outpatient treatment facilities, detox centers and halfway houses

- Work with groups on how to encourage meetings within treatment facilities
- Keep record of reports on lists of members in groups that are willing to work on committee
- Coordinate the work of AA members and groups who are interested in carrying the message into treatment centers
- Set-up and maintain the means for patients to “bridge the gap” from treatment facilities into the larger AA community (Temporary Contact Program)