

Area 35 Northern MN Area Actions Book

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5th Edition	February 1996	12th Edition	February 2010
6th Edition	January 1998	13th Edition	February 2012
7th Edition	February 2000	14 th Edition	January 2014
		15 th Edition	February 2016

This Booklet Is Not Complete! Some Area 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:

1952	Spring & Fall	1960	Spring & Fall
1953	Spring & Fall	1967	Spring
1954	Spring & Fall	1968	Spring & Fall
1955	Fall	1976	Spring
1956	Spring & Fall	1978	Feb, June, August
1957	Spring & Fall	1979	Fall
1958	Fall	1980	Feb, June, August December
1959	Spring & Fall	1981	Spring, June, Fall

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I. Archives

06/17/84

The Area Committee decided that a temporary Archives Committee be appointed, consisting of Vern R. (past delegate), the Area Chairman and any other interested persons.

10/07/84

The Area Assembly decided to assign Scott J. to gather archives for the area.

10/19/86

The Area Assembly decided that we allocate \$500 for the Area Archives.

04/27/88

The Area Assembly decided that the Area will form an Archives Committee.

04/01/89

The Area Assembly decided to pay the Archivist, Scott J., \$25.00 a month to store the Archives at his home.

02/17/91 Area Committee

The area decided that the best dates for the 1992 Area Service Workshop be January 18-19, 1992 in Zone 1, that the Area Committee meeting be February 9th, 1992, that the 1992 Spring Assembly be April 4-5, 1992 in Zone 1, and that the 1992 Fall Assembly be October 3-4 in Zone 1 This follows the rotation pattern and minimizes conflicts with other events while spreading out the meetings that GSRs attend.

04/07/91

The area voted to vote by paper ballot for motions pertaining to the Archives Chair/Archivist subject (this assembly only). A motion was passed, after a pro/con discussion, to create an Archives Chair position in addition to the current archivist position.

07/28/91

A motion passed that the Area Archives Chair position will have a vote on the area committee, and the Archivist will not. A motion passed that the selection procedure for the Area Archivist and Archives Chair will be in the same manner as other Action Committee chairs, which is by appointment by the Area Chair. It was noted that, due to the nature of the Archivist's job of work on long-term projects and requires much learning and skill, it may be feasible that the Archivist be re-appointed.

12/01/91 Area Committee

The 1993 Area 35 Spring Assembly was tentatively rescheduled for March 27 and 28, due to conflicting with Palm Sunday on April 3 & 4.

08/07/94 Area Committee

A motion was made and passed that the Area Literature and Grapevine Chairs submit new items and reprints to the Archives Committee. Funds will come from the Archives Committee.

03/22/97 Area Assembly

Discussion was held as to if it was financially prudent to support both an Archives Chair and an Archivist to attend all functions. After the different responsibilities of each position were explained, it was decided - yes.

04/01/00 Area Assembly

A subcommittee was formed to gather information regarding a future Repository to house the Area's Archives collection.

06/04/00 Area Committee

An Archives Workshop will be held June 10th in Brainerd, MN.

10/06/01 Area Assembly

Posthumous Anonymity - Carol J., Archives Chair called Bill A. at the GSO who is the head of P.I. Department in regards to posthumous anonymity. The committee withdrew their November 1, 1999 recommendation, which had been tabled by the Board and wished to replace it with the following: the committee recommends that the following policy be used as guidance in our Public Information activity surrounding our Co-Founders, Bill W. and Dr. Bob. The GSO Public information policy should maintain the anonymity of all AA members living or dead, including the co-founders, to the maximum extent possible.

04/03/05 Area Assembly

Area 35 Archives Website Proposal: We would like to develop an Area Archives Website utilizing space already available on the Area 35 site. We will need to add more space to accommodate our files that are in the process of being transferred to a searchable

data base (.pdf). This would make our Area files and history accessible to those who wish to search or view them. Our proposal includes the approximate cost of the extra space needed on the site to house this information. The Area Archives web site will have a link from within the existing site. The site would be set up in two parts. The first being an Area history and general history. This would include district histories, club histories, photos of places and people in AA history as well as a video walkthrough of Area 35's archives. Along with our site, a link to the AA Grapevine archives would also be a great tool. The second part would be a searchable archives for Area offices and whoever else that would need access to these files. This area of the website would be protected by password because of the last name and personal information on some documents. We currently pay \$38/month for 50MB of storage. If we increase our storage page to 1GB (1000MB) it would be \$50/month total. If we increase our storage to 2GB (2000MB) it would be \$60/month total. A motion was made to accept the proposal as presented. The motion was seconded and passed on a show of hands vote with one opposed. The minority did not speak.

10/8/05 Area Assembly

Digital Archives on Website: A motion was made to create a separate committee to explore all possible options regarding the digital archives. The motion was seconded. A show of hands vote was taken, 58 in favor and 9 opposed. The motion carries.

02/26/06 Area Committee Meeting

Motion was made and seconded that we increase the Archives rent from \$40 to \$100 effective March 1, 2006. Motion carried.

10/07 & 10/08 2006 Fall Assembly

Area 35 debated at great lengths and decided we needed to contact Rick W., GSC Coordinator, with the following: "Reproduction of archival material be sold only at cost with General Service Conference approval". It should not be sold for profit motives. A letter was sent to Rick W. on October 25, 2006 by our Panel 56 Delegate, Jerry S.

4/15/07 Spring Assembly

Jay C. stepped down as Area Archivist. Archives Committee suggested Brad I. as the Archivist. No one disapproved, and no other nominations were made. Brad was appointed as our new Archivist.

04/15/07 Spring Assembly

A motion was made to amend the Archives budget for two Zonal Workshops be to cover our share of the Area 35/36 Archives Workshop and hold this one instead of two workshops. Motion carried. Rick made another motion to shift the money that was budgeted for him to attend the WCRF in Omaha to the Archivist to attend since Rick cannot attend. Motion carried.

07/21/07

Area 35/36 Joint Archives Workshop was held in St. Cloud, MN at the Bethlehem Lutheran Church from Noon till 4:00 PM.

II. Area Meeting Schedule/Format

10/02/58

Area Assembly - Superior, WI: The trial plan for arranging non-conflicting dates for A.A. affairs was brought up again. It was decided to continue this plan; that Group Representatives notify the Assembly Secretary when plans are being made to be sure date set does not conflict with other affairs in the locality.

10/26/58

Area Assembly - Superior, WI: The importance of all groups having a P.O. Box was discussed. Of the 16 groups present, 14 have a P.O. Box. Groups were asked to be sure to notify Assembly secretary or delegate of any change of address to be sure they get their notices.

10/26/58

Area Assembly - Superior, WI: Motion made and supported that the next semi-annual meeting be held in Bemidji; time and place to be left to the discretion of the delegate and secretary.

03/19/61

Area Assembly Semi-annual Meeting - Brainerd, MN: Invitations for Fall Meeting from Ely, Duluth West End, West Duluth, Bemidji and Fergus Falls. Voted to hold meeting at Fergus Falls.

09/24/61

Area Assembly Semi-annual Meeting - Fergus Falls, MN: Invitations to spring meeting from Duluth and Aitkin. Voted to have next meeting in Duluth.

04/01/62

Area Assembly Meeting - Duluth, MN: Motion was made that the Fall meeting to be held at St. Cloud, time and place to be designated later.

10/21/62

Area Assembly Meeting - St. Cloud, MN: Assembly decided that hereafter; the delegate would hold a special meeting with the committeemen a month before Area Assembly meetings to discuss their problems.

10/21/62

Area Assembly Meeting - St. Cloud, MN: Motion made and supported that a mail poll be made of all groups to decide whether or not they prefer a centralized meeting place for Assembly Meetings.

10/21/62

Area Assembly Meeting - St. Cloud, MN: Motion made and supported that the Spring Meeting be held at Brainerd.

03/31/63

Area Assembly Meeting - St. Cloud MN: A motion was unanimously passed and supported (mail poll included) that Brainerd be selected as the "centralized" meeting place for future assembly meetings.

10/22/67

Area Assembly Meeting - Brainerd, MN: Donna T. of Bemidji brought a map showing the boundary lines of the various areas in the northern part of Minnesota. After a general discussion on the subject, Arno A., St. Cloud, volunteered to contact the clubs on the fringe to determine which area they wish to be in. He is to report back at the spring meeting.

04/12/70

The Area Committee decided that the meeting begin at 10:00 AM and be conducted without a dinner break, but with a coffee break at the (Brainerd) Club Room.

06/12/76

The Area Committee decided to hold the next DCM meeting (Area Committee Meeting) on August 14, 1976, in conjunction with the Red River Valley Roundup.

12/05/76

The Area Committee decided to rotate the Assembly meetings by district with the order to be determined by drawing. A drawing was then conducted to determine the order of rotation of the meetings: The order of rotation will be as follows:

Fall of 1977	Iron Range District
Spring of 1978	Lake Region District
Fall of 1978	North Shore District
Spring of 1979	Northwest District
Fall of 1979	North Central District

A second motion was made and seconded to have an Open Meeting the night before each Assembly meeting with the host providing the facilities and the Assembly arranging for the speakers. The proposal will be brought before the Assembly in April for approval.

02/06/77

The Area Committee decided that the film "Bill's Own Story" will be shown at the open meeting on Saturday night at the Spring Assembly.

03/27/77

The Area Assembly decided to leave the Fall and Spring Assembly meetings of the Northern Minnesota AA Assembly in Brainerd.

06/11/77

The Area Committee decided to arrange for an Open Meeting the night before the Assembly with the officers of the Assembly arranging for speakers.

06/11/77

The Area Committee decided to hold the next D.C.M. meeting in August 13, 1977 in Moorhead.

10/09/77

The Area Assembly decided to hold the Spring Meeting on April 8 and 9, 1978. The Area Assembly decided to hold the meeting at the National Guard Armory unless a better place can be found.

03/23/80

The Area Assembly decided that all assembly meetings be held at the Holiday Inn in Brainerd.

10/19/80

The Area Assembly voted to hold the assembly and workshop separately. Some groups that cannot financially support both may have to make a choice on which is more important.

10/19/80

The Area Assembly decided that after the Al-Anon split (of their area) could hold their assembly at the same time.

02/17/82

The Area Committee decided to have Duffy S. make the arrangements with the Holiday Inn for the Spring Assembly on April 3-4, in Brainerd.

04/04/82

The Area Assembly decided to have the Fall Assembly on October 9-10, in Brainerd at the Holiday Inn.

06/13/82

The Area Committee decided to start the DCM Meetings at 11:00 AM and no lunch break. The meetings will be held in the Village Hall at Crosby for \$15.00 which covers the coffee and rent.

08/08/82

The Area Committee decided that we will use the following format at our committee meetings: We will open with the Serenity Prayer and the 12 Traditions and close with the Lord's Prayer and the 12 Concepts.

12/12/82

The Area Committee decided to place the following items on the agenda for thorough discussion at the Spring Assembly: 1. That a discussion be held regarding the future of the Grapevine; certain proposed methods of increasing circulation as well as its continued publication in its present form. 2. That a discussion be held regarding the publication of a pamphlet for gays, a draft of which will be presented to the General Service Conference in April. 3. That a discussion be held regarding the reconsideration of the resolution passed at the Fall Assembly pertaining to special interest groups.

04/10/83

The Area Assembly decided to hold a two-day Fall Assembly because of the elections and the time it takes to take care of the business. The Area Assembly decided to move the Fall Assembly to Cragun's, located about six (6) miles from Brainerd. The cost will be \$2.00 per person per day. The new location is much larger and for now the area will try it for the fall, but can be moved later.

10/09/83

The Area Assembly decided that the Area Committee would make a decision at the next meeting in December as to where the Assembly will meet. The Area Assembly decided to hold the Spring Assembly the first weekend in April (1984). A later motion was carried to hold it on April 1st.

12/11/83

The Area Committee decided to hold the Spring Assembly in Grand Rapids at the Rainbow Inn.

02/12/84

The Area Committee decided to recommend to the Area Assembly that the area assemblies be moved to the Rainbow Inn in Grand Rapids.

02/12/84

The Area Committee decided to move the June Area Committee Meeting from June 10 to June 17, 1984 and the August Area Committee Meeting from August 12 to August 19, 1984.

06/17/84

The Area Committee decided that we have a potluck lunch at the area committee meetings.

08/19/84

The Area Committee decided that we would sell coffee tickets at all area functions for the price of 3 for \$1.00, and that coffee at the Area Committee Meetings be self-supporting as well.

12/09/84

The Area Committee decided that the Area Committee makes the decision as to where the assemblies and the Workshop will be held.

12/09/84

The Area Committee decided that the one and two-day assembly option be brought to the districts for consideration. The area committee would be given this option, based on the amount of work to be done.

02/10/85

The Area Committee decided that we have an Old Timers" Panel as an Open Meeting at the Area Assembly.

06/02/85

The Area Committee decided to adopt the Assembly Site Selection Policy. (See Appendix 1)

06/02/85

The Area Committee decided that the three standing committees be allotted two hours at the assemblies to conduct workshops, if the time is available. The committees would take turns with this time slot.

02/09/86

The Area Committee decided to move the Fall Assembly to October 18-19, 1986, so as to avoid a conflict with the Big Book Seminar at Brainerd on October 11-12.

06/01/86

The Area Committee decided to leave the area meeting at Crosby until later notified.

06/01/86

The Area Committee decided to give Shirley H. the authority to book the Pine Edge in Little Falls for the 1987 Spring Assembly.

06/14/87

The Area Committee decided to table, (the matter of the 1988 Spring Assembly) and that the DCMs in Zone IV meet and decide on the site for the Assembly.

12/31/87

The Area Committee decided that the Area Committee look into the possibility of obtaining different and more adequate quarters for the June Area Meeting and at that time have the Delegate's Report and a GSR sharing session along with the regular committee meeting. The motion gave the committee the power to make that decision.

06/05/88

The Area Committee decided to have our (Area Committee) meetings in Aitkin if the Club is available.

08/07/88

The Area Committee decided to set up an Area Inventory Format and hold an Area Inventory.

10/15/88

The Area Assembly decided to have the 1989 Spring Assembly at the Rainbow Inn in Grand Rapids, MN on April 1-2.

10/07/90 Area Assembly

The area decided to have a mailing before each assembly in the form of a separate flyer that will provide preliminary agendas, motel listings, and numbers, directions to the facility and other information deemed appropriate.

12/01/91

It was decided to place the subject of a creating committee for researching the needs of parliamentary procedure in Area 35 on the February 1992 area committee meeting agenda.

08/02/92

A motion was passed to have meetings at the 1992 Fall Assembly be non-smoking. The motion passed with a show of hands. No minority opinion was expressed.

12/02/92 Area Committee

A motion passed to have a separate coffee committee at Area Assemblies to pour coffee and inventory how much coffee is brought to the table by the institution.

08/01/93 Area Committee

It was discussed and decided that due to their importance, DCM reports will be given at the Fall Assembly.

03/27/93 Area Assembly

A motion passed to hold the 1994 Spring Assembly on March 19-20. There was no discussion from the floor.

10/02/93 Area Assembly

A motion to investigate facilities in our Area for the 1994 Spring Assembly was made and seconded. The motion was amended to include changing the date of the Assembly to April 9-10, 1994, the motion was seconded. There was discussion and clarification. The motion passed.

04/10/94 Area Assembly

The Area Secretary was asked to project future Area Assembly sites based on the zone policy outlined in the Area Actions Book. (Area 35 Assembly Sites are Appendix II.)

04/10/94 Area Assembly

After much discussion, a motion was made, amended and passed (62-13) that says: "There will be no smoking in meeting rooms at all Area 35 service functions to include Area Assemblies, Area Committee Meetings and Area Workshops. Scheduled breaks will be given at intervals not to exceed 90 minutes." The minority did not wish to speak.

06/05/94 Area Committee

Area Committee Meeting Site: Area Chairperson will set up an ad hoc committee to study possible sites. Each Zone will be represented on the committee.

08/07/94 Area Committee

Area Inventory: A motion was made and seconded that we conduct an Area inventory. The vote was 10 for and 15 against. The motion failed.

10/02/94 Area Assembly

Site Selection Ad Hoc Committee Report: DCMs discussed this issue at the DCM Sharing Session. The consensus was that the DCMs are in favor of remaining where we are (Aitkin Alano Club), but constantly keeping in mind that we hope to outgrow this facility.

12/04/94 Area Committee

Motion made and passed to have ad hoc committee continue to look for alternate committee sites with detailed report including site cost, space available, meal prices, and listing sites available on Saturdays and Sundays.

12/04/94 Area Committee

Smoking Policy: Motion was made and passed to amend the Area 35 non-smoking policy to allow for indoor smoking during periodic breaks at Area Committee meetings. Smoking will be permitted only in the back room of the Aitkin Alano Club with the door closed. The motion passed as amended by voice vote. A hand vote was then taken with 16 for and 7 against the motion. The minority did not wish to speak.

02/05/95 Area Committee

It was pointed out that the Spring Assembly is held on the first weekend in April (except for Easter or Palm Sunday). Fall Assembly is held on the first weekend in October, and the Area Service Workshop is held on the second weekend in January.

02/05/95 Area Committee

The ad hoc site selection committee needs Areas input on following questions with straw poll results in parenthesis:

Which day?	Saturday (5)	Sunday (18)
Should we rotate sites?	Yes (6)	No (18)
Central location	Yes (19)	No (1)
On site lunch important?	Yes (12)	No (11)

Specific recommendations to be made at the June Committee Meeting.

06/04/95 Area Committee

Ad hoc site selection report: Bemidji Alano Club being considered. Action Committees could meet separately from the Area Committee. A full report will be put in Northern Light.

08/06/95

Past Delegate, Scott J., will proctor the elections for the Fall Assembly on 10/7-8.

08/06/95 Area Committee

Ad hoc site selection report: Committee recommends that we continue to meet at Aitkin Alano Club. Bemidji Alano is suitable site for future. Motion made and passed that this issue be tabled until February 1996 Area Committee Meeting so the new rotation can participate in the decision.

10/08/95 Area Assembly

Discussed having Area Committee Meeting on Saturday or Sunday and no vote was taken as this is for the Committee to decide. Unofficial straw vote showed just as many problems with both days.

12/03/95 Area Committee

Motion was made to have an Area Inventory. Seconded and passed.

12/03/95 Area Committee

DCMs should plan Assemblies and Workshop sites in their zones 2 years in advance.

02/04/96 Area Committee

Motion was made to have the inventory on the Area Committee level and not on the Area as a whole, thus negating the motion of 12/3/95. Passed. This is to be done at the Spring Assembly and reported on at the following Area Committee meeting.

06/02/96 Area Committee

Decided to scatter the business throughout the agenda so the people are always participating.

06/01/97 Area Committee

Moved the Feb. 1998 Committee meeting to Feb. 22 to have more time to have Conference agenda items available and meet with these in hand. (move to meeting schedule)

06/05/98 Area Committee

The day of the Area Committee meeting was discussed and it was decided to leave it on Sunday.

08/25/98 Area Committee

The 1999 Area Workshop will be held in Alexandria at the Holiday Inn on January 23 & 24th.

02/27/00 Area Committee

The area chair asked for feedback regarding the upcoming Spring and Fall Assemblies. Have a speaker on Saturday night, presentations from Area Action Chairs; shortening DCM reports/timing them. The sense of the meeting was to leave things status quo for the Spring Assembly.

06/04/00 Area Committee

The Fall Assembly has been changed from Fergus Falls, Regency Inn to Alexandria due to the hotel in Fergus Falls being sold and remodeled. The Assembly will be held on October 7-8, 2000.

12/03/00

Moved the Feb. 2001 Committee meeting to February 25th to have more time to address Conference agenda items at the meeting.

06/03/01 Area Committee

A pro/con discussion will be presented at the Fall Assembly regarding booking future Assemblies 2-3 years in advance.

06/03/01 Area Committee

Zone II was unable to secure a site for the 2002 Spring Assembly and the Area Chair said the Eveleth Inn was open for those dates, which are in Zone IV. After discussion, a motion was made and seconded to hold the 2002 Spring Assembly in Zone IV, Eveleth, MN at the Eveleth Inn. The vote was unanimous with no one opposed.

06/03/01 Area Committee

A motion was made and seconded with no one opposed to rotate the rotation from Zone II to Zone IV switching the Spring and Fall Assemblies.

10/07/01 Area Assembly

A pro/con discussion was given on future assemblies and the format, such as breakout sessions conducted by Area Action Chairs and report-backs given to the assembly. The Area Chair asked for a straw vote to see who was in favor of the format that was used at the Spring Assembly. All were in favor of using that format.

12/02/01 Area Committee

Moved the Feb. 2002 Committee to February 24th to have more time to go over the Conference agenda items available and meet with those in hand.

12/01/02 Area Committee

Moved the February 2002 Committee to February 23rd to have more time to go over the Conference Agenda items and to meet with those in hand.

12/06/03 Area Committee

Moved the Feb. 2003 Committee to February 22 to have more time to go over the Conference Agenda items and meet with those in hand.

10/07/07 Area Assembly

Motion was made to accept the Ad Hoc committee recommendation to move forward with Area Inventory to be conducted with the following guidelines: A. To be conducted at the 2008 Fall Assembly; B. Four DCM's will act as moderators at each breakout session; C. Four GSR's will act as secretaries for each breakout session; D. Approximately three hours will be set aside for the inventory; 1 ½ hours for breakouts and 1 ½ hours for full body discussions; E. The area will review the inventory at the December committee meeting. Questions: What was good about it? What can be better? Review the effectiveness and consider frequency of future inventories, and build an action plan. Motion was seconded. Discussion, who votes, and motion on the floor was read again. Motion carried.

4/5-6/08 Area Assembly

Area 35 Inventory: It was voted to conduct an area inventory at the 2007 Fall Assembly. A committee was formed to discuss this. The committee suggested to forgo the Saturday night speaker at the Fall 2008 Assembly, and use the time for the inventory. Committee decided to split up the assembly and have DCMs moderate the inventory discussion. DCMs names will be put in a hat and drawn out. It was suggested to find someone outside of the area to proctor. Area Chair will obtain that person with help from our past delegates. At the June Committee meeting, we want to finalize the questions for the inventory and distribute them to the DCMS to bring back to their districts. Due to rotation two members of the committee were lost, committee asked for two new DCMs to volunteer to be on the committee. Butch and Tim volunteered.

6/1/08 Area Committee

Area 35 Inventory - the committee reported on the format for the Area Inventory. We will be holding breakout sessions at the fall assembly during the time usually designated for the Saturday night Speaker. The inventory will consist of 9 questions, and each group will have 3 questions to discuss, one which will be the common question: What other concerns do you have that are not addressed in this inventory? Four DCM's will proctor the breakout sessions: Kelly-District 5, Mary-District 16, Tim-District 12, and Roger-District 13. After the breakout sessions, we will reconvene in full assembly and use a format similar to what we follow in agenda item discussions, where the DCM will read the question, give a brief summary of the breakout session discussion regarding what we are doing right in the pertinent area, and what we could improve on, then they will open it up to floor discussion. We are hoping to get Ted S. to proctor this event.

8/3/08 Area Committee

GSR's Voting: Concern was raised over the fact that GSRs cannot vote at Area Committee Meetings, and it was pointed out that on page

S35 of the Service Manual says GSRs can vote anytime there is a meeting of the Area Committee. Clarification-this is an Area Committee Meeting, not an Assembly and that section of the Service Manual refers to Assemblies. GSRs can still vote at Assemblies which is in accord with the Service Manual, so we did not change the rules, it was just an Area decision to have Area Committee Meetings structured this way.

10/4-5/08 Area Assembly

AREA INVENTORY At 2 p.m. on Saturday, Jim K. Jon, C., and Butch R. began the Area Inventory. The question was asked if the body wanted the area officers, chairs and past delegates to take part in the inventory. There was a vote, and all were in favor of this. The room was then divided into sections and members were sent to assigned discussion topics in order to get equal representation for discussion of all the Area Inventory items. We adjourned for discussion of the Area Inventory questions. At 7:15 p.m. we reconvened to discuss the Area Inventory questions as a body. The questions and subsequent discussion was published in the 2008 Fall Assembly minutes.

10/4-5/08 Area Assembly

Cost of facilities for Fall and Spring Assembly: Concern was again raised regarding the cost, location, availability, and DCM's difficulty finding assembly facilities. Current and past expenditures for locations of assemblies were announced, and benefits and drawbacks of locations were mentioned, including costs, smoking, and casinos. A request was made for a sense of direction from the assembly regarding what to do in the future. The consensus was that we trust our trusted servants to make the best site selections, all being considered. Some suggestions were made to book a place for 4-5 years in a row to lower costs, and problems with this include being stuck in a contract, and a lack of rotation, which could result in an imbalance of power as the local people who will be the majority will have the majority votes.

12/7/08 Area Committee

Space limitations at the Aitkin Area Committee meeting location. At the Fall Assembly it was mentioned that we are crowded in Aitkin and we don't have enough rooms for the action committee meetings. A proposal was made to bring the catering people with us if we move. This was tabled for discussion at the December committee meeting. Discussion: It was pointed out that any committee may meet anywhere they like outside of the Alano Club. No action was taken on this.

12/7/08 Area Committee

Missing Events/Area Functions: It was reiterated that if you as an area chair or officer are going to miss an event, you must let the Area Chair know as soon as you know.

12/6/09 Area Committee

Previously the February Committee meeting date was scheduled one week early to allow people more time to review the background information. It was revised and will be held on February 28, 2010, in accord with the Area Actions Book which states it should be the fourth Sunday in February.

6/6/10 Area Committee

A motion was made to conduct an Area 35 inventory at the 2010 Fall Assembly. The motion was seconded and passed with 24 in favor and 2 opposed.

8/1/10 Area Committee

The Area 35 Inventory is going to use the same format and 17 questions from the previous Area 35 inventory. The breakout sessions will take place on Saturday afternoon of the Fall Assembly; we will then go over the information from the breakout session later Saturday evening. A committee was developed with 4 Area members to review the Area 35 inventory.

10/2/11

We had discussion on how we conduct the General Service Conference Agenda Items at the Spring Assembly. The discussion was around eliminating the breakout sessions on Agenda Items and instead doing them as a whole body with Area 35 voting procedures to be followed. No Action was taken.

8/5/12 Area Committee

Motion made to complete an Area Inventory at the Fall 2012 Assembly in International Falls.

2/26/12 Area Committee

Motion made to allow the Area Chair to use an outside service for future bookings of Area Events. The Motion allows the chair to use an outside service and also continue using the assistance of DCM's.

III. Area Officers

03/19/61

Area Assembly Semi-annual Meeting - Brainerd, MN: Alternate delegate has not attended meetings. Motion made, seconded and carried office be open. Motion made, seconded and carried secretary/treasurer be appointed to serve balance of term.

04/01/62

Area Assembly Meeting - Duluth, MN: George G. of Duluth was unanimously elected as alternate delegate to replace Charles C. of Brainerd.

04/05/64

Area Assembly Meeting - Brainerd, MN: In consideration of the resignation of Arno A., Delegate: a motion was made and unanimously supported that Don F. Alternate Delegate; serve as delegate for a period of two years. Harold H. of Wadena was therefore elected as alternate delegate also for a period of two years.

02/17/82

The Area Committee decided that if an Area Officer cannot make the DCM meetings he or she should send his or her report and will be contacted by the Area Chairman. Any DCM unable to attend should send the Alternate DCM and send a report.

12/09/84

The Area Committee decided that the area officers be allowed to meet as necessary to conduct the business of the area, and that any meeting of the area officers should be well publicized in advance and that all interested persons are welcome.

06/02/85

The Area Committee decided that Duffy S, Past Delegate, would finish the term of Area Chairman, which consists of three meetings.

04/10/94 Area Assembly

The Area Secretary was asked to project future Area Assembly sites based on the zone policy outlined in the Area Actions Book. (Area 35 Assembly Sites are Appendix II.)

10/02/94 Area Assembly

District 18 absences: We discussed ways to encourage participation in the Area by District 18. The consensus was to ask our Area Officers to decide on and take some action to do this.

08/06/95 Area Committee

Tom A. volunteered to take notes at the 1995 Fall Assembly until a new Area Secretary is elected at which time the Secretary will assume their duties immediately.

06/01/97 Area Committee

Area Structure - If Delegate cannot fulfill responsibilities, Alt. Delegate replaces until election can be scheduled. If Alt. Delegate cannot fulfill responsibilities, Area Committee decided if need to be replaced, depending on the length of rotation left. If the Chair cannot fulfill responsibilities, Alt. Delegate replaces until election can be held. If Secretary or Treasurer cannot fulfill responsibilities, Area Chair replaces or appoints until election can be scheduled. Area Chair is also on checking account. Elections must be by full Assembly. Area Chair appoints Action Chairs per Area Policy (Area Committee Disapproval).

06/07/98 Area Committee

District 19 will be absorbed by neighboring districts.

12/05/98 Area Committee

Motion made to purchase the necessary equipment for a sound system: 2 microphones, a mixer, cords and connectors and stands. The equipment will reside with the Area Chair. Seconded. Passed.

10/07/01 Area Assembly

Discussion was held regarding reviving of District 11 and it was suggested that they hold elections and submit the names of the officers to the Area. District 11 was never formally closed.

12/02/01 Area Committee

District 20 has dissolved and groups may choose what district they want to join. Some groups have joined the revived District 11.

12/02/01 Area Committee

Area Officers/Action Committee Chairs meeting at the Assemblies - After discussion, the group conscience was Area Officers/Action Committee chairs were in favor of continuing to have a Sharing Session at the upcoming assemblies.

06/06/04 Area Committee

A motion was made to complete the Northern Minnesota Area 35 Trusted Servant Guidelines under the Secretary to read "Distribute minutes of the Area Assembly within six weeks of the meeting, and Area Committee minutes within four weeks of the meeting." The balance of the paragraph will remain unchanged. The motion was seconded and passed unanimously on a voice vote.

2/03/07

Our new elected Secretary, Jenny A has declined the Area 35 Secretary Position. Audrey S., District 13 was appointed to fulfill the Secretary's Duties until someone could be elected at the Spring Assembly.

2/08

Sarah S. stepped in for Jenny A. to fulfill the Secretary duties until elections at the Spring Assembly.

4/5-6/08

Nomination: Sarah S. as Area Secretary to replace Jenny A. seconded. All in favor. Sarah has been elected as the new Area Secretary.

2/27/11 Area Committee

We discussed what Area 35 could do to get the dark districts (Districts 14 and 17) back involved with Area 35. A suggestion was that the Delegate or Alternate Delegate set up a meeting with GSRs in District 17. Area Chair is willing to go to the districts and help them get something going. The Area 35 Chair is planning to contact Dan from District 17 and Margie from District 14 to see what we can do to help.

10/2/11 Area Assembly

A motion was made to add to the procedures of the elections of Area Officers to have Area Chair, Area Treasurer, and Area Secretary be nominated in advanced but also allow nominations from the floor. The motion was seconded. Vote: four were in favor and the majority were opposed. The motion failed.

12/4/11 Area Committee

A motion was made to purchase whatever needs to be purchased so the incoming Area 35 Secretary and Area 35 Treasurer can do the same job and the outgoing Area 35 Secretary and Area 35 Treasurer with expenses not exceeding \$600 each or \$1,200 total. Motion was second. Motion passed with 24 in favor and 4 opposed.

8/5/12 Area Committee

Motion made to purchase a printer for printing checks.

10/6/12 Area Assembly

Motion made requiring Area 35 to assume the responsibility in paying for the travel and lodging expenses for the Delegate, Alternate Delegate or for a member of Alcoholics Anonymous action on behalf of the Delegate or Alternate Delegate, related to the "Delegate's Report Back" to the Districts, but limiting the expense of the venue where the Delegate's Report Back is being hosted at the hosting District, except in circumstances where the Delegate or authorized party, by the Delegate deems necessary.

10/5/13 Area Assembly

Motion made for Area 35 to draft a letter to GSO in light of the current shipping and handling costs causing hardships to smaller groups and giving breaks to larger organizations making it unfair and unreasonable for the small AA groups who would like to purchase literature but can't afford the handling and shipping costs.

IV. Area Workshops

06/12/76

The Area Committee decided to hold a joint Fall Assembly and Service Workshop on the same weekend. Another motion was carried to hold it in Brainerd on November 12, 13, and 14. A third motion was passed to have a \$5.00 registration fee to be paid by the groups prior to the meeting.

12/05/76

The Area Committee decided to have the Service Workshop held on a continuing basis and have it held in different locations following a reverse order of the assembly meetings. The proposal will be brought before the Assembly next spring.

03/27/77

The Area Assembly decided to continue to conduct the Service Workshop on an annual basis in Grand Rapids. Also, it was decided to set the month of November as the time for the Service Workshop with the exact weekend to be established by the Assembly Officers as not to conflict with the Minnesota deer season.

06/11/77

The Area Committee decided to hold the Service Workshop on November 11, 12, and 13 at the Rainbow Inn in Grand Rapids. The Workshop will feature three Trustees on the General Service Board. In addition to the workshop activities, the weekend will feature three open meetings.

10/19/80

The Area Assembly decided that the Workshop registration be raised to \$7.00. The Area Assembly voted to hold the assembly and workshop separately.

02/17/82

The Area Committee decided that the Workshop be fully self-supporting and be kept available but separate from the Area funds.

04/04/82

The Area Assembly decided to hold the Fall Workshop at the Rainbow Inn in Grand Rapids on Sept. 17, 18, & 19.

06/13/82

The Area Workshop Committee decided several details of the 1982 Workshop. Registration will be \$7.00 and registration will be taken care of by the Grand Rapids groups. We will rent the Rainbow Inn for \$200, and give the Rainbow a guarantee of 20 rooms. We will eliminate the noon buffet. Coffee tickets will be 4 for \$1.00. The Workshop agenda will be sent directly to all the Area service people (are officers, DCMs, GSRs, GVRs, PI, Institution and any district officers).

06/19/83

The Area Committee decided, as an experiment, to not charge a fee for coffee at the Workshop, but will put out a basket "Kitty" for donations and make an announcement to that effect.

02/12/84

The Area Committee decided to have a person from the A.A. Grapevine office for the Area Service Workshop.

04/01/84

The Area Assembly decided that the incoming West Central Regional Trustee would be asked to speak at our Area Service Workshop.

06/17/84

The Area Committee decided to direct Bill S. (Area Chairman) to acknowledge and accept an offer from the Rainbow Inn in Grand Rapids for free rent during the Area Service Workshop.

08/19/84

The Area Committee decided that the Alternate Delegate be the Workshop Chairman.

03/31/85

The Area Assembly decided that the Area Committee decides the particulars of the Area Workshop.

08/04/85

The Area Committee decided to have a two-day workshop. It was further decided that the workshop will start at 9:00 AM Saturday and end approximately 3:30 P.M. on Sunday.

12/08/85

The Area Committee decided to table the 1986 Workshop until the February, 1986 Area Committee Meeting.

10/19/86

The Area Assembly, during discussion of the 1987 Fall Workshop, decided that the issues of location and speaker be discussed separately.

10/19/86

The Area Assembly decided to invite a GSO staff person to speak at the 1987 Fall Workshop. A later action was taken to remove the word "Fall" from this motion.

10/19/86

The Area Assembly decided to skip the 1987 Workshop and hold one in February, 1988.

10/19/86

The Area Assembly decided to draw the four zones out of the hat to determine the location of the workshops. The zones were drawn out of the hat in this order: Zone I, Zone IV, Zone III, Zone II. Therefore, Zone I will have the first chance at hosting the February 1988 Workshop if they accept. Zone IV will be offered the 1989 Workshop, and so on. If Zone I declines the workshop, Zone IV will be offered the workshop. Be reminded that in the rotation plan, the DCMs in the Zone should get together to decide the exact location for the workshop. The Area Assembly decided that the Area Workshop be held in February 1989 somewhere in Zone IV.

02/19/89

The Area Committee decided to have the 1990 Area Workshop at the Holiday Inn in Brainerd, MN on Feb.3-4.

08/20/89

The Area Committee decided to invite John Q., Trustee-at-Large U.S. to speak at the 1990 Area Workshop.

12/03/89

The 1991 Area Workshop will be in Zone II including Districts 3 and 4. The DCMs from those Districts should get together to decide where the Workshop will be held.

02/18/90

The area will hold the 1991 Area Service Workshop at the Regency in Moorhead. Ruth J., past Delegate will be our guest.

02/17/91

It was decided that the Area 35 Officers are to assist the Alternate Delegate in the planning of the Area Service Workshop.

08/01/93 Area Committee

A motion passed that we use a speaker from within our Area to be the speaker on Saturday night.

06/05/94 Area Committee

Area Service Workshop is scheduled for January 14-15, 1995 at the Park Inn in Alexandria.

02/05/95 Area Committee

124 people attended the Area Service Workshop of 1/14-15/95. Revenue was \$1,950.94 and expenses were \$1,882.50.

12/03/95 Area Committee

Area Service Workshop will be held Jan. 20-21, 1996 at the Best Western Inn in Thief River Falls.

02/04/96 Area Committee 90 people showed up at the Workshop in spite of the extreme cold.

02/04/96 Area Committee

Discussion was held about removing the self-support mandate of the Workshop. Died for lack of a motion.

02/04/96 Area Committee

Archives Committee agreed to take on the responsibility of taping the Workshops.

02/04/96 Area Committee

In order to change the action of 6/19/83 that no fee be charged for coffee, only donations made, a motion was made and seconded that the Area Workshop charge for coffee. Passed.

02/04/96 Area Committee

Motion made that the Alternate Delegate, who chairs the workshop, do a write-up on the Workshop and this to be published. Seconded and passed.

08/04/96 Area Committee

Decision was made to change the format of the Workshop to that of mini workshop sessions on the responsibilities and duties of our elected servants.

10/05/96 Area Assembly

Motion made to rescind the action of 2/17/82 that the Workshop be fully self-supporting so that the Workshop organizers strive to make the Workshop self-supporting. Seconded and passed.

10/05/96 Area Assembly

Motion made, seconded and passed to bring in Regional Trustee, Carl B., to the Area Workshop for 1998.

02/22/98 Area Committee

Dean R., US Trustee at Large will be asked to be the guest speaker at the 1999 Area Workshop scheduled for January 16 & 17 in Crookston.

02/05/99 Area Committee

Carl B., West Central Regional Trustee will be asked to be the guest speaker at the 2000 Area Workshop scheduled for January 22 & 23rd in Grand Rapids.

06/06/99 Area Committee

Since the Alternate Delegate, Dick B. is moving out of state; Bruce B., past Delegate has agreed to assume Dick's responsibilities in relation to the Area Workshop for 2000.

08/06/00 Area Committee

The Area 35 Service Workshop will be held in Eveleth, MN on January 20-21, 2001. The West Central Regional Trustee, Ted S. will attend the workshop and speak.

10/07/01 Fall Assembly

The Area 35 Service Workshop January 19-20, 2002 will be held at the Northern Inn, Bemidji, not the Ramada Inn in Brainerd due to a scheduling conflict with the Brainerd hotel. Our guest speaker will be Charles B., Trustee At Large from New Orleans, LA.

08/4/2002 Area Committee decided to support speakers from outside the Area for the Workshop.

12/7/2003 Area Committee decided to bring Gopher State Taping to the Workshop.

02/22/04 Area Committee

A motion was made to stay with the Archives Committee recording the workshop and seconded. The motion passed unanimously on a voice vote.

3/28/10 Area Assembly

Motion was made to hold a DCM orientation every other year at the start of a new rotation (even years) during the January Service Workshop put on by a past delegate. The motion was seconded. Motion passed unanimously.

V. Cooperation with the Professional Community

08/04/85

The Area Committee decided that the districts should consider the idea of electing a CPC Chairman at the Fall Assembly.

10/13/85

The Area Assembly decided that the area would form a CPC Committee chairperson position.

12/08/85

The Area Committee decided to table a request from the Area CPC Chairman, Duffy S., to have a co-chair, to allow it to be brought back to the districts.

02/09/86

The Area Committee decided that there is no need for a co-chair on the CPC Committee at this time.

04/05/87

The Area Assembly decided to accept the resignation of Dick R. as Chairman of the CPC Committee and to thank him for his assistance in establishing this new committee.

04/05/87

There were two nominations for CPC Chairman. Nominations were closed by voted of the assembly. Kevin K. was elected by show of hands to complete the unfulfilled term of CPC Chairman.

06/02/91

The area voted not to participate with other areas in our region for the purchase of the portable, shippable, tabletop CPC exhibit available from GSO.

12/5/2010 Area Committee

A motion was made that Area 35 pay \$150 to have a table display during the MN Juvenile Officers" Conference. The motion was seconded and passed with a majority of votes.

2/24/12 Area Committee

Motion made and passed for Area 35 to support the Minnesota Age and Disability Odyssey opportunity and to split the costs with Area 36.

8/4/13 Area Committee

Motion made and passed for Area 35 to invest \$500.00 in St. Louis County Health and Human Services Exposition Exhibit.

VI. Corrections

6/2/13 Area Committee

Jeff E stepped down as Corrections Chair, Skip D accepted to complete the term.

7/20/12 Area 35/36 Workshop

A Statewide Corrections committee was formed.

VII. Elections

05/07/55

Area Assembly - Hibbing, MN: The Third Legacy Plan of representation versus present Assembly plan was next. It is acknowledged that Northern Minnesota does not follow exactly the Legacy Plan but because of great area and low A.A. population the Assembly voted to continue on present basis with groups being represented directly at Assembly meetings.

10/26/58

Area Assembly - Superior, WI: Nomination of Trustee from Minnesota. Before nomination began Representatives were told this was not to be treated as a popularity contest. The only qualification being a good solid active A.A. member who has time to serve in this capacity for four years. It was decided to follow the Third Legacy Manual in nominating. Nominees were as follows: Wendell H., Waldo H., Art R., Pat C. and Pearl N. After third balloting, Waldo H. was nominated from our Northern Minnesota area. A volunteer committee of seven Representatives and the delegate whose names are: Percy. L., Art R., Wendell H., Joe K., Ken M., Betty B., Ray J. and Pearl N. are to meet in Minneapolis, November 8, 1958, with Representatives from Southern Minnesota to select the one nomination from Minnesota. Motion was made and supported to put names of two nominees in hat and draw out one as final nominee.

09/29/63

Area Assembly Meeting - Brainerd, MN: It was agreed that any individual group being recognized as such, and having a G.S.R. to represent them, was entitled to a vote. Also, the committeemen of each designated area.

10/22/67

Area Assembly Meeting - Brainerd, MN: Arno A. reported on a letter from James F., Southern Minnesota Delegate, in which he suggested that Joe W. of St. Paul would be a good candidate for the vacancy of trustee to the General Service Board. After a general discussion, Curley F. of Wadena made a motion that the Northern Minnesota Alcoholics Anonymous Assembly endorses Joe W. as well. Motion was seconded by Don F. of Fergus Falls. Motion carried.

04/13/69

Area Assembly Meeting - Brainerd, MN: Another proposal to have the Northern and Southern to agree on one Trustee and other complications which I lost track of. Put to a motion: made, seconded, and passed. Number two proposal - motion made and seconded passed for its change.

10/26/69

The Area Assembly decided to hold this and all future elections by the Electoral procedure laid down in the Revised Edition of the Third Legacy Manual, the AA Service Manual. (The third Legacy Procedure was reprinted in the minutes.)

12/05/76

The Area Committee decided to present to the Area Assembly the following procedure: Following the Spring Assembly, resume forms will be distributed to each DCM. Each district will then have an opportunity to place anyone in nomination that they feel is qualified to be a Delegate. In this respect, the guideline suggested in the A.A. Service Manual should be adhered to. The resume sheets will then be sent to the Delegate within the time period allowed. Prior to the Fall Assembly each GSR will receive a copy of each resume to go over before the Assembly meets to elect the new Delegate.

03/27/77

The Area Assembly decided to adopt a nominating and electing procedure for future Delegates whereby at least six months prior to the time for electing a new Delegate each District will submit a resume to the Assembly of the person it feels is qualified to become Delegate. A complete set of resumes will be mailed out to each group at least one month prior to the Fall Assembly meeting. At that designated Fall Assembly meeting the slate of candidates will be voted upon as set down in the AA Service Manual.

04/01/79

The Area Assembly decided that delegate resumes have to be in no later than the June DCM Meeting.

04/01/79

The Area Assembly decided on who will vote at the Assembly election: Assembly officers, DCMs, GSRs, or alternate GSRs if GSR is not present, or proxy in body if GSR or Alternate GSR is not present.

12/13/81

The Area Committee decided to submit a resume for trustee candidate, and to submit it today. Vern R.'s resume will be submitted.

08/21/83

The Area Committee decided that all officers would be elected as stated in the Service Manual.

08/21/83

The Area Committee decided that the Area Committee at the December 11, 1983 meeting elects a nominee for Regional Trustee.

10/09/83

The Area Assembly decided that Vern R.'s resume would be sent to the General Service Office to be presented to the General Service Conference as Area #35, Northern Minnesota, candidate nominee for Regional Trustee for this region.

08/19/84

The Area Committee decided to place the selection of a nominee for Trustee-at-Large be placed on the agenda for the Fall Assembly. 10/07/84

The Area Assembly decided to nominate a Trustee-at-Large candidate. (Duffy S. was nominated on the fifth ballot.)

08/04/85

The Area Committee decided that there will be segregated seating at the Area Assembly during the long election process. Nonvoting members of the assembly will be seated at the sides or back of the meeting room.

06/01/86

The Area Committee decided that section on the Delegate Resume pertaining to Extracurricular Activities (Activities Outside AA) be eliminated.

04/04/87

The Area Assembly decided that the incoming chairman of Area 35 will select the standing committee chairmen with approval by the Area committee to be completed by January 1 following the election assembly.

06/14/87

The Area Committee decided that the delegate resumes be copied and sent to all registered GSRs and DCMs.

10/16/88

The Area Assembly decided to not provide a nomination for Trustee-at-Large.

07/28/91

It was the sense of the meeting that the area leaves up to the districts the method by which the respective district holds elections for DCMs. This was based on a concern from information in the AA Service Manual, page S-53.

10/06/91

The Assembly decided to place on the 1992 Spring Assembly the subject of a uniform method of electing DCMs in Area 35.

10/06/91

The area nominated Scott J. as a candidate for West Central Trustee.

04/04/92 Area Assembly

The issue involves electing half of the District Committee Members each year rather than electing all DCMs every two years. A presentation was made on the subject Russ L. argued pro, Scott J. argued con. A motion was made and passed unanimously to keep our election process as is. No discussion followed.

10/03/92 Area Assembly

A motion was passed to nominate Scott J. from Northern Minnesota for Trustee-At-Large.

04/01/95 Area Assembly

Resumes for the position of Delegate must be submitted to the Area Chairperson by the June Area Committee meeting. Each District may nominate one person to stand for Area Delegate. Nominations must come from the Districts.

06/04/95 Area Committee

The Area Chairperson will choose and ask someone to proctor our election Assembly.

10/08/95 Area Assembly Elections were held for the Area Officers.

03/22/97 Area Assembly

Past Delegate, Scott J., will be our nominee for Trustee-At-Large, US.

06/06/99

It is generally accepted that we do not nominate anyone for an area position that is not present.

10/04/99 Area Assembly

Past Delegate, Scott J., will be our nominee for West Central Regional Trustee.

06/06/99

The Motion was made to accept the Trusted Servant Guidelines as published. The motion passed. (A big Thank-you to JoAnne N.)

04/01/00 Area Assembly

A pro/con was given on how Regional Trustees are elected due a conference proposal agenda item: Review proposal that the election of a regional trustee be made by delegates of the region only. The floor was opened up for discussion and by show of hands 50% were for and 50% against.

10/08/00 Area Assembly

Bill P. will be our nominee for Trustee-At-Large, U.S.

04/08/01 Area Assembly

Delegate resumes have to be submitted to the Area Chair by the June Committee meeting and nominations come from districts.

10/07/01 Area Assembly

Past Delegate, Greg G. was asked to proctor the election for the 2002-2003. Area Officers elected were: Tim C. - Delegate, Charlie C. - Alt. Delegate, Jerry S. - Chair, Brad I. - Secretary and JoAnne N. - Treasurer.

10/05/03 Area assembly

Past Delegate Scott J. to proctor elections. Delegate Charlie C., Alternate Delegate Jerry S., Chair JoAnne N., Treasurer Dan H., Secretary Dave P.

06/06/2004 Area Committee

Trustee At Large – Class B: Motion that nominees be approached prior to the August committee meeting to have their names brought forward at that meeting, and resumes published in the Northern Light prior to the Fall Assembly for voting. The motion was seconded and passed on a vote of 16 for, 2 opposed, the minority opinion was heard.

08/01/2004 Area Committee

Jay A. from District 12 was asked by the Area Chair to serve as Northern Light editor replacing Bob S. Jay accepted and a motion was made and seconded to approve the selection. The motion passed unanimously on a voice vote.

10/02/2004 Area Assembly

Nominations were accepted for the position of Trustee at Large. Two applications were submitted and resumes published for review in the Northern Light. The nominees were Tom A. and Susie A. Following the Third Legacy Procedure from the Service Manual the results of the ballots were as follows. Ballot 1 – Susie 27, Tom 32, Ballot 2 – Susie 27 – Tom 31, Ballot 3 – Susie 26 – Tom 32, and Ballot 4 – Susie 21 – Tom 37. A motion to go to a fifth ballot failed and a name was drawn from the hat. The name of Susie A. will be submitted as our candidate for Trustee at Large.

06/05/2005 Area Committee

CPC Chair: Tad E. was selected to replace Susie C. and a motion made to approve this selection. The motion was seconded and passed unanimously on a show of hands vote.

08/07/2005 Area Committee

The name of Dave A. was submitted to fill the term of Grapevine Chair. A motion was made to approve the selection. The motion was seconded and passed on a unanimous voice vote.

10/08/2005 Area Assembly

Election of Area Officers – Past Delegate Scott J. to proctor elections using the “Third Legacy Procedure” described in the AA Service Manual. The officers for the 2006-2007 rotation will be Delegate – Jerry S., Alternate Delegate – JoAnne N., Area Chair – Dan H., Secretary - Dee K., Treasurer – Jay A.

10/08/2005 Area Assembly

A motion was made and seconded for incoming chair, Dan H. to nominate Area Committee Chairs subject to committee approval. The motion passed on a unanimous voice vote.

10/07/07 Area Assembly

Election of Class B Trustee – Chaired by Past Delegate - Bruce B., Our candidates are Susie A. – 12 votes, Charlie C. – 68 votes, and Tom A. – 14 votes. Charlie C. is our candidate for Class B. Trustee

10/0707 Area Assembly

Election of Officers – Past delegates will alternate with each position. “Third Legacy Procedure” will be used. Chair will be alternating past delegates. New Officers for the 2008-2009 rotation will be: Delegate – JoAnne N.; Alternate Delegate – Dan H.; Chair – Jay A.; Secretary – Jenny A.; Treasurer – and this one went to the Hat – Beth E. is our new Treasurer.

4/5-6/08 Area Assembly

Nomination: Sarah S. as Area Secretary. 2nded. All in favor. Sarah has been elected as the new Area Secretary.

8/3/08: Area Committee

It was decided that the resumes of the nominees for the 2008 trustee-at-large position be published in the Northern Light so the Area can see them and make an informed decision when they vote at the Fall Assembly based on knowledge of the candidates’ qualifications. Three people from our area have agreed to stand for this position (Susie A., Tom A., and Charlie C.)

10/4-5/08 Area Assembly

Charlie C. was elected as our Area’s nomination for the open trustee-at-large position.

6/7/09 Area Committee

Due to confusion regarding the date of the June Area Committee meeting, the deadline for turning in Delegate resumes has been extended to next Sunday, June 14. A straw vote was take and all were in favor. The policy for nominating delegate candidates is that it must be put through the district, and it the names must be submitted by the June Committee Meeting.

10/3-4/09 Area Assembly

Elections: Area 35 follows the third legacy procedure outlined in the Service Manual. Each election (Delegate, Alternate Delegate, Area Chair, Secretary, Treasurer) is proctored by a different past Delegate who is drawn from the hat. Nominations are taken from the floor for Area Chair, Secretary, and Treasurer. Only voting members may nominate for these positions. New Area Officers for the 2010-2011 rotation are: Delegate - Jon C., Alternate Delegate - Jim K., Area Chair - Mike J., Secretary - Heidi R., Treasurer - Sarah K.

10/2/11 Area Assembly

Charlie C. (Panel 54) was elected as the Area 35 nomination for West Central Regional Trustee.

10/2/11 Area Assembly

Elections: Area 35 follows the third legacy procedure outlined in the Service Manual. New Area Officers for the 2012-2013 rotation are: Delegate – Jim K., Alternate Delegate – Michael J., Area Chair – Kelly D., Secretary – Mary S., and Treasurer – Steve L.

2/24/13 Area Committee

Motion passed that Area 36 Assembly vote consists of only the voting body of the Area Assembly-Area Officers, Area Chairs, DCM's, GSR's and Alternate GSR's in the absence of the group GSR.

10/5/13 Area Assembly

Elections: Area 35 follows the third legacy procedure outlined in the Service Manual. Now Area Officers for the 2014-2015 rotation are: Delegate-Michael (Jake) J., Alternate Delegate-Kelly D., Area Chair-Sarah K., Secretary-Roger R., and Treasurer-Randy A.

10/5/2015 Area Assembly

Elections: Area 35 follows the Third Legacy voting procedure outlined in the Service Manual. Kelly D. was elected as Delegate (this one went to the hat); Roger R. was elected as Alternate Delegate (second ballot); Jim S. was elected as Area Chair (this one went to the hat); Rillis E. was elected as Secretary (this one went to the hat); Christine G. was elected as Treasurer (white ballot).

10/5/2015 Area Assembly

Tom A. (Panel 50) was elected as the Area 35 nomination for West Central Regional Trustee.

VIII. Finance

10/26/58

Area Assembly - Superior, WI: Reading from Interim Report on A.A. finance by Pearl. Group Representatives were urged to impress upon their groups the importance of sending in their group funds. At the 1955 Conference, it was voted to eliminate additional requests for funds and have only one group fund. It was decided to discuss this further at the Spring meeting and have Pearl bring up the matter in New York to have an additional request sent for conference funds.

03/19/61

Area Assembly - Semi-annual Meeting - Brainerd, MN: Bruce W. suggested secretary/treasurer sent letter to each committeeman about finances. Also decided secretary/treasurer, delegate and ex-delegate, Pearl N. get together in near future to check treasurer's reports and determine what the money is used for.

04/01/62

Area Assembly Meeting - Duluth, MN: Dona T. was reaffirmed that the A.A. Assembly would reimburse her for any "expenses" involved in delegate duty and on report trips, where the groups themselves failed to do so.

02/06/77

The Area Committee decided to recommend adoption of the following proposal regarding group contributions to the Assembly. "The suggested guidelines for future contributions should be \$1 per member per year." This is a change from the previous guideline, which suggested \$15 per year for small groups and \$25 per year for large groups. The rationale for changing the present guideline is that an inequality exists in that small groups actually pay more per member than the larger groups. Under the new proposal, all AA members would contribute an equal amount.

02/06/77

The Area Committee decided to recommend the following proposal regarding reimbursement of all Assembly officers for expenses incurred during the course of fulfilling the responsibilities of the position. The proposal reads as follows: "The Northern Minnesota AA Assembly will reimburse all Assembly officers (Delegate, Alternate Delegate, Chairperson, Secretary-Treasurer, and Past Delegate) for expenses incurred in the course of fulfilling the duties of the elected positions. Eligible expenses include overnight lodging, travel (10 cents per mile), telephone and postage. Itemized bills must be presented to the Secretary-Treasurer.

03/27/77

The Area Assembly decided to set the suggested group contribution to the Northern Minnesota AA Assembly at \$1 per member per year.

03/27/77

The Area Assembly decided that the Northern Minnesota AA Assembly reimburses all Assembly officers (Delegate, Alternate Delegate, Chairperson, Secretary-Treasurer, and immediate Past Delegate) for expenses incurred in the course of fulfilling the duties of the elective position. Eligible expenses include overnight lodging not to exceed \$15 per day, travel at 10 cents per mile, meals not to exceed \$8 per day, telephone and postage. Itemized statements should be submitted to the Secretary-Treasurer. Advances can be made provided an itemized estimate is presented to the Secretary-Treasurer.

11/22/77

The Area Committee decided to accept a \$500.00 contribution from the Gopher State Roundup.

04/09/78

The Area Assembly decided that all assembly committee members be reimbursed for expenses incurred in attending assembly meetings and functions they are required to go to.

04/01/79

The Area Assembly decided to increase expense monies for the Assembly Officers. Meals - \$12.00 per day, (increased from \$8.00). Lodging - \$28.00 per day, (increased from \$15.00), Mileage - \$.17 per mile (increase from \$.10).

12/12/82

The Area Committee decided that Roundup contributions to the Area be listed on the front of the Financial Report.

06/17/84

The Area Committee decided that a Budget Committee be formed, consisting of the Chairman, Secretary, Treasurer, and Past Treasurer, and that this committee meet to develop a budget for 1985 and present it to the Fall Assembly.

08/19/84

The Area Committee decided to bring the proposed budget to the Fall Assembly for discussion and vote.

10/07/84

The Area Assembly decided to accept the Proposed Budget for 1985.

02/10/85

The Area Committee decided that the Area Budget Committee (consisting of the Delegate, Chairman, Treasurer and Secretary) get together to formulate a policy on the reimbursement of area officers for area-wide events.

08/04/85

The Area Committee decided that the Reimbursement Plan be brought to the groups and that the groups come to the Fall Assembly prepared to make any necessary changes.

10/12/85

The Area Assembly decided that the actual cost of the area officer's expenses be reimbursed.

10/13/85

The Area Assembly decided that the vote taken on the reimbursement plan (above) stays as is, and that the area officers report back to the Spring Assembly with guidelines on what officer's expenses are to be paid.

12/08/85

The Area Committee decided that the Area Committee would meet prior to the February 1986, Area Committee Meeting to formulate guidelines on the reimbursement of area officers which will be presented to the Spring Assembly.

02/09/86

The Area Committee decided that the actual expenses of the Area Officers be reimbursed, that actual expenses be defined as food, lodging, and fuel. The motion was carried. This motion will be presented at the Spring Assembly at Morris on April 6, 1986.

02/09/86

The Area Committee decided that using a bulk-mailing permit at this time would be too slow and cumbersome.

04/06/86

The Area Assembly decided to pay officers actual expenses, with actual being described as food, lodging, and fuel.

04/06/86

The Area Assembly decided to bring the details (on bulk mailing permit) to the Area Committee in June 1986.

06/01/86

The Area Committee decided to get the bulk-mailing permit.

10/19/86

The Area Assembly decided that we have a prudent reserve of \$1,000.

10/19/86

The Area Assembly decided that the area should set up a budget for the standing committees to do their jobs as they see fit.

04/04/87

The Area Assembly decided to table the issue of prudent reserve until the June Area meeting.

04/05/87

The Area Assembly decided that the Northern Minnesota Assembly sends \$2,000 to the General Fund of GSO this afternoon.

06/14/87

The Area Committee decided that the prudent reserve issue to be tabled until the 1987 Fall Assembly.

06/14/87

The Area Committee decided that the Area Chairman shall answer the letters from District #9 and the Zim AA Group with help of his choosing from other area officers.

04/26/88

The Area Assembly decided to go ahead with the Bulk Mailing Permit.

06/04/89

The Area Committee decided to go ahead with filing for nonprofit status and file a 1023 form for nonprofit organizations.

04/01/89

The Area Assembly decided to maintain their reimbursement policy of paying actual expenses including food, lodging, and meals.

02/18/90

The area voted to reaffirm the area policy to not reimburse expenses for districts that participate at the Area Service Workshop.

12/02/90

The area committee voted not to establish a formal area budget.

02/17/91

A motion was passed that the area has a pro/con discussion about a reimbursement policy for past delegates to attend area functions. The Alternate Delegate will facilitate the planning of this discussion.

04/04/91

The area entertained a motion after a pro/con discussion about a reimbursement policy for past delegates for attending two area assemblies and one service workshop each year at the rate of up to \$75 per function. This was later postponed, and later the original motion and postponement were withdrawn.

10/02/93 Area Assembly

A motion was passed to have the Area Committee develop a process and proposed statement of financial responsibility.

12/05/93 Area Committee

A motion passed to form an ad hoc committee to deal with the issue of a statement of financial responsibility.

02/06/94 Area Committee

The Statement of Financial Responsibility Ad Hoc Committee will publish a draft of a "Statement of Financial Responsibility" in the Northern Light for the Area's review.

04/10/94 Area Assembly

A motion was made, seconded and passed (73-6) to accept the Statement of Financial Responsibility as amended by the ad hoc committee.

The minority did not wish to speak. (The complete text of the statement is Appendix 111.)

10/02/94 Area Assembly

Financial Responsibility: New financial information for the Area Statement of Financial Responsibility was to be submitted before this Assembly.

Area Action Committee Chair and Area Officers are to submit their proposed 1995 expenses to the Area treasurer with their expense reimbursement vouchers for this Assembly.

12/04/94 Area Committee

A motion was made and passed by voice vote that the Area financially supports the Sponsorship Workshop to be held December 11, 1994 at the Wadena Alano Club up to \$50 total. The minority did not wish to speak.

02/05/95 Area Meeting

The Statement of Financial Responsibility for 1995 should have been prepared by last Fall's Assembly. It will be completed by the 1995 Spring Assembly. The Area Chair and Area Treasurer will work on this.

04/02/95 Area Assembly

A motion was made and passed by voice to accept the 1995 Statement of Financial Responsibility as published. Minority opinion was expressed.

12/03/95 Area Committee

Statement of Financial Responsibility is published in Appendix III in the back of Area Actions Booklet. It is good, bad, or indifferent. A standardized form will be developed to show action and dollar amount and will be handed out at Spring Assembly.

02/04/96 Area Committee

Statement of Financial Responsibility: a form will be put together to simplify things and the Area Treasurer will keep these forms for the next rotation to be used as a guide. The SFR will be voted on at the Spring Assembly.

04/13/96 Area Assembly

Motion made and seconded to accept the Statement of Financial Responsibility as written. Motioned passed and the minority opinion did not wish to be heard.

06/02/96 Area Committee

Discussed if treasurer could go below the prudent reserve. Decided that bills had to be paid.

10/05/96 Area Assembly

Motion made, seconded, and passed to accept the Statement of Financial Responsibility and minority opinion did not wish to be heard.

10/05/96 Area Assembly

Motion made, seconded, and passed to approve the SFR. Minority not heard.

10/05/96 Area Assembly

Motion made to move future approval of the FRS to the Area Committee instead of the Assembly. Seconded & passed. Based on the minority opinion, some wished to change their vote. Vote to rescind made and seconded. Vote failed. No new vote.

02/02/97 Area Committee

Business permits for bulk mailing was checked into and found to be not cost effective.

12/07/97 Area Committee

In order to curb the decline in contributions, a proposal was made to form a Finance Committee made up of DCMs or District Treasurers and get Districts more involved with the 7th Tradition. More information will be provided before decision made.

02/27/00 Area Committee

A motion was made and seconded to approve the detailed budgetary information as published by the Area Treasurer, (Mary H.). An amendment to the original motion was made with the addition of \$87.00 added to the Correction Chair's budget. The amended motion passed with one not in favor and the minority did not wish to speak.

12/03/00 Area Committee

The 2001 Financial Statement of Responsibility was reviewed. A motion was made that we approve the 2001 Financial Statement of Responsibility, seconded and the motion passed unanimously.

10/07/01 Area Assembly

Area 35 Support of our Delegate: A motion was made and seconded that Area 35 support the initiation and attendance by our Delegate of a new annual meeting held for the West Central Regional Delegates and Trustee. The proposed meeting is planned to be held in conjunction with the Forum on odd years and a place and time to be determined on even years. The motion passed and the minority was heard.

02/22/04 Area Committee

A motion to accept the 2004 Statement of Financial Responsibility Budget as published was made and seconded. The motion carried unanimously on a voice vote.

02/22/04 Area Committee

A motion was made to make available \$600.00 to the delegate for additional expenses at the General Service Conference. The motion was seconded and passed unanimously on a voice vote.

12/03/04 Area Committee

A motion was made and seconded to approve the Statement of Financial Responsibility as published. The motion passed unanimously on a show of hands vote.

02/27/05 Area Committee

A motion was made to accept the Period 7 Year End Statement for 2004 noting the correction on Schedule A. The motion passed on a unanimous voice vote.

04/03/05 Area Assembly

A motion was made that up to \$600.00 be made available to our delegate, upon request to the treasurer, yearly, for miscellaneous expenses incurred at the General Service Conference. Money not used to be returned to the treasurer upon return from the conference. The \$600.00 should be reflected in Delegates "Statement of Financial Responsibility" yearly under "Other – GSC Misc. Expense. The motion was seconded and passed on a show of hands vote with one opposed. The minority did not wish to speak.

02/26/06 Area Committee

Motion was made and seconded to approve the Statement of Financial Responsibility with the updated corrections. The motion passed on a showing of hands vote supporting the motion.

12/7/08 December Area Committee Meeting

There was a motion to approve the 2009 Statement of Financial responsibility with changes. All in favor. Motion passed.

2/24/08 Area Committee

Motion to spend \$120 for the joint area 35/36 meeting locator, majority in favor; 1 opposed. Motion passes.

8/3/08 Area Committee

State Fair Booth: Jay brought up that according to Area36 we did not pay them last year for our share of the 2007 State Fair booth. Jay A. treasurer from that time will check into this and pay them if need be. They have already been paid for this year by our current treasurer.

12/7/08 Area Committee 2009 Statement of Financial Responsibility: corrections made were: clarification given for "Events Expenses": the \$208.00 under the phone for the workshop speaker should be under the lodging, and \$100 under meals (which is coffee) should be removed as we are not paying for coffee at the Spring Assembly; under the Secretary, the heading of "Zonal Forum" with a \$450 charge under it should be changed to "Area Actions Book." Motion to approve the 2009 Statement of Financial Responsibility with changes made, all in favor.

4/4-5/09 Area Assembly

Proposal to Conduct an Audit of the Treasury: Dan H., alternate delegate, reported the ad hoc committee suggestion that it is prudent to conduct an audit of the treasury. Many other Areas are already doing this. We will need to decide who will do it, and when will we do it. This came up because we found some errors in treasury reports where there were significant discrepancies in our finances. An audit will help ensure that our reports are accurate and reduce errors. Having a standard software to be used by the treasurer will help keep things consistent, thus reducing transposing errors. Discussion from the floor was in support of doing an annual audit. Jay requested that the body allow the ad hoc committee consisting of Tom A., Jay A., Dan H., Beth E., to look at the possibility of coming up with an annual auditing procedure. The body, by vocal agreement, showed their support of this.

June 2009 Area Committee Meeting

Motion for Area 35 to host a hospitality room at the 2009 WCRAAF in St. Cloud not to exceed \$250. All in favor. Motion passed.

10/3-4/09 Area Assembly

Area Treasury Review Committee: Motion to develop a policy for an annual review of the treasury and to accept a standardized format for the treasury reports. Discussion ensued regarding who would conduct the review. Suggestion to leave the motion as is and discuss the logistics of it at the December committee meeting. Previous motion passed with all in favor.

12/6/09 Area Committee

Annual Treasury Review Procedure: (Dan H.) At Fall Assembly the consensus was that we wanted to have an annual review of the treasury. However, it also seemed that pulling DCMs wasn't a good option because there are so few of them already. Some other options would be asking past treasurers, and/or past delegates. It was suggested by the Area Chair that the committee will get together at the February committee meeting and begin the review. The area chair will select the committee and a report from the review will be presented at the Spring Assembly.

12/6/09 Area Committee

Rent/Dinner at Aitkin Alano club: Aitkin Alano club has requested we either raise lunch costs from \$4.50 to \$5 or increase rent to \$75 to cover costs incurred from upkeep, maintenance, and repairs of the club. Motion to increase the cost of lunch from \$4.50 to \$5.00. Vote: unanimously in favor.

3/28/10 Area Assembly

AREA FINANCIAL REVIEW COMMITTEE: Ted a Past West Central Regional Trustee came to the Spring Assembly to give a brief report to Area 35 as to the financial review committee that is looking over the 2008/2009 finances. Ted and Bill have received more information during the Spring Assembly and are going to talk with the past treasurer from the 2008/2009 rotation.

6/6/10 Area Committee

FINAL FINANCIAL AUDIT - (This is the report submitted by Bill P. and Ted S.)

As requested by the Area we have conducted a review of all financial statements, records and audits available for the past years of 2008 and 2009. In planning and performing our review we also conducted interviews with the immediate past Area Officers we believed could be key contributors to the report. It is our opinion that the financial statement compilation provided by the past Area Chair, Jay A. is as accurate a report as could be constructed. It is our opinion the proposed amends figure and process is prudent and most of all, it is fair. We believe as, most Area AA Members do, in putting principals before personalities; we must forgive, provide an opportunity for amends, and move on. In performing the review we considered various internal controls and procedures which we believe warrant Area 35's attention.

10/3/10 Area Assembly

A motion was made that Area 35 accepts the amount of \$2020.16 as the amends amount from the past Area 35 Treasurer. The motion was 2nd. Vote: 58 were in favor of the motion and 3 opposed. The motion passed.

10/3/10 Area Assembly

A motion was made to accept the Financial Policy Statement. The motion was 2nd and passed with a majority in favor.

4/3/11 Area Assembly

A motion was made to set up a PayPal and run online contributions through the Area 35 website. Motion was 2nd. Vote: 35 in favor and 25 opposed. Motion passed.

2/26/12 Area Committee

Area 35 received a check from District 17 and a letter stating they are disbanding as a District.

3/31/12 Area Assembly

Motion made and passed to approve the Budget as proposed.

4/6/2014 Area Assembly

Motion made and passed to approve budget of \$51,675.45

4/6/2014 Area Assembly

Motion made and passed to discontinue PayPal contribution option on Area 35 website. Effort to maintain this option is far greater than small amount of contributions received.

8/5/2014 Area Assembly

Motion made and passed to approve the corrected 2015 Area 35 Budget for \$ 63,366.02.

8/5/2015 Area Assembly

-Financial Oversight Committee ad hoc committee report. Christine G. and Griffin M. Recommendation: Financial Oversight Committee will be comprised of two persons with financial experience in the area (Past Delegate, Past Treasurer or Past Area Chair), current Area 35 Chair, current Area 35 Treasurer. DCMs selected on a rotating basis will also observe the FOC meetings. Financial Oversight Committee will meet at four yearly Area Committee Meetings.

Motion made and passed by 2/3 majority for the above recommendation of the ad-hoc committee to be implemented in Area 35. Financial Oversight Committee will be comprised of two persons with financial experience in the area such as (Past Delegate, Past Treasurer or Past Area Chair). Financial Oversight Committee will meet at four yearly Area Committee Meetings.

IX. General Service Conference

05/07/55

Area Assembly - Hibbing, MN: Advanced was the idea of using an A.A. emblem as a sign to be posted outside of those towns having an A.A. Group. Suggested was the camel 24-hour emblem such as might be copied from the camel 24 hour pin. This idea received a very enthusiastic response and the Assembly voted to have the Delegate carry the idea or plan to the General Service Conference for approval and action.

05/07/55

Area Assembly - Hibbing, MN: There was a long and spirited discussion on the proposals submitted by New York under Memo numbers

11-3-12 and all were voted "yes" and delegate so instructed to vote that way at Service Conference.

05/07/55

Area Assembly - Hibbing, MN: The Assembly voted to ask for the same group contribution as last year to be used again to defray approximately one half of the delegate's expense to the Service Conference plus other incidental expense. This will be outlined to each group in separate form.

03/19/61

Area Assembly - Semi-annual Meeting - Brainerd, MN: Motion made, seconded and carried: Bob will meet with G.S.R.'s and committeemen to give report on Conference. Secretary will notify them when this will be. Bob will also go to any group who asks hi to give his report, the group inviting him paying his expense for that trip.

09/24/61

Area Assembly - Semi-annual Meeting - Fergus Falls, MN: Motion made, seconded and carried: next delegate to New York be given \$150.00 for expenses.

10/21/62

Area Assembly - St. Cloud, MN: Donna T. reported that at the New York Spring Conference, it was decided that the ex-delegate be assigned to Grapevine Promotion.

04/13/69

Area Assembly - Brainerd, MN: A proposal to hold a moratorium on pressure for more delegate representation to New York. Motion made and seconded to permit New York office to study this situation. Motion carried.

04/12/70

The Area Assembly decided that the groups that ask the delegate to give his report on his New York trip should pay his expenses for these trips. If the groups do not pay, he should be reimbursed out of the assembly fund.

04/09/78

The Area Assembly decided to have the expenses for the delegate raised from \$250 to \$300 to attend the General Service Conference.

04/01/79

The conscience of the area was requested on several topics, and the Area Assembly decided that: Approve the new film for public use. Keep the bereavement at \$300, rather than increase \$400 Listing of groups in directory as A & P. Group conscience is to leave it the way it is not to list them in Directory.

03/31/85

The conscience of the area was requested on several topics, and the Area Assembly decided that: All Trustee terms should be four years. That the GSC should approve production of tape cassettes of AA Comes of Age. That the Northern Minnesota Assembly supports the Rhode Island proposal as read (which proposed an advisory action recommending against the sale of non-AA literature by AA entities.) That the NMA not be in favor of such a pamphlet being published. (A pamphlet on what should or should not be discussed at an AA meeting.) That the Conference Charter not be changed.

08/04/85

Tapes of Delegate Report. (These were made and distributed to the DCMs and Area Officers.) The Area Committee decided that the matter of payment would be tabled until a future date.

02/09/86

The Area Committee decided that the Delegate's allowance to New York be increased by \$100 to \$350. This will be presented at the Spring Assembly at Morris, on April 6, 1986.

04/06/86 The Area Assembly reaffirmed the above action regarding Delegate's expenses.

04/26/88

The Area Assembly decided to support (the Area Delegate) Scott J. and give him \$450.00 for additional expenses for the General Service Conference.

02/19/89

The Area Assembly suggested that they raise the Delegate's rates instead of asking for contributions from the Area. Scott will take the suggestion to the Conference.

12/02/90

A motion was passed to prepare a proposal to the GSC that the selection process, responsibilities and duties, and possibly the history of the non-trustee appointed committee members be placed in the AA Service Manual. The motion was tabled, but the Secretary was asked to submit more information on the subject.

02/17/91

The area committee voted to submit a proposal to the 1992 General Service Conference that the qualifications and responsibilities of nontrustee appointed committee members be published in the AA Service Manual. (Note: the 1991 GSC voted to do this, and therefore no submission took place.)

08/05/91

The policy that the Delegate visits the districts on an individual basis was reaffirmed rather than institute a policy of visiting each zone to give the Delegate's Report from the General Service Conference.

10/06/91

A motion was passed that a 2/3 majority be required for all GSC proposals that are to be submitted by Area 35.

10/06/91

The area voted to submit to the 1992 Conference a proposal that final conference agendas be automatically sent to the GSC members when completed or by March 15th, whichever is earlier.

03/27/93 Area Assembly

After discussing the report from the Ad Hoc Committee on AA Producing Medallions, the overwhelming consensus of the Assembly was that we not produce chips/medallions.

12/05/93 Area Committee

A question was raised about the status of Area 35's proposal to request the removal of the Grapevine's mandate of self-support that was passed by the 1992 Spring Assembly. The motion states "That our Delegate submit a proposal to the 1993 General Service Conference that all new Grapevine items other than the monthly magazine be approved by the General Service Conference." A portion of the 1992 General Service Conference Final Report was read. Conference Advisory Action #23, listed under the Grapevine, states that the Grapevine Board would offer to the Conference a general list of special items. The items on the list would be at least two years from production, giving enough time to offer any guidance or disapproval from the Conference on these items. Final approval for the completed items still rests with the Grapevine Corporate Board. A motion was passed to resubmit the proposal from the 1992 Spring Assembly.

02/06/94 Area Committee

Our General Service Conference proposal relating to the Grapevine and the production of specialty items was forwarded to New York and appears on the preliminary Conference agenda.

06/05/94 Area Committee

Taping of Delegate's Report: Our past policy was to have tapes of the Delegate's Report distributed to every member of the Area Committee at an estimate cost of \$130 to our Area. It was agreed that this year tapes will be made for archival purposes and individuals may purchase a tape from Dick B. They will not be distributed at Area expense.

08/03/97 Area Committee

Proposal to bring to Fall Assembly and follow through the Conference process the following: "That the General Service Board and all its entities, including the International Convention Committee, conduct their business within the Traditions, including the 7th Tradition, and that no cash money in any form should be received from outside entities especially cities bidding for the International Convention. This would not prevent acceptance of discounts or priced reductions for services rendered."

02/27/00 - Area Committee

After discussion regarding the GSC Agenda items, the sense of the meeting was that the Delegate go through all the Conference Agenda Items at the Spring Assembly.

06/04/00 Area Committee

Several issues as a result of the 2000 GSC that affects our Area and information will be requested from our area. The issues are: *An additional consideration under Treatment Facilities regarding information on Institutional meetings. (Area Treatment Committee to address.) * Anonymity with regard to Public Information and Archives. (Area Archives and P.I. Committee to address.) * Experience within our area on Self Support. (Area Treasurer) * An inventory on International Conventions. (Ad hoc committee to address) * Area Public Information for the upcoming International Convention. (Public Information to address) * Changes to the Application for a New Delegate Area. (Delegate to address) * A personal Computer Policy at the General Service Conference. (Delegate to address)

10/08/00 Area Assembly

The Treatment Chair discussed information received regarding Treatment/Institutional meetings and the report was turned over to the Delegate.

08/05/01 Area Committee

An ad hoc committee was previously formed and had previously met on 7/14/01 regarding changes to the GSC Structure. The committee defined its self and set some preliminary objectives. A motion was made and seconded that Area 35 cover all expenses to date incurred for the ad hoc committee and not more until the Fall Assembly.

10/06/01 Area Assembly

A presentation/discussion was held regarding Changes to the General Service Conference Structure. The committee had met twice with a cost of \$55. A request was made to have the Delegate Areas and Trustees gather input on current problems as well as possible solutions concerning the General Conference Structure. A CD made up by the Area Delegate and distributed to past and current delegates.

10/06/01 Area Assembly

A pro/con discussion was held on the Floating Cap Reserve for Alcoholics Anonymous World Services.

10/07/01 Area Assembly

A motion was made and seconded that Area 35 draft a proposal to the 2002 General Service Conference to remove the Floating Cap. The motion passed and the minority was heard.

10/07/01 Area Assembly

A motion was made that Area 35 submit a General Service Conference proposal that a book of AA History from 1955 on be written. The motion failed.

10/07/01 Area Assembly

A motion was made that Area 35 submit a General Service Conference proposal that would require all literature being considered as "General Service Conference Literature," be reviewed by all conference members prior to debate on the conference floor. The motion was seconded. The motion passed and the minority was heard.

10/07/01 Area Assembly

A motion was made and seconded that Area 35 supports the Ad Hoc Committee within the suggested cap of \$1200 annually. The motion passed and the minority was heard.

12/02/01 Area Committee

The two Conference proposals originating from the Fall Assembly and the Delegate will submit these to the General Service Conference Coordinator. 1) General Service Conference Proposal for Literature Committee: "It is proposed that all literature being considered as

"GSC Conference Approved Literature" be reviewed by all GSC members prior to debate on the Conference floor." 2) General Service

Conference Proposal to remove the Floating Cap Reserve: "It is proposed that the Floating Cap Reserve Policy instituted by the 2001 conference advisory action be rescinded and the policy adopted by the 1988 General Service Conference be re-instituted."

10/07/06

Fall Assembly General Service Conference Proposal from Area 35 "Reproduction of archival material be sold only at cost with General

Service Conference approval." This was passed unanimously and Jerry S., Area 35 Delegate sent this proposal to Rick W. – GSC Coordinator on October 25, 2006.

10/6-7/07 Area Assembly

Motion was made and carried at the Fall Assembly regarding a General Service Conference Proposal on Report and Charter Committee.

This was sent from Area 35 to Conference Coordinator on October 12, 2007. The proposal reads "It is the conscience of Area 35 Northern

Minnesota that a Trustees Committee be assigned to the "Report & Charter Committee" to over-see changes to the Service Manual."

10/4-5/08 Area Assembly

As requested by the Delegate, the Area Assembly considered two proposals from Area 76, the first regarding changes made to the Service manual and the second regarding restoring the scope of the Conference Committee on Agenda's duties to be consistent once again with their duties as outlined in the Service Manual, which reads, "Reviews and approves the overall format and content of the agenda for the annual Conference meeting, has the year-round job of communication with GSO on subjects for the Conference agenda and theme." A Motion was made for the Delegate to compose a letter in support the first letter from Area 76 regarding changes to the Service Manual. Vote: All in favor. Motion was made to support the second letter from Area 76 pertaining to re-instating the Conference Committee on Agenda's duties to be consistent once again with their duties as outlined in the Service Manual. Vote: Unanimously in favor.

12/7/08

The Area Delegate out forward the following request that the trustees' Finance and Budgetary Committee gather input from the Fellowship on the benefits and liabilities, both spiritual and practical, of fully funding G.S.O. Services to the Fellowship (G.S.O. Functional expenses) by the voluntary contributions of A.A. members and groups and that this information be forwarded to the 2009 Conference Committee on Finance. Discussion ensued and the majority felt that we have traditions to guide us financially and we should stick to them while encouraging self-support. There was a consensus that literature sales should not be considered contributions as it is inconsistent with our principles and it is important that the power of the purse remain. (Concept 12, warranty 2,

in 1962, Bill wrote about the issue of profits from books and he notes it should only be profits from non-commercial sales of literature. The world is very different now; we are no longer selling our books to AA members, but to commercial entities.)

6/7/09

Discussion on using full faces in AAWS videos: JoAnne's request from Mary D. from GSO requesting fellowship sharing on how AA members view the recently changed practice of using the full faces of actors with the disclaimer that these are actors and not AA members in AAWS videos/PSAs. Discussion: The majority who shared felt strongly that it was a violation of our tradition of public anonymity, by alluding to the fact that even a pretend AA member could show their faces on film, and that this would go against the overall message the AA traditions are trying to carry. Concerns were raised over actors later getting drunk and that reflecting on us, or newcomers worrying that their anonymity might be broken in AA because of this. A straw vote was taken to get an accurate feeling of the area committee. There was substantial unanimity against the use of any full faces in our videos or PSAs.

10/3/10 Area Assembly

A motion was made that a reflections component submitted by members is added to the Grapevine and was 2nd. The Area 35 Assembly was reminded that since the proposal is for the General Service Conference, you need to have a 2/3 majority for this to pass. Vote: 56 voting members of the Area were in favor of the proposal and 15 were against. The motion passed.

10/3/10 Area Assembly

Motion made to send a proposal to the General Service Conference to add a foot note to the book *Dr. Bob and the Good Oldtimers* and it was 2nd. Area 35 was unanimously in favor. Motion passed.

4/6/13 Area Assembly

Motion made and passed to bring the idea to GSO to create and maintain a North American computer generated meeting locator at the 63rd 2013 service conference. (United States and Canada, excluding Mexico)

4/6/13 Area Assembly

Motion made and passed that the General Service Board of AA devise and implement a yearly budget plan that decreases reliance on profits made from literature sales by 5% per year, for the next 10 years, becoming 100% self-supported by AA Group contributions by 2024.

8/5/2014 Area Assembly

Motion made and passed for area 35 Mike J. Area 35 Delegate to compose a letter of support from Area 35 for GSO to develop an online searchable national AA meeting locator.

8/5/2015 Area Assembly

Motion made and passed by 2/3 majority for GSO to explore development of a national online meeting locator. Ad-hoc committee will develop wording of this proposed agenda item.

X. Literature and Grapevine

03/31/63 Area Assembly Meeting - Brainerd, MN

Donna was informed to inquire about the feasibility and availability of a "pocket sized edition" of the Twelve Steps and the Twelve Traditions while at New York and report on it at Fall Assembly.

04/01/65 Area Assembly Meeting - Brainerd, MN

Motion made and carried that Don F. contact the literature committee in New York regarding the attainability of some suitable literature for the "bachelor and single" members of AA.

04/03/66 Area Assembly Meeting - Brainerd, MN

Bill C. of Cloquet would like the literature committee to investigate material for single people. Arno A. stated he would bring this request before the convention for their consideration.

10/17/76 Area Assembly

The Area Assembly decided to show the GSO filmstrip on the Traditions at the spring assembly and each district will be responsible for getting, paying for and showing the film in their respective districts in the Northern Minnesota Assembly.

03/27/77 Area Assembly

The Area Assembly decided to authorize the Treasurer to purchase some service literature to have available at Assembly meetings and to carry to group meetings to which the Delegate is invited and to District meetings.

10/09/77

The Area Assembly decided to elect a combined Grapevine and Literature Chairman to be a part of the Northern Minnesota Assembly. Bill S. was elected to the position.

04/09/78

The Area Assembly decided to recommend that we have a pamphlet on distribution of funds in AA and what services are rendered.

04/10/83

The Area Assembly adopted the resolution that when the draft (of the "Gay Pamphlet") be presented at the Conference and turned down, the subject on the Gay Pamphlet be dropped, as one Conference is not binding on another.

04/10/83

The Area Assembly adopted a resolution that the Grapevine Corporation not make direct offers or solicitations to outside agencies or the general public to increase circulation and that any direct sales effort be directed at the membership only.

06/19/83

The Area Committee decided that if a group or district is interested in showing the films they will rent from the G.S.O. directly. The order is on the order blank form.

04/01/84

The Area Assembly decided to approve the book, "Pass it on" for publication.

10/07/84

The Area Assembly decided to spend \$150.00 to rent "AA" An Inside View".

10/13/85

The Area Assembly decided that the proposal (to the General Service Conference) to tape the stories (in the back of the Big Book) be delayed.

10/19/86

The Area Assembly decided that the Assembly place on the Conference Agenda the proposal to have the stories in our Big Book, Alcoholics Anonymous, made available on tape.

10/19/86

The Area Assembly decided to propose that in the future all Conference-approved literature be the result of Conference action and that literature not be developed as the result of surveys.

10/19/86

The Area Assembly decided that Louie Hall (the Area Delegate), with the assistance of other area officers, write a letter to the General Service Board, with copies to all Delegates and Trustees, that our area feels strongly about the matter of surveys and the publication of literature without Conference action.

10/19/86

The Area Assembly decided to deem the survey on the Daily Reflections Book null and void.

08/02/87

The Area Committee decided that the Area would re-submit as a Conference Agenda item the proposal to have the stories in the Third Edition of the Big Book on tape. This decision was endorsed by the 1987 Fall Assembly.

08/02/87

The Area Committee decided Agenda item to prohibit the use of literature surveys to gain approval for literature. This decision was endorsed by the 1987 Fall Assembly.

04/27/88

The Area Assembly decided to re-submit the proposal that all literature be conference-approved to be a 1989 Conference Agenda item.

04/27/88

The Area Assembly decided to send Scott (Area Delegate) to New York (General Service Conference) to vote against the Gay Pamphlet.

04/27/88

The Area Assembly decided that this Area is against all special interest pamphlets.

10/16/88

The Area Assembly decided to re-submit (to the General Service Conference) the District 8 proposal of taping the stories in the Big Book.

10/16/88

The Area Assembly decided to support creating a policy about future literature be made an agenda item (at the General Service Conference).

10/16/89

The Area Assembly decided to send the letter District 12 submitted to the Area for changing the pamphlet "Supporting Your Support System" to GSO as a conference item. The letter was a recommendation for extended anonymity letter mailings and revision of the letter itself.

02/17/91

A motion was passed that the area have a pro and con discussion about the self-support mandate of the Grapevine, and that this discussion be the source of a 1992 GSC proposal.

10/06/91

The area had a pro/con discussion on the Grapevine self-support mandate. A motion passed "that our delegate submit a proposal to the 1992 GSC that the AA Grapevine, Inc. be relieved of its mandate to be self-supporting and that all new Grapevine items other than the magazine be approved by the GSC." A motion to bring this issue back to the floor for further discussion passed. A motion to amend the above action passed so as to read: "that our delegate submit a proposal to the 1992 GSC that all new Grapevine items other than the monthly magazine be approved by the GSC." A motion passed to postpone the issue until the Spring Assembly.

04/04/92 Area Assembly

It was explained that the subject of removal of the Grapevine mandate of self-support was postponed at the last Assembly that a presentation on the pro and con sides of the issue was made, along with the disbursement of the pro and con sides in written form. It was clarified that only the creation process of special Grapevine items was at issue. The section dealing with the issue was read from the minutes of the Fall Assembly. The motion "That our delegate submit a proposal to the 1993 General Service Conference that all new Grapevine items other than the monthly magazine be approved by the General Service Conference" was read and put to the floor for discussion. Discussion on both sides of the issue ensued. The motion was called. The motion passed by a two-thirds majority. The minority opinion dealing with the right of decision was expressed.

12/05/93 Area Committee

A question was raised about the status of Area 35's proposal to request the removal of the Grapevine's mandate of self-support that was passed by the 1992 Spring Assembly. The motion states "that our Delegate submit a proposal to the 1993 General Service Conference that all new Grapevine items other than the monthly magazine be approved by the General Service Conference." A portion of the 1992 General Service Conference Final Report was read. Conference Advisory Action #23, listed under the Grapevine, states that the Grapevine Board would offer to the Conference a general list of special items. The items on the list would be at least two years from production, giving enough time to offer any guidance or disapproval from the Conference on these items. Final approval for the completed items still rests with the Grapevine Corporate Board. A motion was passed to resubmit the proposal from the 1992 Spring Assembly.

02/06/94 Area Committee

Our General Service Conference proposal relating to the Grapevine and the production of specialty items was forwarded to New York and appears on the preliminary Conference agenda.

08/07/94 Area Committee

A motion was made and passed that the Area Literature and Grapevine Chairs submit new items and reprints to the Archives Committee. Funds will come from the Archives Committee.

04/08/01 Area Assembly

A committee was formed to look into the US/Canada Directories of what constitutes meetings and so-forth. The Delegate suggested that a letter be written to the General Service Office Regional Correspondent, Rick W. to provide a response. The Literature Chair, Jerry S. agreed to draft a letter and report-back at the June Committee Meeting.

10/06/01 Area Assembly

A Grapevine presentation was given regarding various books: Language of the Heart, Best of the Grapevine, Volumes I, II, III. A.A. around the World, and the Grapevine magazine.

10/07/01 Area Assembly

A presentation was done on Conference Approved Literature with an explanation of the process of conference-approved literature from the start to finish as it moves through the conference.

10/02/04 Area Assembly

We, home group members of the Palo Kitchen Table Group No. 1, would like to send a proposal to be added to the Panel 55 General

Service Conference Agenda in reference to the pamphlet "The AA Group" P-16. In keeping with the Panel 54 theme "Singleness of Purpose - The Cornerstone of AA" that on page 16 of the pamphlet referring to open or closed meeting the last paragraph under "The difference between open and closed AA meetings" presently states: "Whether open or closed, AA group meetings are conducted by AA members, who determine the format of their meetings." We propose it read: "Whether open or closed, AA group meetings are conducted by AA members. At open meetings, non-A.A.s may be invited to share or asked to listen, depending upon the conscience of the group." The word may was in the pamphlet that was distributed in February of 1994 but was removed from the pamphlet of August 1995 and the only Advisory Action that we can find and as GSO has stated in the enclosed letter states that the 1995 General Service Conference states "It was recommended that: Changes in "The A.A. Group" pamphlet be implemented after the current inventory is depleted." We feel that as it is presently stated that it is sugar coated and open for much discussion and interpretation. Thank you for your time and consideration. A motion was made a seconded to submit the proposal as presented by District 8. A vote was taken by show of hands the result was 33 for and 15 opposed. The motion carried. The minority opinion was heard and a motion to reconsider was made and seconded. The motion failed on a show of hands vote. The original motion stands.

10/02/04

A motion was made and seconded as follows: We the Area 35 Literature Committee, after much discussion, recommend by substantial unanimity that the 2005-2006 edition of the AA Service Manual ("BM-31") be printed with the same quality of paper and font size as the 2000-2001 printing for the purpose of legibility. The motion passed unanimously on a show of hands vote.

04/03/04

Area 35 motion made to Report and Charter Policy on changes being made to the Service Manual. Additions and deletions to the Service Manual require Conference approval. Editorial changes, not requiring Conference approval are limited to corrections in punctuation, spelling, dates, and numerical data. The motion was seconded and passed on a unanimous show of hands vote.

10/08/05

Literature Surcharges: Consider eliminating shipping and handling fee and also volume discounts. A motion was made that Area 35 draft 2 letters in support of Area 40's proposals to the General Service Conference. The motion was seconded and passed on a unanimous show of hands vote.

2/27/11

We had discussion on how all money and checks collected are made out directly to the Grapevine and Literature Chairs. They are currently using their own bank accounts for the buying and selling of literature. We need to make the money from Grapevine and Literature accountable to Area 35 and not a personal responsibility. Suggestion: The Area 35 Treasurer would, at the beginning of a rotation, write a check to the Literature Chair and Grapevine Chair (ex \$1,000.00) for them to use and set-up a bank account. This would go under expenditures for the Grapevine and Literature on the treasury reports. Then on a periodic basis (quarterly, semi-annually, or annually) the Literature and Grapevine Chair would give a report of the money in the account and the money they have on hand in literature. That balance would then go under as a Literature or Grapevine expense. At the end of the rotation the money left over would go back to the Area 35 Treasurer. This money in the bank accounts can fall under the employee ID of Area 35 which will cause no legal problems and would not be a part of anyone's personal taxes. The Literature and Grapevine Chair will have to be more accountable as to where the money is going such as literature that is stolen or damaged. Every two years we would have to set-up a new bank account for Grapevine and Literature which we all ready do for the Treasurer. The current

Literature and Grapevine can look into the process for getting bank accounts. If they feel it is necessary opening a bank account could be add to their guidelines for the following rotations. No action was taken.

6/3/12 Area Committee

Art A stepped down from the position of Grapevine Committee Chair and was replaced by Carey A.

XI. Miscellaneous

04/01/62

Area Assembly Meeting - Duluth, MN: Motion was made and carried that Bob B., Past Delegate, serve in an ex-officio capacity for a period of two years; and hereafter, each "outgoing" delegate follow this procedure.

10/25/64

Area Assembly Meeting - Brainerd, MN: The following committee (Ted L., Morris - Chairman; Swede N., Breckenridge; Bill N., Wadena; Arno A., St. Cloud; and Clarence B., Fergus Falls) was also appointed to check into the "feasibility" of another Rehabilitation Center in our Northern Area. A later report will be made.

10/23/66

Area Assembly Meeting - Brainerd, MN: After a general discussion of the subject, it was decided that there should be more area meetings of GSRs for the forming and initiating of these round robin meetings. Paul A. was instructed to compile a list of these areas and the town in each and to have them ready by the Spring meeting. Bill C., Cloquet, is to aid him in this project.

10/10/82

The Area Assembly decided that Area #35 go on record - "We are not in favor of specialty groups."

04/10/83

The Area Assembly decided to drop the issue of being against special interest groups.

12/09/84

The Area Committee decided to adopt this instrument (Area Inventory) and take the area inventory at the February 1985, Area Committee meeting and limit discussion to one hour.

02/21/88

The Area Committee decided to buy a new, larger coffee pot for the Area Committee meetings.

10/4-5/08 Area Assembly

Support for AA Members Overseas. A member expressed interest in obtaining contacts and AA literature for an Air guard unit being deployed and the MN Army National Guard. An adhoc committee regarding this was set up to gather contacts and Grapevines for those overseas, to be discussed further at the December Committee Meeting, to be spearheaded by Mary C. Email the Area Chair if you have any questions or suggestions.

10/6/12 Area Assembly

Motion made for a committee to look at the Area Map and bring ideas back to the Area Committee meeting in Dec about re-drawing districts lines.

4/6/14 Area Assembly

Motion made and passed for Area 35 to purchase a projection screen to be installed in the Aitkin Alano Club.

XII. Newsletter

12/13/81

The Area Committee decided to pay Bob R. \$20.00 for the use of his bulk mailing permit.

04/04/82

The Area Assembly decided to start a Newsletter. A committee was assigned the task of putting together a sample that would be completed by the Fall Assembly. At that time, we will know the costs and what will be involved.

10/10/82

The Area Assembly decided to accept the Newsletter and Bob R. to be the editor. It was further decided that from now until the Spring Assembly (the Newsletter will) be published bimonthly. They will be mailed to the District Secretaries if they have one, or to the DCM and they will distribute them.

10/07/84

The Area Assembly decided to continue the Northern Light newsletter.

06/02/85

The Area Committee decided that we produce 1,000 copies of the Northern Light every two months, in the format proposed by Louie Hall (8 ½ by 11 inches, printed on both sides), and edited by Dennis R.

12/13/87

The Area Committee decided that we will allow the Northern Light Editor to vote.

02/18/90

The area voted to give the Northern Light Editor the freedom to publish more than four pages if he/she has the material to fill them.

02/17/91

The area committee decided to divide up the available Northern Lights by the number of groups in a district rather than an equal number to each district.

04/02/95 Area Assembly

The strong sense of the Assembly is that the Northern Light newsletter is needed and should continue. All members are encouraged to contribute service related articles to the Editor.

04/04/99 Area Assembly

There will be a pro/con discussion on whether or not the position of Newsletter Editor should become non-rotating.

10/03/99 Area Assembly

After much discussion, the discussion of whether or not the position of Newsletter Editor should become a non-rotating died for lack of a motion.

10/08/00 Area Assembly

The Northern Light Editor is not going to be able to complete her term and the Area Chair will look for a replacement.

12/03/00 Area Committee

A motion was made that we temporarily ask Cindy P. to finish out this rotation as the Northern Light editor. After discussion, the motion was withdrawn in lieu of a better proposal to continue looking for someone to work with Cindy, as an apprentice for the next rotation and Cindy will remain as interim editor.

04/08/01 Area Assembly

Cindy P. will be unable to be the Northern Light editor due to illness. Chad B. will take on the responsibility until the end of rotation. All were in favor with none opposed.

06/02/02 Area Committee

Recommendation on Area 35 Mailing Policy Listing an event on the Northern Lights Calendar of events: No charge. Provide mailing labels to a round up or other outside entity for their use: reimbursement to cover best estimated costs of the labels and postage to mail them.

Printing an event flyer in the Northern lights: The event would supply a "camera ready" or similar document as requested by the N/L editor for inclusion in the paper. The fee to do this would be 10 per cent of the estimated printing costs. If used by an Area Committee, the Committee would be responsible to provide the original document as requested by the editor. There would be no charge for the printing. Using the Area 35 Bulk mailing permit and labels for mailing: The event would label and sort the pieces to be mailed and deliver them to the Area Group Records Secretary ready to be delivered to the Post Office. The event would be expected to cover the costs for postage, labels and delivery to the Records Secretary. An event would like their flyer "stuffed" and mailed with the N/L: The event would be responsible for the costs of getting the flyers to the Records Secretary. The cost for inclusion would be 50 per cent of the actual mailing costs. If an Area Committee would like to include a flyer in the N/L the committee would be responsible to produce copies of the flyer and postage to get them to the Group Records Secretary. There would be no additional cost for mailing the flyers in the N/L. An event uses their data base and labels and the Area bulk mail permit: The event would be responsible for best estimated actual mailing costs and the costs to deliver the addressed and sorted pieces to the Group Records Secretary. If an Area Committee would like to make a separate mailing the committee would be responsible for printing, folding and delivering the flyers to the Group Records Secretary. There would be no additional cost for mailing. It would be suggested that wherever possible that any flyers be included as an insert in the N/L to avoid the additional expense.

10/6-7/07 Area Assembly

Motion was made to put the anonymity protected version of the Northern Light on the Web site. Motion carried.

4/5-6/08 Area Committee

Clarification was requested regarding who the Northern light should be mailed to. Assembly discussed and determined that the NL should be mailed or emailed to: GSRs, DCMs, Area Officers, Area Committee Chairs, Delegates and Past Delegates.

6/1/08 Area Committee

A motion was made to include the Spring, Fall, and Area Committee Meeting minutes in the Northern Light. All in favor. (the minutes are to no longer be printed or sent as a separate mailing.)

8/3/08: Area Committee

It was decided that the resumes of the nominees for the 2008 trustee-at-large position be published in the Northern Light.

10/4-5/08: Area Assembly

Motion: to publish an anonymity protected version of the Spring, Fall, and Area Committee Minutes as created by the Area Secretary in the online Northern Light. Vote: All in favor. Passed unanimously.

12/7/08

Northern Light mailing date was discussed and the consensus was that we should get the Northern Light a week before the event so all AA members have time to read it, and that the Northern Light Editor should move the deadline for submissions accordingly.

XIII. Publications

04/12/70 The Area Assembly decided that Pearl N. should make up and print a new Northern Minnesota AA Directory.

06/12/76

The Area Committee decided to supply an adequate taping system at future Assembly meetings, with a vote being taken prior to the meeting to see if tapes of speakers should be made available for purchase by service people. Bill S. (Area Secretary) was given permission to look into the possibility of using a recording system.

02/09/86

The Area Committee decided to allow the tape recording of the Area meetings for the purpose of maintaining accuracy in Area Minutes. It was also decided to send a copy of these recordings to the Archives.

02/08/87

The Area Committee decided that lists of all GSRs, DCMs and standing committee members be made available to area Roundups if they are so requested.

02/21/88

The Area Committee decided to have Bob J., (Alternate Delegate) make a booklet on passed actions, motions, etc. of the area.

12/11/88 The Area Assembly decided to print and distribute the Area Actions Booklet to the GSR system.

12/11/88 The Area Committee decided to financially support \$150.00 for the Regional Reporter to help defray the cost.

02/19/89

The Area Committee decided to put together Area Guidelines of job descriptions of Area Officers and appoint people. It's tailored to be our specific Area. Hopefully they will be finished by Fall Assembly.

04/01/89

The Area Assembly decided to send an additional \$25.00 to Dennis B. for the Regional Reporter..10/07/89

The Area Assembly decided to update the Area Actions Booklet and redistribute it to new GSRs, DCMs, Area Officers and Area Action Committee Chairs. It will be done by the Secretary.

06/07/92 Area Committee the Area Committee decided to financially support (\$50) to the Regional Reporter.

04/10/94 Area Assembly

A motion was made, seconded and passed (60-1) that says: "The outgoing Area Secretary will update the Area Actions Book at the end of each service rotation. The booklet will be distributed to all GSRs, DCMs, Area Action Committee Chairs and Area Officers. District Action Committee Chairs and District Officers will be given a copy if they request it." The minority did not wish to speak.

06/05/94 Area Committee

The Group Records Secretary will produce the Area 35 Directory.

06/05/94 Area Committee

The Area Secretary will check on the updating of the Area Actions Book.

06/05/94 Area Committee

The Area Secretary was asked to send announcements of Area 35 service functions to Box 459.

10/02/94 Area Assembly

Group Records Secretary produced 50 copies of the Area 35 Directory. 35 were distributed to DCMs, Area Action Committee Chairs and Area Officers. 15 copies are available for sale.

10/02/94 Area Assembly

Area Secretary has received excerpts from 1992-93 Area Minutes and a computer disk with the previous Area Action Book text. The updated Area Actions Books will be distributed at the December Area Committee Meeting.

12/04/94 Area Committee

Updated Area Actions books were distributed.

06/04/95 Area Committee

Mention was made that the new Western U.S. AA Directory is badly out of date and replete with omissions and mistakes. It is recommended that the Group Records Secretary contact GSO to find out what has happened so they can be ready to respond at the Regional Forum in Iowa. DCMs will check out mistakes and turn them in to the Area Chairperson.

10/07/95 Area Assembly

Reason given at the Forum why many groups were dropped is due to the fact the group did not have a telephone number listed. We need to work together to update the annual update forms from GSO to ensure accuracy.

06/02/96 Area Committee In order to save money, a motion was made, seconded and passed to not print the present issue.

12/01/96 Area Committee Suggestion made that we send a strong letter of our Area's concern that there first be shown a need for a 4th Edition of the "Big Book" before they go ahead with a rough draft. Some wanted a draft for something concrete to base a decision on. No action taken.

03/22/96 Area Assembly Decided to produce 200, as compared to 800 copies of the Actions Booklet.

02/26/98 Area Committee 200 Area Actions Books were distributed.

02/27/00 Area Committee 200 Area Action Books were printed and distributed.

02/27/00 Area Committee A disk of minutes from 1998/1999 and the current Area Actions book were given to the new Area Secretary.

02/27/00 Area Committee The Area Directory was not completed this rotation due to not having enough information.

02/24/02 Area Committee 200 Area Action Books were updated, printed and distributed.

02/24/02 Area Committee The 2000-2001 minutes were given to the incoming Area Secretary.

02/26/06 Area Committee The 2004-2005 Area Actions Book was completed and 200 copies produced.

04/02/06 Spring Assembly

Motion was made that we add to our Area Actions booklet an appendix that includes: All Area 35 Assemblies, Area 35 Workshops, Area 35 Zonal Forums, West Central Regional AA Service Conferences, West Central Regional AA Forums current and upcoming. Motion was seconded, call for discussion and having none a vote was taken and the motion carried.

2/24/08 Area Committee

The 2006-2007 Area Actions Book was not completed.

4/5-6/08 Area Assembly

The 2006-2007 Area Actions Book was completed and 200 copies were produced for a cost of approximately \$1.50 a copy for a total of \$299 and some change.

6/7/09 Area Committee

Motion to put the Area Actions Book and Trusted Servants Guidelines on the website. seconded. Discussion: Anonymity protected means last names will be removed. Normally we print 400, if we put it on the net we could cut it down

significantly and generate a considerable savings. We should still have copies for all DCMs, Area Officers, and Area Chairs. We will add it to the Trusted Servant's Guidelines. Vote: All in favor, passed unanimously.

4/6/14 Area Assembly

Motion made and passed for Bob. B. to attend National Technology Workshop. Expenses are covered in his temporary web technology support position.

XIV. Public Information

03/19/61

Area Assembly - Semi-annual Meeting - Brainerd, MN: New Northern Minnesota directories now available. Motion made, seconded and carried Northern Minnesota Assembly pay for printing and cards to be sold to groups at two cents apiece. Orders and money should be sent to secretary. Directories to be donated to hospital, institutions, and one hundred to 2218 for benefit of tourists.

04/01/62

Area Assembly Meeting - Duluth, MN: Consensus of opinion was that nothing notable could be gained by these "extra" listings; therefore, the groups should continue to follow the traditional method of listing as is specified on the cover of our Directory.

04/01/65

Area Assembly Meeting - Brainerd, MN: Cloquet and Duluth volunteered to compile the necessary information for a reprint of Northern Minnesota directory cards. It was agreed 3,000 cards be reprinted and that 25 sample cards be sent to each group with a \$1.00 fee expected in return. A June 1st deadline will be selected for groups to mail the necessary information to this committee. Notices are forthcoming in the mail. Any further request for cards will be acted upon by the assembly at the Fall Meeting and a nominal charge for cards selected at that time. Motions were made and carried in reference to each issue.

10/23/66

Area Assembly Meeting - Brainerd, MN: A general discussion was held with regard to the Northern Minnesota Directory cards. It was decided that the secretary is to mail 25 cards to each group with a request for a one-dollar contribution to be sent to the Northern Minnesota A.A. Assembly.

04/13/69

Area Assembly Meeting - Brainerd, MN: A discussion about a filmstrip which was rental or purchase. Rental could be applied to purchase. Motion made and carried to purchase.

10/16/88

The Area Assembly to take the issue of helping Southern MN Assembly with an AA booth at the State Fair, both financially and with manpower, back to the districts and discuss the issue at the Dec. meeting.

02/19/89

The Area committee decided to give Area 35 support to Area 36 in conjunction with the MN State Fair booth with limitations of money being \$500.00 for literature and booth rental.

04/01/90

The area voted to participate in the 1990 MN State Fair booth, in conjunction with Area 36, following the same guidelines as the previous year: 1/3 of the manpower and 2/3 of the costs up to \$500. The PI Committee is in charge of this function.

04/07/91

The area voted to participate in the 1991 MN State Fair booth, in conjunction with Area 36, following the same guidelines as the previous year: 1/3 of the manpower and 1/3 of the costs up to \$500. The PI Committee is in charge of this function.

06/07/92 Area Committee

The Area Committee voted to participate in the 1992 MN State Fair Booth in conjunction with Area 36, following the same guidelines as the previous year: 1/3 of the manpower and 1/3 of the costs up to \$500.

06/06/93 Area Committee

The Area Committee voted to participate in the 1993 MN State Fair booth using the same guidelines as the previous year: 1/3 of the manpower and 1/3 of the costs up to \$500.

06/05/94 Area Committee

A motion was made and passed that Area 35 participate in the State Fair booth with Area 36. We will provide people power and will pay 1/3 of the expenses, not to exceed \$500.

06/04/95 Area Committee

A motion was made and passed that Area 35 participate in the 1995 MN State Fair Booth. The cost will be 1/3 of the total cost: not to exceed \$500.

06/02/96 Area Committee

Motion made to participate at the State Fair at 1/3 of the cost, not to exceed \$500, and to help provide volunteers to man the booth. Seconded. Vote 6 for and 6 against. After discussion, revote was 5 for and 7 against. Minority opinion heard but vote didn't change.

08/04/96 Area Committee

Motion made to rescind the action of 6/2/96 to not financially support the State Fair and to support it at a cost not to exceed \$500. Seconded. Passed.

10/03/89 Area Assembly

The Area decided by a straw vote to pursue an Area 35 website.

05/12/99 Area Committee

After finally receiving all the appropriate paperwork, we submitted the agreed on payment for our share of the State Fair booth for the previous 3 years.

10/03/98 Area Assembly

It was decided by a straw vote to pursue an Area 35 website.

10/03/99 Area Assembly

The Area Website Address will be www.area35.org. Web page information will be based on our GSO database.

02/27/00 Area Committee

The local internet service for the Area Website is Cloudnet and Chad from District 13 has done a lot of the programming on the web page.

04/01/00 Area Assembly

A web site demonstration was given showing www.area35.org web page.

04/06/03 Area Assembly

The position of Webmaster was created. This position is fully funded and a voting member of the Assembly Position Guidelines will be created by the P.I. Committee.

06/06/2004 Area Committee

A motion was made to approve 1/3 the cost not to exceed \$500.00 for participation in the booth at the Minnesota State Fair. The motion was seconded and passed on a unanimous voice vote.

06/05/05 Area Committee

A motion that Area 35 to pay up to 1/3 of the cost for the booth at the Minnesota State Fair, not to exceed \$500.00. The motion was seconded and passed on a unanimous show of hands vote.

06/04/06 Area Committee

A motion that Area 35 approve to pay up to 1/3 of the cost for the booth at the Minnesota State Fair, not to exceed \$500. Motion was seconded and approved. Motion passed.

06/03/07 Area Committee

A motion that the Area approve to pay up to 1/3 of the cost for the booth at the Minnesota State Fair, not to exceed \$500. Motion was seconded and approved. Motion passed.

4/4-5/09 Area Assembly

A Motion was made for Area 35 to support the State Fair booth this year with 2 days of volunteers, with financial support not to exceed \$500. (seconded) Vote: substantial unanimity in favor of continuing to support the State Fair booth for the 2009 year with 2 days of volunteers and financial support not to exceed \$500. Motion passed.

3/28/10 Area Assembly

A motion was made to continue supporting the State Fair Booth in partnering with Area 36 contributing a cost of \$500.00. The motion was seconded. Vote: 54 in favor and 4 opposed. Minority did not wish to speak. Motions Passed.

4/3/11 Area Assembly

A motion was made that Area 35 support the State Fair booth with Area 36 and pay 1/3 the cost of the booth not to exceed \$500.00. The motion was 2nd. No Discussion. The vote was 52 in favor and 3 opposed. Motion passed.

4/6/14 Area Assembly

A motion was made and passed (substantial unanimity) for Area 35 to support the State Fair booth with Area 36 and pay 1/3 the cost of the booth not to exceed \$500.00.

4/6/14 Area Assembly

Motion made and passed to participate at the MN Association of County Probation Officers. Cost of booth is \$450.00. Two -hundred probation officers and other vendors attend this event. Good CPC opportunity.

XV. Regional Forums and Conferences

10/22/67

Area Assembly Meeting - Brainerd, MN: Eino J. of Cloquet made a motion that the Northern Minnesota Alcoholics Anonymous Assembly donate the amount needed for this conference (Omaha, Nebraska, June 1-2, 1968,) as soon as Arno A. get the information. Seconded by Donna T., Bemidji. Motion carried.

03/27/77

The Area Assembly decided to approach Don N. (Regional Trustee) about setting up some service workshops and service talks at next year's West Central Regional Conference.

02/12/84

Area Committee decided to send Bob P. (Delegate) and Bill S. (Area Chairman) to the West Central Regional Conference.

06/17/84

The Area Committee decided that the issue of having a regional conference in 1985 be tabled until the August meeting.

10/07/84

The Area Assembly decided that we have an AA speaker after the AI-Anon speaker at the Regional Conference.

02/10/85

The Area Committee decided to send the area officers to the West Central Regional Conference in Sioux Falls, S.D., if they so choose to go.

06/02/85

The Area Committee decided to send the Area Delegate to the Regional Forum. (To be held in Sheridan, Wyoming.)

08/04/85

The Area Committee decided that the Area Committee will reimburse \$100 of Louie H.'s expenses to go to the Regional Forum in Sheridan, Wyoming bearing in mind that he is willing to wait for reimbursement until the area has the money.

02/09/86

The Area Committee decided to send the Delegate, Alternate Delegate and the Chairman to the Regional Conference in Sioux Falls.

04/05/87

The Area Assembly decided to send Scott J., the Area Archivist and the Archives Display to the Regional Forum and pay all expenses if approved by Forum Committee.

06/14/87

The Area Committee decided that the Area will pay for meals for all area officers as well as fuel and lodging for those living outside the Fargo area (to attend the 1987 Regional Forum.)

08/02/87

The Area Committee decided that the action taken at the June 14 Area Meeting to send all officers to the Regional Forum stand.

02/21/88

The Area Committee decided to send five members to the West Central Regional Conference in Sioux Falls, including the Delegate, Institutions chair, Literature chair, Treasurer, and Area Chairman.

06/05/88

The Area Committee decided to send Scott (Area Delegate) to Rapid City for the meeting with the West Central Region. We decided to give him the right of decision at this meeting. The meeting will be to iron out problems in the West Central Region.

10/16/88

The Area Assembly decided that we send the Delegate, Alternate Delegate and Area Chairman to the West Central Regional Conference.

12/11/88

The Area Committee decided to send all Area Officers and Standing Committee Chairpersons to the Regional Conference.

04/02/89

The Area Assembly decided to send only the Delegate and the Alternate Delegate to Billings, MT for the Regional Forum.

06/04/89 The Area Committee decided to hold the 1993 Forum in St. Cloud.

08/20/89

The Area Committee appointed Tom A. and Susie T. as Area 35 Host contact committee representatives for the 1993 West Central Regional Forum.

08/20/89

The Area Committee decided to rent a suite for a Hospitality Room at the 1990 West Central Regional Conference.

10/07/89

The Area Assembly decided to send all Area Officers and Action Committee Chairs to the West Central Regional Conference in Minneapolis, March 2-4, 1990.

12/02/90

The Area Committee voted to send the area officers and committee chairs to the Regional Conference to be held in Bismarck, ND.

06/02/91

The Area Committee voted to reimburse the Area 35 Delegate, Alternate Delegate and Area Chairperson for attendance at the 1991 West Central Regional Forum in Omaha, NE.

07/28/91

The Area Committee decided to send the area Secretary and Treasurer to the Regional Forum in Omaha. It is noted that the Alternate Delegate will be unable to attend.

02/01/92 Area Committee

The Area Committee decided to send the Area Officers and Action Committee Chairs to the West Central Regional Conference in Des Moines, IA on March 6-8. A discussion of the prudent use of money followed. A motion was passed to reimburse Charlie C. for presenting our session at the Regional Conference.

06/07/92 Area Committee

The Delegate was reimbursed around \$175 for his trip to the Regional Delegates' meeting in Rapid City on February 20, 1992.

12/02/92 Area Committee

Our Trustee has scheduled a meeting of all Delegates in the Region in Rapid City on February 19-21. Our Delegate asks for approval to attend this most important planning session. This is not a decision-making meeting, but rather an orientation, communication and informational meeting for new Delegates and the new Trustee. Past Delegates have also been invited to attend at their own expense. Approval was given for our Delegate to attend this meeting.

12/02/92 Area Committee

A motion passed that the Area finances the Delegate, Alternate Delegate, and Chairperson to attend the West Central Regional AA Service Conference in Great Falls, MT on March 5-7, 1993.

06/06/93 Area Committee

A motion was passed to send the Area Officers and Area Action Committee Chairs to the West Central Regional Forum in St. Cloud. A discussion of Area 35 finances and contributions followed.

08/01/93 Area Committee

A motion passed to affirm our decision to reimburse all Area Officers and Area Action Committee Chairs to attend the West Central Regional Forum.

02/06/94 Area Committee

A motion was made and seconded to reimburse expenses for the following Area Officers and Area Action Committee Chairs to attend the West Central Regional AA Service Conference in South Sioux City, NE: Delegate, Alternate Delegate, Chairperson, either Archives Chair or Archivist, Correctional Facilities, Cooperation with the Professional Community, Grapevine, Literature, Treatment Facilities, and Public Information. The motion carried. Minority opinion was expressed and there was a motion made and seconded to reconsider. The vote was 14-12 to reconsider. A motion was made and seconded to include all the Area Officers and Area Action Committee Chairs. The motion carried 22-2. The minority was offered the opportunity to speak, but declined.

06/05/94 Area Committee

Our Area hosts the West Central Regional AA Service Conference March 3-5, 1995. It will be held at the Best Western Kelly Inn in St. Cloud. The evaluations filled out at the last conference will be taken into consideration.

12/04/94 Area Committee

The Area assignments for the West Central Regional AA Service Conference were drawn out of a hat.

04/01/95 Area Assembly

367 people registered for the WCRAASC and 70 evaluations were received. The general session floor sharing was rated most helpful by the Attendees.

04/01/95 Area Assembly

The 1995 West Central Regional Forum will be held August 25-27, 1995 in Sioux City, Iowa at the Sioux City Convention Center.

12/03/95 Area Committee

West Central Regional AA Conference will be held March 1-3, 1996 in Casper, Wyoming. Motion was made to fully support our Delegate, Alt. Delegate, and Area Chair and to give up to \$150 to all other Officers and Chairs who attend. Seconded and passed.

06/02/96 Area Committee

The Area will send new Trustee, Carl B., a letter congratulating him and also express our concerns that the Regional Conference focuses more on Conference agenda items instead of a workshop format.

10/05/96 Area Assembly WCRC will be held in Aberdeen, SD, Feb. 28-Mar.2.

12/01/96 Area Committee

Consensus of Committee to support all Officers and Chairs to attend the WCRC in Aberdeen and those presenters be people that are already attending.

12/07/97 Area Committee

With the WCRC in close proximity, Rochester, MN, a motion was made to fully support all Chairs and Officers to attend. Seconded and passed.

04/02/00 Area Assembly

Area 35 Northern MN will host the 2003 WCRAASC in 2003. DCM's were instructed to see what facilities are available in Northern MN that will accommodate 300-400 people, plus breakout rooms, etc. So far sites discussed are Duluth, Brainerd, and St. Cloud. This will be added to the June Committee Meeting Agenda.

06/04/00 Area Committee

A motion as made to form an ad hoc committee to assist in the General Service Conference agenda item regarding International Conventions inventory in the report with approval of a chairperson. The motion was seconded and passed unanimously. Darren P. volunteered to chair the ad hoc committee, and a discussion will be held at the Fall Assembly.

10/08/00 Area Assembly

After discussion, the consensus was that the 2003 West Central Regional A.A. Service Conference will be held in Bemidji, MN. Tom A. (Delegate) will forward the information to a contact person in District 21.

10/08/00 Area Assembly

A discussion was held regarding the International Convention Inventory and the ad hoc committee chair will give the information to the delegate.

12/03/00 Area Committee

After discussion, a motion was made and seconded that expenses be paid in full for the Delegate, Alternate Delegate and Area Chair to attend the WSCAASC in Bozeman, MT on March 2-4, 2001. The Area Committee Chairs and Area Officers (Secretary & Treasurer) will be allotted \$200 to attend the conference. The motion passed unanimously.

12/03/00 Area Committee

The analysis of the Area 35 International Convention Inventory was distributed.

02/25/01 Area Committee

The West Central Regional AA Service Conference will be held on August 24-26, 2001 at the Ramkota Best Western Inn, in Sioux Falls, SD.

12/02/01 Area Committee

The Delegate went over the questionnaire received from the West Central Regional AA Trustee and asked for input on these questions: 1) Does Area 35 support the idea of a new WCR Delegate meeting? Yes, with substantial unanimity. 2) Do you support the meeting date selected to be compatible with the Forum date in odd years and on similar dates on even years? Yes. 3) Do you support the plan on a 1½ day meeting? Yes. 4) Do you support having past delegates at the meeting? Yes. 5) Do you support having each area contribute a matching amount of money to pay for the meeting room and trustee expenses? Yes. 6) Do you support raising the registration price to fund the cost of the meeting? No.

12/1/02 Committee Action that all chairs and officers be funded for the WCRAASC.

12/7/03 Committee Action that all chairs and officers be funded for the WCRAASC.

02/22/04 Area Committee

The WCRAASC will be held on March 5-7 in Cheyenne, WY. All Area Officers and Area Action Committee chairs to be funded according to the submitted budgetary amounts.

02/27/05 Area Committee

The WCRAASC will be held on March 4-6 in Rapid City, SD. All Area Officers and Area Action Committee chairs to be funded according to the submitted budgetary amounts.

10/7/05 Area Committee

The West Central Regional Forum will be held on September 30 – October 2 in Great Falls, Mt. All Area Officers and Area Action Committee chairs to be funded according to the submitted budgetary amounts.

2/26/06 Regional Forum Bid by St. Cloud for 2009 WCRAAF – This was brought up before December that we should get bids from various places and nobody acted on that. Rick H. from St. Cloud did the leg work and should have been brought up at the December committee meeting. Since we do not have any other bids and St. Cloud does meet the requirements. The Civic Center is close to the Kelly Inn & Best Western. It does meet all the requirements of GSO. Audrey made a motion to accept. It was seconded. Voice vote passed unanimously.

6/6/10 Area Committee

A motion was made to have a hospitality suite at the WCRAASC. The motion was seconded and passed 24 in favor and 0 opposed.

8/1/11 Area Committee

A motion was made to send willing Area 35 Officers and Chairs to the Additional Regional Forum with the expectation of a written report. The motion was seconded and the motion passed unanimously 25 for and 0 opposed.

XVI. Structure

08/02/87

The Area Committee decided that the issue of a joint meeting with the Southern Minnesota Area be tabled and that we talk to the Southern Minnesota officers.

10/18/87

The Area Assembly decided to empower the Area Chairman to formulate a committee to approach the Southern Minnesota to hammer out specifics of the joint meeting.

02/13/87

The Area Committee decided to cooperate with Southern Minnesota to go ahead with the joint service conference.

12/13/87

The Area Committee decided to place on the (1988) Spring Assembly agenda a sharing session for GSRs.

02/21/88

The Area Committee decided to accept the report and go ahead with our previous commitment to the Sharing Session.

06/05/88

The Area Committee decided to send all elected and appointed area officers and chairs to the Sept. 17 MN Service Workshop.

10/16/88

The Area Assembly decided that we approve the Attwood Center in St. Cloud pending if Area 36 will approve of the second joint workshop.

10/16/88 The Area Assembly decided that the DCMs would serve on Area Standing Committees. The DCMs are to be drawn out of the hat and divided among the committees as equally as possible. The assignments were made and are as follows: Public Information: 4, 3, 8. CPC 17, 11, 1. Grapevine 14, 6, 19. Institutions 12, 16, 18. Northern Light Newsletter 7, 15, 20. Literature 2, 5, 13. Archives 9, 21. 06/04/89

The Area Committee along with Southern MN (Area 36) decided to have the 2nd annual State-wide Service workshop in St. Cloud at the Americana Inn on Sept. 16.

10/07/89

The Area Assembly decided that we not cooperate with Area 36 on an annual basis in conjunction with the State-wide workshop.

10/07/89

The Area Assembly decided to change "Standing" committees to ""Action" committees.

10/07/89

The Area Assembly decided to split Corrections and Treatment into 2 separate committees. The Area will have 2 separate Committee Chairs but the committees will meet together until the Districts become large enough to have 2 separate committees.

10/07/89

The Area Assembly decided to keep the rotation of Officers and Action Committees the same as before.

10/07/89

The Area Assembly decided that the Chairperson appoint the Action Committee Chairs.

12/03/89

The Area Committee appointed the DCMs to Action Committees. The DCMs were drawn out of the hat. There are as follows: Literature 12, 15. Corrections 11, 7, 1. Archives 5, 2. Treatment 9, 20, 17. Northern Light 19, 18. Grapevine 8, 4. CPC 14, 13, 16. PI 21, 6, 3.

12/01/91

The Area Committee appointed the DCMs to Action Committees. The DCMs were drawn out of the hat. They are as follows: Corrections 8, 12, 21. Archives 15, 20. Public Information 4, 7, 18. Grapevine 3, 11. Treatment 5, 13, 14. Literature 17, 19. CPC 1, 2, 9. Northern Light 6, 16.

10/02/93 Area Assembly

A motion was made to split District 8 into two districts, District 8 and District 10. The motion was seconded. There was discussion. Some points included that the Assembly needed more information to form an informed group conscience, the people that will be affected need to be unified in this proposal, and principles before personalities in all our affairs needs to be stressed. A motion to table the issue was made. After more discussion, the motion to table was seconded. The original motion was tabled by a vote of 83 to 16. The minority opinion was given. A motion was made and seconded to reconsider the original motion. The motion did not pass and the issue was tabled.

10/02/93 Area Assembly

A motion was passed that the Area Chairperson appoints Area Action Committee Chairs subject to the approval of the Area Committee at the December Area Committee Meeting.

12/05/93 Area Committee

The incoming Area Action Committee Chairs were approved as presented.

10/07/95 Area Assembly

Motion made and seconded that the incoming Area Chairperson appoint, with the Area Committee approval, all of the incoming action chairs, NL Editor, and Records Secretary. Passed unanimously.

12/03/95 Area Committee

The incoming Area Action Committee Chairs were approved as presented.

12/03/95 Area Committee the DCM Action Committee assignments were drawn out of the hat.

08/04/96 Area Committee

An Ad Hoc Committee was formed to help facilitate the transition in rotation.

12/07/97 Area Committee DCM assignments were drawn out of a hat.

06/06/99

The Motion was made to accept the Trusted Servant Guidelines as published. The motion passed. (A big Thank-you to JoAnne N.)

12/05/99

The Area Committee appointed the DCMs to Action Committees. The DCMs were drawn out of a hat. They are as follows: Literature 16, 13. Corrections 4, 6. Archives 15, 17. Treatment 7, 2, 12. Northern Light 1, 18. Grapevine 9, 14. CPC 3, 8. PI 20, 21, 5.

02/27/00 Area Committee

The Area Chair appointed the Corrections chair, (Greg M) with unanimous approval.

04/01/00 Area Assembly

Reported from the DCM Sharing Session was a recommendation that verbal DCM reports be eliminated at the Spring and Fall Assemblies and the recommendation be added to the agenda for further discussion.

06/04/00 Area Committee

A motion was made for consideration that we recommend at the next Area Assembly to limit reports from the Action Committees and DCMs to 2 minutes. A friendly amendment was made to the motion of 4 minutes for Action Committee Chairs. The motion was seconded and passed unanimously.

02/25/01 Area Committee

The Area Officers were asked to participate in a workshop on 2/17/01 in District 13. The format of the workshop was modeled on a concept of "Zone Forums" that the area officers designed and would like to consider doing throughout the area. This will be added to the Spring Assembly Agenda.

04/08/01 Area Assembly

A discussion was held regarding the GSR/DCM Sharing Session versus a General Sharing Session or What's on Your Mind Sharing Session. After a show of hands, the consensus of the Assembly was to leave it the way it is now with the GSR/DCM Sharing Session.

04/08/01 Area Assembly

Area 35 Zonal Forums - A motion was made and seconded that Area 35 hold Zonal Forums, (2 times a year in a 2 year period) with expenses paid by the Area. The motion passed with 38 in favor and 11 opposed. The minority did not wish to speak.

06/03/01 Area Committee

The next Area 35 Zonal Forum will be held on 8/18/01 in International Falls, MN and presentations will be done by Area Officers and the Alternate Delegate will chair the forum.

06/03/01 Area Committee

After discussion a motion was made and seconded to form an interim Agenda committee composed of Tim C., Don H., Elvis Z., and Carey A. to serve from 06/03/01 until the Fall Assembly. The motion was seconded and passed with a unanimous vote.

10/07/01 Area Assembly

A motion was made and seconded for our incoming Area Chair, Jerry S. to nominate Area Committee chairs with committee at the December 2nd Area Committee Meeting. Motion passed with none opposed.

12/2/01 Area Committee

There are 4 Zones in Area 35, (I, II, III, IV). A suggestion was made to rotate the Zonal Forums - if the is in a Northern Zone, the Zonal Forum would be in a Southern Zone. The consensus of the meeting was all were in favor of rotating the Area 35 Zonal Forums.

12/02/01 Area Committee

A discussion was held regarding whether to continue with 2 appointed DCMs out of the hat to serve on the Northern Light Committee. The consensus of the Area Committee was all were in favor of continuing to have 2 DCMs serve on the Northern Light Committee

12/02/01 Area Committee

The incoming Area Chair presented the 2002-03 Committee chairs and the Archivist will serve another two years. A motion was made and seconded to approve the Area 35 Action Committee Chairs and passed unanimously.

12/02/01 Area Committee

DCM names were put in the hat and drawn out to serve on the following Area 35 Action Committees for 2002-03. They are as follows: Grapevine 7, 13; Literature 2, 16; Correction 12, 4; Treatment 17, 5, & 8; Public Information 1, 14, & 21; Archives 15, 18; Cooperation with the Professional Community 6, 9; Northern Light 3, 11.

12/02/01 Area Committee

A temporary committee was appointed before the Fall Assembly. The sense of the meeting was to have Area Officers and Committee

Chairs meet at the January 2002 Workshop for discussion/input, all were in favor and a proposal will be submitted at the February 24, 2002 Area 35 Committee meeting.

10/05/03 Area Assembly

A motion was made and seconded for incoming Chair JoAnne N. to nominate Area Committee Chairs subject to Committee approval. Motion carried none opposed.

12/06/03 Area Committee

DCM names were drawn from the hat and assigned to respective Committees Lit. 16,9 Archives 21,6 Treatment 8,7 C.P.C. 3,2 Group Records 14 P.I. 15,4 Webmaster 17 G.V. 12, 11 Corrections 5,1 N/L 18,13.

10/3/04

A motion that DCM's get 3 minutes to present reports at the assemblies was made and seconded. The motion carried on a show of hands vote of 19 for and 4 opposed. The minority opinion did not wish to speak.

04/03/05 Area Assembly

A motion was made that the area chair set up a workshop jointly with Area 36. Both areas to split the expenses. The motion was seconded and passed unanimously on a show of hands vote.

06/05/05 Area Committee

Restructuring Agenda at the Spring Assembly: A motion Charlie C. and the other area officers make a recommendation at the August Committee Meeting. The motion was seconded and passed unanimously on a voice vote.

12/04/05 Area Committee

Presentation of Panel 56 Action Committee Chairs: The chairs selected by the incoming Area Chair, Dan H. are as follow: Public Information – Mike P., Archives – Rick R., Corrections – Dana J., Literature – Brian B., Grapevine – Dave A., CPC – Tad E., Treatment – Bill H., Northern Light – Jenny A., Group Records – Beth E., Webmaster – Ed A. A motion was made and seconded to approve the standing committee chairs as presented. The motion was seconded and passed on a unanimous voice vote.

12/04/05 Area Committee

DCM assignments to Action Committees were drawn from the hat as follows: Grapevine – Districts 21 & 16, Corrections – Districts 11 & 13, Northern Light – Districts 15 & 12, Group Records – None, Public Information – Districts 1 & 17, Treatment – Districts 3 & 6, Literature – Districts 5 & 9, Archives – Districts 7 & 4, Web – District 2, Cooperation with the Professional Community – Districts 8 & 18.

12/03/07 Area Committee

Presentation of Panel 58 Action Committee Chairs: the chairs selected by the incoming Area Chair - Jay A.; are as follows: Public Information – Jon C., Archives – Bob K., Archivist – Brad I., Corrections – Dianna S., Literature – Michael V., Grapevine – Laurie R., Cooperation with the Professional Community – Dee K., Treatment – Jim K., Northern Light – Ed A., Group Records, Tim P., Webmaster – Dan R.. A motion was made to approve the standing committee chairs as presented. The motion was seconded and passed on a unanimous voice vote.

12/03/07 Area Committee

DCM assignments to Action Committees were drawn from the hat as follows: Public Information - Districts 5 & 18; Archives - Districts 2 & 13, Corrections – Districts 1 & 11, Literature – Districts 15 & 16, Grapevine – Districts 9 & 21, Cooperation with Professional Community – Districts 3 & 6, Treatment – Districts 12 & 8, Northern Light – District 4 & 7, Webmaster – District 17.

2/24/08 Area Committee

Mike P. was submitted for Area approval to replace Tim P. as Group Records Secretary and was approved. A Motion was made to accept Jay's appointment of Mike P. as Group Records Chair to replace Tim P. who stepped down. All in favor. Motion Passed.

2/24/08 Area Committee

Motion: to accept the Area 35 Inclement Weather Policy. All in favor. Motion passes. Area 35 Inclement Weather Procedure as follows:

1. Area Chair calls to cancel and/or re-schedule.
2. Based on DOT report, national weather service, individual safety being paramount. 3. Chair asks for weather reports from all DCM's from respective districts either by email or phone for those that don't have computers. 4. Chair notifies the Alano society in Aitkin on food preparations and possibility to re-schedule to following Sunday.
5. Chair contacts webmaster cancellation results put on Area 35.org and rescheduled date and time.
6. Districts contact their DCM in inclement weather for updates on cancellation.
7. Post procedure in Northern Lights.
8. Chair remains available and in close contact as he or she is the focal point and main contact he or she must make the decision, and be available for calls.

6/1/08 Area Committee

Clarification was sought on Area Action Chair Zonal Workshops- confusion was expressed over the requirements of area action committee chairs to hold 4 workshops during their rotation. This is nowhere in the actions book. I believe it came from archives that they wanted to do this, but it was never set as an area action. I am asking for clarification on this. It is really more of the local district responsibility, we are more than happy to do these workshops, but we want district involvement and clarification. Discussion ensued and it was decided to table it and bring it back up at the August committee meeting.

6/1/08 Area Committee

Cost of Assemblies - some people are very opposed to having our assemblies at casinos, partly due to gambling but largely due to the uncontrolled smoke bothering health problems. Second, the cost of hotel rooms and banquet rooms is getting extremely high. So we are caught. Other options were discussed including bible-camps, etc, Floor Discussion ensued. Nothing was decided. Area Chair requested DCM's get more involved in locating affordable acceptable lodging for Area Events.

8/3/08 Area Committee

Due to health issues, Mike P. had to step down from Group Records. The name of Audrey S. was submitted for Area Approval to fulfill the term of Group Records Chair. No other nominations were made. Audrey S. was appointed as new Group Records Chair.

8/3/08 Area Committee

The Area Committee made another motion That Area 35 work cooperatively with Area 36 to hold an annual joint workshop. The motion passed, 22 in favor, 1 opposed, the scheduling of the event to be done by the Area Chair.

10/4-5/08 Area Assembly

Diana S. has moved and thus resigned as Corrections Chair and Krishna Z. was asked and agreed to take over for the remainder of the rotation.

4/4-5/09 Area Assembly

Area input was requested regarding the format to be used at the Joint Area 35/36 Workshop. Two formats were emailed out to area members for consideration the original version used and a new version created for 2008. Area chair Jay asked for a straw vote on who wanted the original format: substantial unanimity in favor of going back to the original format. Floor discussion: if we are going to do this annually, we should set an annual date and a policy that the second year chair be in charge of organizing and setting up the event.

6/7/09 Area Committee

Discussion on formalizing the requirement that area action standing committee chairs hold zonal workshops: It has been assumed that standing committees do workshops, but it is not in writing any place, but we'd like to get it in writing in the Area Actions Book and Trusted Servants Guidelines. Discussion was heavier on the side of those who wanted to put something in writing, and fewer members shared who wanted to allow the chairs to have flexibility to choose to have workshops. Members shared several points but no motion was made so no action was taken.

8/2/09 Area Committee

Software: discussion was the need to keep software standard to ensure continuity/consistency. Multiple area positions need specific software and need to use the software. In the past either people got it on their own, or the Area bought it but sometimes it did not get passed on. If the Area purchased software and made sure it was passed it on it would help with consistency during rotation. Currently the Area has purchased Quickbooks for Treasurer, Excel for Group Records, Publisher for the Northern Lights. **All these should be passed on to the incoming chairs.**

10/3-4/09 Area Assembly

Zonal Forums-It was brought up for discussion whether we wanted to continue holding zonal forums. Most people felt the forums were well attended, and that it works best if we are going to be helpful to the Districts, and not trying to tell them how they ought to do this. It was explained that the purpose of zonal forums was to allow the districts to have contact with the area officers at no added expense to the districts. No motion was made.

10/3-4/09 Area Assembly

Motion to allow incoming Area Chair to select the Standing Committee Chairs to be approved at the December Committee Meeting. Seconded. All in favor.

12/6/09 Area Committee

Approval of incoming Area Committee Chairs: Treatment-Butch R., Archives-Art A. Grapevine-Dee K., Corrections-Kelly D., CPC-Doug N., Literature-Bob K., Group Records-Laurie R., Webmaster-Ione B., Northern Lights-Dan R., PI-Roger R. Archivist-Brad I. Motion to approve area committee. Motion seconded. All in favor: unanimously in favor of Area Chair's selection.

12/6/09 Area Committee

Assignment of DCMs to Area Action Committees by drawing Districts from a hat: Group Records: none. Northern Lights: Districts 2 & 16; Corrections: Districts 3 & 4; CPC: Districts 13 & 1; Grapevine: Districts 18 & 21; Webmaster: District 17; Archives: Districts 5 & 6; Literature: Districts 8 & 12; Treatment: Districts 15 & 9; Public Information: Districts 7 & 11.

10/3/10 Area Assembly

A motion was made to have Steve L. become the new Webmaster in place of Ione B. The motion was 2nd and Area 35 was unanimously in favor of Steve becoming the Area 35 Webmaster.

10/3/10 Area Assembly

A motion was made to cancel the Joint 35/36 workshop for 2010 and set-up the workshop for July of 2011 and it was 2nd. Motion passed with a majority in favor.

8/7/11 Area Committee

The plan was to have the 35/36 Joint Workshop; however, Area 36 decided they do not want to have a workshop on such short notice and with no structured agenda. We are going to work with Area 36 for a Joint Workshop next year. Area 36 is still interested in having the Joint 36/36 Workshops. The next Area 35 Chair will need to get in contact with the Area 36 Chair.

10/2/2011 Area Assembly

A Motion was made to have the new incoming Area 35 Chair select the incoming Area 35 Action Committee Chairs to be approved at the December Committee Meeting. The motion was seconded and passed unanimously.

12/4/11 Area Committee

Approval of incoming Area Committee Chairs: Treatment-Randy A., Archives-Antonette F., Grapevine-Art A., Corrections-Jeff E., CPC- Roger R., Literature-Sean D., Group Records-Sandy H., Webmaster-Robert (Bob) B., Northern Lights-Jana M., PI-Butch R., and ArchivistBrad I. A motion was made and 2nd to approve the incoming Area Committee Chairs. Motion passed 20 in favor and 0 against.

12/4/11 Area Committee

It was decided by the Area Committee to have one DCM (who is willing to serve) be assigned to the Finance Committee in place of another committee or drawn out of the hat. District 15 DCM volunteered to be a part of the Finance Committee for the next rotation. Assignment of DCMs to Area Action Committees by drawing Districts from a hat: Group Records: none. Northern Lights: Districts 16 & 21; Corrections: Districts 8 & 9; CPC: Districts 11 & 18; Grapevine: District 4; Webmaster: None; Archives: Districts 2 & 12; Literature: Districts 5 & 13; Treatment: Districts 1 & 7; and Public Information: Districts 3 & 6.

12/1/13 Area Committee

Approval of incoming Area Committee Chairs: Archives-Pete B., Corrections – Skip D., Grapevine-Antonette F., Public Information-Jeff C., Archivist – Brad I., Literature-Jim S., CPC- Servando M., Treatment-Paul M., Webmaster-Sandy H., Group Records-Rolene L., Northern Light-Rodney S., Web Technology-Robert B.

12/1/2013 Area Committee

Assignment of DCM's to Area Action Committees by drawing Districts from a hat: CPC: District 7 & 16, PI: District 5&4, Grapevine: District 15&8, Treatment: District 6&21, Literature: District 1&3, Corrections: District 6&21, Archives/Archivist: Districts 12&18, Group Records/Northern Light/WEB: Districts 11&13. Financial Oversight Committee: District 14.

8/5/2015 Area Assembly

-Zonal Forums Motion Passed by 2/3 majority to discontinue zonal forums unless requested by districts within the Zones, in

which case the expenses for the forums will continue to be paid by the Area. **Amendment:** And that the alternate delegate continue to inquire of the districts within the specified zone to determine if there is any interest in having a zonal forum. The **Amendment** was re-considered by Scott to be friendly.

12/6/2015 Area Assembly

Motion Passed to Approve Incoming 2016-17 Area Action Chairs:

Corrections: Servando M.; PI Mark N.; Archivist Brad I.; Archives Steve D.; Literature Skip D.; Grapevine-Paul M.; CPC Jim T. Webmaster-Rodney S.; Group Records-Bob B.; Treatment- Gayle R.; Northern Light-Jake C.; FOC Past Delegate Jim K., Neil F. Plus rotating DCM for each meeting.

Incoming DCM's assigned to by lot to following area committees.

GV 16, 3; Lit. 11, 7;; Archives 8, 4; Group Records 6, 14; PI 9, 5; Treatment 18, 12; Corrections 2, 13, 15,

XVII. Treatment

No known actions as of this printing.

Webmaster & Group Records

12/13/87

The Area Committee decided to table the proposal to create a group records secretary position and in the interim the secretary, treasurer and incoming chairman appointed position come up with a job description for the Group Records Secretary.

02/21/88

The Area Committee decided to have a Group Records Secretary appointed by the Area Chairman.

10/05/95 Area Assembly

Since the Group Records software at GSO leaves something to be desired, an ad hoc committee will be formed to look into this and try and come up with a solution or alternative.

04/06/03 Area Assembly

The position of Webmaster was created. This position is fully funded and a voting member of the Assembly Position Guidelines will be created by the P.I. Committee.

10/7/07 Area Assembly

Motion was made and seconded for Area 35/36 have a joint Web Venture (meeting locator) with \$200 and travel expenses for set up costs. Motion was amended to a \$200 cap and travel expenses for Set up costs. Motion carried.

2/24/08 Area Committee

Area 35/36 Web Venture. There was discussion on whether we should compensate the web designer of the joint website for his time or accept his time as a gift of service. The cost was estimated at \$5,000. Straw Vote: to require that we reimburse/pay the AA \$5,000 for creating the website. Four in favor. Motion failed.

4/4-5/09 Area Assembly

Discussion resumed regarding accepting the joint Area 35/36 web designers gift of service for the creation of the joint meeting locator which otherwise would total \$5,000.00. Vote to accept it as a gift of service: 49 for / 4 opposed. Minority spoke. Motion passed.

2/22/09 Area Committee

Area 35/36 Joint Web Venture. At our last assembly we decided not to financially support the cost of setting up the new joint meeting locator, but we did want to support the endeavor by sending representatives from Area 35 to the meetings. As an Area, we have to decide if we want to be financially responsible for the hosting and support of the new joint website. It is an annual total cost of \$240, and our 1/2 of it will be \$120. This money would be used to cover the annual cost of hosting and supporting this website locator. The Group Records Chair will upload/update the data. The majority felt that this website will be a great resource, a good tool, and infinitely more user friendly, helpful, and accurate, as new people don't know about our invisible line dividing the state. Motion to spend \$120 for the meeting locator, majority in favor; 1 opposed. Motion passes. Minority spoke.

2/22/09 Area Committee

A laptop was purchased for use by the Group Records Chair with funds with funds from sales of ice cream at the assemblies and workshops. The laptop will be passed on with all other Group Records materials to the incoming Group Records Chair with rotation.

10/3/10 Area Assembly

The Area discussed having non-registered groups added to the meeting schedule on the Area 35 Website. The current policy for Area 35 is to have only registered groups on the Area 35 website. No motion was made.

10/3/10 Area Assembly

We had discussion because a flyer, from outside entity, was on the Area 35 website. One suggestion is to make sure the Area Webmaster is contacting the action committee to review flyers for appropriateness if it is questionable. It was felt that the committee should go to the Area Chair with questionable flyers since this person is the one who will be responsible. A suggestion was to put a disclaimer (AA related events) on the website under the section where AA members can upload flyers.

2/24/13 Area Committee

Motion made and passed to allow group records committee chair to change the post office for mailing the Northern Light.

10/5/13 Area Assembly

Motion made and passed to make the temporary aaminnesota.org site the approved aameetinglocator.org web site.

10/5/13 Area Assembly

Motion made and passed to budget \$240.00 per year which now funds aameetinglocator to fund the new web site.

10/5/13 Area Assembly

Motion made and passed to create a 2 year temporary position to support the website, mooring amended to make it a non-voting position.

4/6/2014 Motion made and passed to include district inventory of Tom A. on Area 35 website.

8/5/2014 Motion made and passed to allow other areas in West Central Region to join AA Meeting Locator.

8/5/2014 Motion made and passed to develop new website for AAMN.org at no additional costs for Area 35. Friendly amendment accepted to: Allow Bob to begin Development of new website for AAMN.org- with approval and collaboration by Area 36. Motion Passed

Appendix

Appendix I ASSEMBLY SITE SELECTION POLICY

The Purpose...

The purpose of this policy is to establish a plan that would assure rotation of the area assemblies so that all GSRs will have a chance to attend an assembly near their home during their term. It will also help avoid the long arguments that can waste valuable assembly and area committee time, and cause disunity.

The General idea...

The Area would be divided up into 4 Zones. One assembly would occur in each Zone during each two-year term. Each Zone will have an assembly assigned to it by drawing out of the hat. The assembly assignments would be given to committees of DCMs from the Zones, and they would choose a site and make a detailed proposal on their assigned assembly to the area committee, which could approve it.

The Site Selection Policy...

The process of selecting the assembly sites for the coming two-year term begins at the Area Committee Meeting in June of the year preceding the new term.

1. The Area Committee will determine which Zones the assemblies will be located in for the coming term by drawing the four Zones out of the hat. This will be done to avoid a show of favoritism toward any Zone, in, for instance, the assignment of the next election assembly. No Zone will have two successive assemblies, nor more than one out of four election assemblies in eight years.

2. The assembly Zone assignments (example: Spring Assembly, year 1; Fall Assembly year 1; Spring Assembly year 2, Fall Assembly, year 2) will be submitted to committees comprised of the DCMs from the four Zones. These Zone committees will meet and prepare specific proposals for the assembly designated to them.
3. Because much "lead time" is needed to reserve facilities, the Spring Assembly, year 1, site proposal will need to be presented to the Area Committee in August, where it will be accepted or altered. The DCM of the district where the assembly will be held will be instructed to make final arrangements for the Spring Assembly. Of course, the DCM can assign a committee to make the arrangements.
4. The remaining three Assembly proposals will be submitted to the Area Committee in December for final approval. As in paragraph 3 of this section, the DCM for the city chosen for the assembly, will be responsible for setting up the assembly assigned to their Zone.

The Zones

The following is a general picture of how the Northern Minnesota Area would be divided for the Zones, and the larger cities that could possibly host an assembly. The committees of DCMs are not limited to this list and can consider other locations not on this list.

<p>Zone I Districts</p> <p>District #1</p> <p>District #2</p> <p>District #16</p> <p>District 21</p> <p>Zone II Districts</p> <p>District #3</p> <p>District #4</p> <p>District #15</p> <p>Zone III Districts</p> <p>District #5</p> <p>District #6</p> <p>District #7</p> <p>District #11</p> <p>District #13</p> <p>District #17</p> <p>District #18</p> <p>Zone IV Districts</p> <p>District #8</p> <p>District #9</p> <p>District #12</p> <p>District #14</p>	<p style="text-align: center;">Zone I Cities</p> <p>Crookston, East Grand Forks, Ada, Fertile, Erskine, Fosston, Mahanomen, Nayatahwaush, etc.</p> <p>Thief River Falls, Badger, Baudette, Rainy River, Roseau, Stephen, Warroad, etc.</p> <p>Grand Rapids, Boy River, Cohasset, Deer River, Effie, Hill City, Longville, etc.</p> <p>Bemidji, Akeley, Bagley, Blackduck, Cass Lake, Menahga, Walker, Red Lake, Park Rapids, etc.</p> <p style="text-align: center;">Zone II Cities</p> <p>Detroit Lakes, Fergus Falls, Moorhead, Battle Lake, Deer Creek, Dilworth, Perham, Wadena, etc.</p> <p>Alexandria, Morris, Elbow Lake, Evansville, Glenwood, Herman, Osakis, etc.</p> <p>Sauk Center, Cold Spring, Albany, Avon, Holdingford, Paynesville, Sartell, St. Joseph, Melrose, etc.</p> <p style="text-align: center;">Zone III Cities</p> <p>Elk River, Becker, Big Lake, Milaca, Princeton, Zimmerman, Otsego, etc.</p> <p>Isanti, Cambridge, Harris, North Branch, St. Francis, Bethel, Forest Lake, Lindstrom, etc.</p> <p>Brainerd, Garrison, Aitkin, Crosby/Ironton, Fort Ripley, Palisade, Pierz, etc.</p> <p>Finlayson, Willow River, Pine City, Hinckley, Isle, Malmö, Moose Lake, Mora, Sandstone, Wahkon.</p> <p>St. Cloud, Rice, Sauk Rapids, Waite Park, etc.</p> <p>Pine River, Pequot Lakes, Nisswa, Backus, Cross Lake, Pillager, etc.</p> <p>Little Falls, Long Prairie, Cushing, Eagle Bend, Staples, Motley, Parkers Prairie, Verndale, etc.</p> <p style="text-align: center;">Zone IV Cities</p> <p>Virginia, Aurora, Babbitt, Biwabik, Cook, Cotton, Ely, Eveleth, Gilbert, Orr, Tower, Zim, Palo, Nett Lake, etc.</p> <p>Hibbing, Chisholm, Floodwood, Lawrence Lake, Nashwauk</p> <p>Cloquet, Duluth-Superior, Beaver Bay, Finland, Grand Marais, Hermantown, Knife River, Silver Bay</p> <p>International Falls, etc.</p>
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Considerations for the Zone Committees

When selecting a site for an area assembly, the Zone Committee should be aware that our area assemblies attract from 110 to 200 registrants. Registration for the election assemblies is at the high end of that range. There must be a facility capable of handling this number. There should also be adequate public address systems, seating at tables, and coffee facilities. In addition, there needs to be affordable and adequate motel space near the meeting area, as well as enough restaurants. Further discussion at the area committee meeting that will consider this proposal will perhaps yield further suggested considerations.

Appendix II ASSEMBLY SITES

Panel #	Assembly	Dates	Zones	District	City	Facility
Panel 34	Spring 84	April 1				
	Fall 84	Oct. 6-7	I	16	Grand Rapids	Rainbow Inn
	Spring 85	March 31	I	16	Grand Rapids	Rainbow Inn
	Fall 85		I	16	Grand Rapids	
Panel 36	Spring 86	April 4-5	II	4	Morris	Sunwood Inn
	Fall 86	Oct. 18-19	IV	12	Duluth	Alano Club
	Spring 87	April 4-5	III	18	Little Falls	Jerry's Supper Club
	Fall 87**	Oct. 17-18	I	21	Bemidji	Holiday Inn
Panel 38	Spring 88	Mar. 26-27	IV	8	Eveleth	Holiday Inn
	Fall 88	Oct. 15-16	III	7	Brainerd	Tech. College

Panel 40	Spring 89	April 1-2	I	6	Grand Forks	Tech. College
	Fall 89**	Oct. 7-8	II	4	Morris	Sunwood Inn
	Spring 90	Mar 31-4/ ¹	I	9	Hibbing	Regency Inn
Panel 42			IV			
	Fall 90	Oct. 6-7	I	1	Grand Forks	Tech. College (ATVI)
	Spring 91	April 6-7	II	4	Alexandria	Park Inn Int'l
	Fall 91**	Oct. 5-6	I	13	St. Cloud	Civic Center
Panel 44			III			
	Spring 92	April 4-5	I	21	Bemidji	Holiday Inn
	Fall 92	Oct. 3-4	II	2	Moorhead	Regency Inn
Panel 46	Spring 93	Mar.27-28	IV	12	Superior	Barkers Island
	Fall 93**	Oct 5-6	III	7	Brainerd	Holiday Inn
	Spring 94	April 9-10	II	3	Detroit Lakes	Holiday Inn
Panel 48	Fall 94	Oct. 1-2	IV	9	Hibbing	Kahler Inn
	Spring 95	April 1-2	III	13	St. Cloud	Holiday Inn
	Fall 95**	Oct. 7-8	I	16	Grand Rapids	Rainbow Inn
Panel 50	Spring 96	April 13-14	IV	14	Int'l Falls	Holiday Inn
	Fall 96	Oct. 5-6	III	13	St. Cloud	Civic Center
	Spring 97	Mar. 23-24	I	21	Bemidji	Holiday Inn
Panel 52	Fall 97**	Oct. 4-5	II	3	Alexandria	Holiday Inn
	Spring 98	April 4-5	III	7	Brainerd	Holiday Inn
	Fall 98	Oct. 3-4	I	1	Crookston	Northern Inn
Panel 54	Spring 99	April 3-4	II	3	Detroit Lakes	Holiday Inn
	Fall 99**	Oct. 2-3	IV	8	Eveleth	Eveleth Inn
	Spring 00	April 1-2	I	21	Bemidji	Northern Inn
Panel 56	Fall 00	Oct. 7-8	II	4	Alexandria	Holiday Inn
	Spring 01	April 7-8	IV	12	Duluth	Best Western
	Fall 01**	Oct. 6-7	III	7	Brainerd	Ramada Inn
Panel 58	Spring 02	April 6-7	IV	8	Eveleth	Eveleth Inn
	Fall 02	Oct. 5-6	II	3	Fergus Falls	Best Western
	Spring 03	April 5-6	III	17	Nisswa	Grand View Lodge
Panel 60	Fall 03**	Oct. 4-5	I	21	Bemidji	Holiday Inn
	Spring 04	April 3-4	II	3	Detroit Lakes	Holiday Inn
	Fall 04	Oct 1-2	IV	8	Virginia	Park Inn
Panel 62	Spring 05	April 2-3	III	7	Nisswa	Grand View Lodge
	Fall 05**	Oct 8-9	2	21	Bemidji	Northern Inn
			I			
Panel 64	Spring 06	April 1-2	II	3	Detroit Lakes	Holiday Inn
	Fall 06	October 7-8	IV	8	Tower	Fortune Bay Resort & Casino
Panel 66			IV	9	Grand Rapids	Windego Lodge
	Spring 07	April 14-15	IV	9	Grand Rapids	Windego Lodge
	Fall 07**	October 6-7	III	7	Brainerd	Cragun's Resort
(** & bolded are election assemblies)						
Panel 68	Spring 08	April 5-6	II	4	Alexandria	Holiday Inn
	Fall 08	October 4-5	I	2	Thief River Falls	Seven Clans Casino
	Spring 09	April 4-5	III	7	Nisswa, MN	Cragun's Resort
Panel 70	Fall 09**	October 3-4	IV	12	Superior, WI	Barker's Island Resort
	Spring 10	March 27-28	II	3	Detroit Lakes	Holiday Inn
			3			
	Fall 10	October 2-3	I	2	Thief River Falls	Seven Clans Casino
	Spring 11	April 2-3	IV	8	Tower	Fortune Bay Resort & Casin
		4				
	Fall 11**	October 1-2	I	21	Bemidji	Sanford Center

¹ The rotation inadvertently switched from normal rotation. Spring 1990 should have been in Zone III and Fall 1991 should have been in Zone IV. ²

The rotation inadvertently switched from normal rotation again. Fall of 2005 should have been in Zone II.

² The Fall 2010 Assembly should have been in Zone III instead of Zone I

³ Beginning here, the rotation for voting Assemblies shall remain in the following order: I, II, III, IV. To determine the correct future assembly rotation, consider the two-year rotation as a whole. Simply increase each of the events from the previous two-year rotation by one, so if Spring 10 was Zone II, Spring 12 will be Zone III, and Spring 14 will be Zone IV, and so on for each event.

Panel #	Assembly	Dates	Zones	District	City	Facility
Panel 62	Spring 12	3/31-4/1	III	7	Nisswa	Cragun's Resort
	Fall 12	10/6-10/7	IV	14	International Falls	Americinn
	Spring 13	4/6-4/7	I		Grand Rapids	Sawmill Inn
	Fall 13**	10/5-10/6	II		Detroit Lakes	Holiday Inn
Panel 64	Spring 14	4/5-4/6	IV	12	Duluth	Holiday Inn
	Fall 14	10/4-10/5	I	16	Grand Rapids	Sawmill Inn
	Spring 15	4/11-12	II	3	Fergus Falls	Big Woods Ctr
	Fall 15**		III	13	St. Cloud	Rivers Edge Conv. Ctr
Panel 66	Spring 16		I			
	Fall 16		II			
	Spring 17		III			
	Fall 17**		IV			
Panel 68	Spring 18		II			
	Fall 18		III			
	Spring 19		IV			
	Fall 19**		I			
Panel 70	Spring 20		III			
	Fall 20		IV			
	Spring 21		I			
	Fall 21**		II			
Panel 72	Spring 22		IV			
	Fall 22		I			
	Spring 23		II			
	Fall 23**		III			
Panel 74	Spring 24		I			
	Fall 24		II			
	Spring 25		III			
	Fall 25**		IV			
Panel 76	Spring 26		II			
	Fall 26		III			
	Spring 27		IV			
	Fall 27**		I			
Panel 78	Spring 28		III			
	Fall 28		IV			
	Spring 29		I			
	Fall 29**		II			
Panel 80	Spring 30		IV			

Fall 30	I
Spring 31	II
Fall 31**	III

APPENDIX III
Area Service Workshops, WCRAASC, WCRAAF, Zonal Forums

SERVICE WORKSHOP	DATES	ZONES	DISTRICT	CITY	FACILITY
January 2006	January 21-22	II	3	Detroit Lakes	Holiday Inn
January 2007	January 20-21	I	2	Thief River Falls	7 Clans Casino
January 2008	January 19-20	IV	8	Virginia	Coats Plaza
January 2009	January 17-18	III	17	Nisswa	Cragun's Resort
January 2010	January 16-17	II	4	Alexandria	Holiday Inn
January 2011	January 15-16	IV	8	Virginia	Coates Plaza Hotel
January 2012	January 21-22	III	7	Brainerd	Brainerd Hotel and Conference
January 2013	January 19-20	I	2	Walker	Chase on the Lake
January 2014	January 18-19	II*	3	Moorhead	Days Inn
January 2015	January 17-18	IV	4	Superior	Barkers Island
January 2016	January 16-17	III	13	St. Cloud	Midtown Square
January 2017		I			
January 2018		IV			
January 2019		II			
January 2020		I			
January 2021		III			
January 2022		II			
January 2023		IV			
January 2024		III			
January 2025		I			
January 2026		IV			
January 2027		II			
January 2028		I			
January 2029		III			
January 2030		II			
January 2031		IV			

1

A motion was made to move the 2012 Winter Workshop to Zone III instead of Zone I and the 2013 Winter Workshop to Zone I instead of Zone III. The motion was seconded and passed (12/5/2010).

* The Service Workshop is typically scheduled for the third weekend in January.

* Beginning here, to determine the correct Zone for the Service Workshop, add 2 to the corresponding year's Spring Assembly Zone, or subtract 2 (it will get to the same answer). Or, use the following chart:

Spring Assembly	Service Workshop
--------------------	---------------------

I	III
II	IV
III	I
IV	II

So, if Spring Assembly 2012 is in Zone III, the 2012 Service Workshop will be in Zone I.

WCRAASC

March 2006	March 3-5	36 – Southern Minnesota	Minneapolis	Double Tree Park Place Hotel
March 2007	March 2-4	41 - Nebraska	Lincoln NE	Villager Courtyard & Gardens
Feb/Mar. 2008	Feb. 29-Mar. 2	52 – North Dakota	Fargo ND	Best Western Doublewood Inn
March 2009	Feb. 27-Mar. 1	76 – Wyoming	Casper, WY	Best Western Ramkota Hotel
March 2010	March 5-7	24 – Iowa	Dubuque, IA	Holiday Inn Resorts and Hotel
March 2011	March 4-6	35 - Northern Minnesota	Nisswa, MN	Grandview Lodge
March 2012	March 2-4	40 – Montana	Billings, MT	Holiday Inn
March 2013	March 1-3	63 – South Dakota	Rapid City, SD	Ramkota Hotel
Feb/Mar. 2014	Feb. 28-Mar. 2	36 – Southern Minnesota	St. Louis Park	Double Tree Hilton Park Place
March 2015	March 6-8	41-- Nebraska	Norfolk	Divots Conference Center

WSRAAF

	DATES	AREA	CITY	LOCATION
September 2005	Sept. 30-Oct. 2	40 – Montana	Great Falls	
September 2007	Sept.7-9	41 – Nebraska	Omaha	
September 2009	Sept 11-13	35 - Northern Minnesota	St. Cloud	Holiday Inn
November 2010	Nov. 12-14	63 – South Dakota	Rapid City	Best Western (Additional Forum)
September 2011	Sept 9-11	24 – Iowa	Davenport	Clarion Hotel & Conference
September 2013	Sept 6-8	36 – Southern Minnesota	Bloomington	Double Tree Hilton
September 2015	August 21-3	76 – Wyoming	Casper	Parkway Plaza

Joint 35/36 Workshops

	TIME	AREA	CITY	LOCATION
August 26, 2006	Noon – 4:00 PM	35/36 Minnesota	Elk River	Central Lutheran Church
August 28, 2007	Noon – 4:00 PM	35/36 Minnesota	St Cloud	Bethlehem Lutheran Church
November 22, 2008	Noon – 5:00 PM	35/36 Minnesota	St. Cloud	Bethlehem Lutheran Church
August 29, 2009	Noon – 5:00 PM	35/36 Minnesota	Elk River	Central Lutheran Church
July 21, 2012	Noon – 5:00 PM	36/36 Minnesota	St. Cloud	Calvary Community Church
July 20, 2013	Noon – 5:00 p.m.	35/36 Minnesota	St. Cloud	Calvary Community Church
Nov 1, 2014	Noon- 5 pm	35/36 Minnesota	St. Cloud	Calvary Community Church
Nov 15,2015	12:30-4:30 pm	35/36 Minnesota	Clearwater	Warner Lake Nature Center

Zonal Forums

	TIME	ZONE	CITY	LOCATION
June 17, 2006	Noon till 3:00 PM	I	Thief River Falls	
September 16, 2006	Noon till 3:00 PM	III	Brainerd	First Congregational Church
June 16, 2007	Noon till 3:00 PM	II	Cold Spring	
September 9, 2007	Noon till 3:00 PM	IV	Palo, MN	Community Center
Aug. 23, 2008	Noon till 4:00 PM	I	Thief River Falls	Twin Rivers Alano Club
Nov. 15, 2008	12:30-4:30 PM	III	St. Cloud	St. Cloud Alano Club
June 6, 2009	1:00-4:00 PM	II	Cold Spring	Cold Spring Alano Club
Aug. 8, 2009	1:00-3:45 PM	IV	Eveleth	Camp Chicagami
May 8, 2010	Noon till 4:00 PM	I	Bemidji	Bemidji Alano Club
Sept. 18, 2010	11:00-2:00pm	III	Cambridge	Cambridge Hospital
May 14, 2011	Noon till 4:00 PM	IV	Duluth	Duluth Alano Club
Oct. 29, 2011	1:00-4:00 PM	II	Perham	Perham Alano Club
May 19, 2012	12:00 – 4:00 PM	I	St. Cloud	St. Cloud Alano Club
February 9, 2012	12:00 – 4:00 PM	III	Grand Rapids	United Methodist Church
September 14, 2013	12:00 – 4:00 PM	II	Cold Spring	Alano Club
October 26, 2013	4:00 – 5:00 PM	IV	Virginia	Our Savior's Church

May 17, 2014	12-4	I	Bemidji	Alano Club
September 13, 2014	12-4	III	Fort Ripley	Town Hall
August 15, 2015	2-4	II	Battle Lake	Lakeshore Drive
November 14, 2015	1-4	IV	Duluth	Alano Club
2016		I		
2016		III		
2017		II		
2017		IV		
2018		I		
2018		III		
2019		II		
2019		IV		
2020		I		
2020		III		
2021		II		
2021		IV		
2022		I		
2022		III		
2023		II		
2023		IV		
2024		I		
2024		III		
2025		II		
2025		IV		
2026		I		
2026		III		
2027		II		
2027		IV		
2028		I		
2028		III		
2029		II		
2029		IV		
2030		I		
2030		III		
2031		II		
2031		IV		

Appendix IV
Area 35 Statement of Financial Responsibility
CONTENTS

Section One - Financial Oversight Committee
Section Two - Financial Policy
Section Three - Budgeting Process
Section Four - Treasurers' responsibility and Banking Procedures
Section Five - Self-Support
Appendix One - Area 35 Statement of Financial Responsibility

This Policy Statement was composed as part of the duty of the Financial Oversight Committee formed at the 2010 Spring Assembly. It was presented for approval October 3rd at the 2010 Fall Assembly in Thief River Falls.

SECTION ONE

Financial Oversight Committee:

1. **Composition:** Current Area Chair, Area Treasurer, DCM, GSR, one to two interested AA members, past delegate.
2. **Length of term:** Finance committee volunteers are sought for the full two year rotation. They are to be supported in their travel expenses the same as an area chair would be. Their expenses are to be recorded under the treasurer's expenses.
3. **Frequency of treasury reviews:** Prior to every area committee meeting and area assembly and at the end of each fiscal (calendar) year, the treasurer is to create/complete the reconciliation report to be presented to the finance committee for review. (This may be changed to semi-annually in the future if so desired.)
4. **Reconciliation report:** Prior to the scheduled area event, the treasurer will prepare the reconciliation report, tying the bank statements, check registers, and the financial report. The treasurer will be present to respond to any questions. The treasurer will also provide the area expense vouchers upon request from the committee. The finance committee will review all materials to ensure their accuracy, and the chair will present their findings to the area during the meeting.
5. **Bank Statement Review:** The Area Chair will review the bank statement monthly.

SECTION TWO

Financial Policy:

1. The purpose of the document is to bring together, under one cover, all financial policies of the Northern Minnesota Area Assembly. It is meant to be specific in nature; the guiding principles are to be found in the *A.A. Service Manual* and *The Twelve Steps and Twelve Traditions*.
2. We will promote uniformity and continuity of financial policy for the Northern Minnesota Area by using the service structure guidelines set forth in the *A.A. Service Manual*. Area 35 has a primary purpose - to carry AA's message of recovery to the still suffering alcoholic.
3. In order to meet this primary purpose, the following are of paramount importance:
 - A. To preserve and protect the service structure of Alcoholics Anonymous so we can be assured this program will be available to those who follow.
 - B. To provide a means of communication within the fellowship so all AA members can be aware of current events and concerns throughout the fellowship.
4. To accomplish the above objectives, we must have area officers and action committee chairpersons, as outlined in the *A.A. Service Manual*. It necessarily follows there must be meetings of the Area Committee, Area Assembly and Action Committees.

Money must be provided for reimbursement of our trusted servants for the expenses incurred in carrying out the needed services. These expenses consist of, but are not limited to, travel expenses, materials and supplies, and meeting places necessary to carry out these services.
5. The Area Officers and the Area Committee Chairs are the custodians of the funds provided and must show extreme diligence and prudence in spending these funds. They must be able to assure the membership maximum return is being obtained for the moneys expended. The area funds are to be used judiciously and wisely for the benefit of the general membership. Above all, we must remember that area trusted servants are directly responsible to the groups, who are the ultimate authority and have the final responsibility.

SECTION THREE

Budgeting Process

1. The Northern Area Assembly will, as much as is reasonably possible, conduct its business through the use of budgets. The primary vehicle of the budgeting process will be an annual master budget approved by the Area Committee and presented at the Spring Assembly. Changes in an already approved budget may be made at the Area Committee.

2. The Area Chair will have primary responsibility for preparation of the annual budget. The chair shall call upon each Action Committee Chair and Officer to prepare an itemized budget for each Action Committee, officer and area service project.
3. These itemized budgets should be realistic listings of the expenses expected to be incurred by the committee or officer in the process of fulfilling their respective duties. The proposed budget will be itemized in a format by the Treasurer with approval of the Committee. This will insure the data may be evaluated and presented in a consistent way.
4. These individual committee, project and officer budgets will be collected by the Area Treasurer and combined into an overall Area Budget. It will be determined at this time what adjustments will be necessary in order to make the Area Budget realistic when compared to the expected level of contributions and reviewed by the Area Finance Committee.
5. After the Area Treasurer has made all adjustments to the worksheet of the financial report, and has combined them into an overall budget, both the overall budget and the worksheet of the financial report shall be sent to all districts approximately 60 days prior to the Area Assembly that the budget will be voted on, and be included in the Area Newsletter.
6. The combined area budget will then be brought before the Area Assembly for its consideration and approval. Once approved, expenditures made for projects included in the budget will not need subsequent approval by the Assembly.

SECTION FOUR

Treasurers' responsibility and banking procedures:

1. Prior the start of the treasurers term (after Fall Assembly elections), the outgoing treasurer will cut a check to the incoming treasurer in the amount of one thousand dollars to open a bank account in the name of Northern Minnesota Area 35 Assembly of Alcoholics Anonymous. To open the bank account a copy of the articles of incorporation will likely be needed, as well as minutes of the Assembly meeting showing the election results naming the new treasurer. This should be accomplished before January 1st so a seamless transition can occur. After the final outstanding check has cleared the old account, the outgoing and new treasurer will transfer the remaining funds to the new bank accounts. The treasurer and area chair are to be the primary and secondary account contacts, meaning both their signatures should be on the account. The bank account will have a separate savings account to hold the prudent reserve, which is protected by requiring the signatures of both account holders to access and transfer any of the funds therein. The incoming treasurer will also:
 - A. Obtain a mid-sized PO Box under the name of Northern Minnesota Area Assembly of Alcoholics Anonymous.
 - B. Have envelopes printed with the new PO Box number and distribute them at the December Committee meeting and the January workshop.
2. The treasurer will obtain and utilize carbon copy expense vouchers to be given to area committee chairs and officers. The area chairs and officers will retain a copy for their records. The treasurers' expense voucher and check will be signed by the Area Chair.
3. The treasurer will collect contribution checks and make deposits as frequently as possible.
4. The treasurer regularly sends all groups receipts for contributions received. The receipt should list the current amount received, check number (if applicable), the group name and service number, year to date totals, and birthday contributions.
5. The treasurer will make copies/scans of each contribution received and provide these at the area meetings. The treasurer will provide hand written receipts for all cash contributions.
6. The treasurer will encourage groups to check their records to ensure the reported area group contributions are correct and contact the treasurer or area chair immediately if any discrepancy or mistake is found.

SECTION FIVE

Self-Support:

1. The Area Treasurer with support of the Finance Committee, may issue a self-support letter.
2. The typical self-support letter, in addition to requesting contributions and serving as a reminder of the seventh tradition, shall spell out in detail what services the area is involved with, and the focus on where the area expects to expend the requested contributions.
3. While responsibility for preparing and distributing the self-support letter lies with the Area Treasurer, the primary responsibility for soliciting group contributions lies with each trusted servant - in direct proportion to the group conscience he or she serves.

Thus:

 - A. The General Service Representative has the key responsibility for informing the group of the need and opportunity to contribute.
 - B. The District Committee Member is responsible to ensure all groups within his or her district are informed of the area's financial situation as well as the nature of the services the area is coordinating.
 - C. Area Officers and Standing Committee Chairs are responsible not only for informing the area of funding needs but

also ensuring the funds are expended prudently and wisely, in adherence with the area's collective group conscience.

Original Statement of Financial Responsibility

Area 35 Statement of Financial Responsibility:

I. Policy Definition and Purpose

The purpose of this financial policy is to provide a fundamental plan of financial responsibility for Area 35. The intention is to help Area 35 to be of maximum service to alcoholics and Alcoholics Anonymous and to insure that no AA member be unable to serve the Area due to financial constraints or limitations. This is best accomplished by placing personal responsibility for goal planning and implementation on the individual Area Action Committee Chair and Area Officers, and subsequently quantify these goals and plans into an annual Area budget. Both the individual AA member, as well as the Action Committee Chairs and Officers can utilize this planning process as an inventory tool to insure maximum effectiveness and appropriate 12th Step work. The policy in the following paragraphs supersedes all relevant financial policy actions of Area 35 as of its acceptance by the Area Assembly.

II. Policy Areas

The policy is intended to include all expenses incurred in the course of performing Area service work by Area Officers and Area Action Committee Chairs. This includes, but is not limited to; travel expenses, lodging, meals, registration fees, telephone charges, printing costs, postage, signs and banners, office supplies, and other expenses incurred in the course of performing service work and attendance at service functions.

III. Executor of Policy

The Area 35 Chairperson is responsible for providing written documentation from each Area Action Committee Chair and Area Officer to the Area 35 Treasurer. First year budgets are due at the winter workshop, to be distributed (by the treasurer or area chair) at the February Committee Meeting, during and to be published in the Jan./Feb edition of the Northern Light. 2nd year budgets are due by July 1st to be distributed by the Treasurer or Area Chair at the August Committee Meeting to be published in the Sept./Oct. edition of the Northern Light. The Area Treasurer is to provide detailed financial information for review on a bimonthly basis showing actual and comparatives to each Area Action Committee Chair and Area Officer. A summary financial statement is to be furnished to the Area Assembly or Area Committee for its review bi-monthly, and a detailed report is to be filed annually by the February Area Committee meeting following the end of the fiscal year. The Area Treasurer and Chairperson are responsible for the review of the actual expenses incurred, and of any excessive deviations with the respective person. The Concepts of Alcoholics Anonymous will be used as the guideline for all decisions of financial actions of Area 35.

IV. Suggested Contents of an Area Action Committee Chair or Area Officers Annual Plan/Agenda

To plan effectively, each relevant person should review historical documents, minutes, etc., and discuss with previous Chairs and Officers (when available) events attended and hosted, places visited, and functions performed in the course of performing 12th Step work for Area 35. This, along with new plans, can form as a template to create a series of goals and plans for the subsequent fiscal year. These can then be quantified into dollar amounts to enable the Area Committee and Assembly to plan effectively and provide an inventory tool to each Committee and Officer.

V. Financial Standards

Per Concept III of Alcoholics Anonymous, Area Officers and Area Action Committee Chairs are granted the right of decision to perform their service job and incur relevant expenses as they best see fit. Hence, appropriate costs and levels of cost of many Committee activities are best left to the respective person. To provide benchmarks and a framework for the respective person, the following are termed acceptable levels of some traditional, reoccurring expenses:

- Mileage is to be reimbursed at actual fuel cost.
- Meal expenses are to be reimbursed at their actual cost, with the understanding that the Officer/Committee Chair exercise prudence in the amount incurred.
- Lodging expenses are to be reimbursed at the actual cost, with the understanding that the Officer or Committee Chair exercise prudence in the amount incurred.
- All other expenses are to be reimbursed at actual cost.

VI. Prudent Reserve

In accordance with Concept XII of Alcoholics Anonymous that a prudent reserve is part of financial responsibility, and to insure Area 35 can meet all financial commitments it chooses to engage in and be liable for, it is necessary for Area 35 to establish a prudent level of financial reserve in the event of a temporary lack of Seventh Tradition funds or to meet any extraordinary expenses. This is to be set as two month's operating reserve, rounded to the nearest thousand dollars. This level is to be set at the time each annual budget is set.

ADDENDUM

On 10/5/1996, the Area Assembly voted to have approval of the FRS (Financial Responsibility Statement) to be done at the Area Committee instead of the Assembly.

**Appendix V
Area 35 Inclement Weather Procedure**

1. Area Chair calls to cancel and/or re-schedule.
2. Based on DOT report, national weather service, individual safety being paramount.
3. Chair asks for weather reports from all DCM's from respective districts either by email or phone for those that don't have computers.
4. Chair notifies the Alano society in Aitkin on food preparations and possibility to re-schedule to following Sunday. \
5. Chair contacts webmaster cancellation results put on Area 35.org and rescheduled date and time. 6. Districts contact their DCM in inclement weather for updates on cancellation. \
7. Post procedure in Northern Lights.
8. Chair remains available and in close contact as he or she is the focal point and main contact he or she must make the decision, and be available for calls.

Motion: to accept the Area 35 Inclement Weather Policy as shown in Attachment B. All in favor. Motion passed.

Appendix VI

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Approved: August 2013 Updated: JULY 2015

Preface

All positions of leadership from GSR to Delegate are essential for communication. The Area Officers and Area Action Committee Chairpersons are necessary leadership roles to ensure effective communication within the fellowship and specifically, within our Area. The guidelines of the Northern Minnesota Area 35 Assembly (General Service Conference Area 35) are not in any way intended to replace AA publications. Based on the experiences of previous trusted servants, they are a means to provide specific suggestions to those currently serving Alcoholics Anonymous in our Area. The guidelines are written with the understanding that no action of any AA service entity is binding on another service entity or its successors. They may be modified as needed by any future Area Committee.

The intent of these guidelines is not to replace any existing AA literature, but to broaden the experience and knowledge of our trusted servants. It is suggested that they become familiar with the following AA publications.

- Alcoholics Anonymous (The Big Book) Twelve Steps & Twelve Traditions
- Alcoholics Anonymous Comes of Age
- As Bill Sees It
- Dr. Bob and the Good Old-timers
- Pass it On
- The AA Service Manual/ Twelve Concepts for World Service
- Box 4-5-9
- Trustees Quarterly Report
- Annual General Service Conference Report
- A.A. Guidelines from G.S.O.
- Workbooks
- Pamphlets
- Others

Suggestions for Area Action Committee Chairpersons

All service positions of leadership, whether elected or appointed, are considered "trusted servant" positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

The Action Committee Chairpersons of the Northern Minnesota Area are appointed by the Area Chairperson. The Area Chairperson may replace or remove any committee chairperson if he or she finds it necessary.

Each Action Committee Chair is responsible for the following in serving the Area Assembly:

- Attend all Area Committee Meetings (4), all Area Assemblies (2), and Service Workshop (1).
- Attend Regional Forums and/or West Central Regional Conference where fully reimbursed. Provide leadership in the area.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Submit committee budget information as requested by the Area Chairperson to help in planning the Area 35 budget.
- Manage committee activities within the Financial Statement of Responsibility requesting additional funds if necessary. Clear over budget expenditures with the Area 35 Chairperson and Treasurer prior to incurring the expense.
- Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of Area 35 funds.
- Be available to committees, districts, and groups to provide experience, strength, and hope with respect to the Committee Chairperson.

Suggestions for Area Action Committee Chairpersons:

- Request and encourage each district to elect or appoint a representative to the committee, preferable the chairperson of the corresponding district action committee.
- Report committee activities and information in each Northern Light Area Newsletter.
- Keep accurate minutes of all meetings and distribute in a timely manner.

Delegate

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: August 2015

Position Description:

- Provide leadership.
- Provide the primary communication link between AA as a whole and Northern Minnesota Area 35.

Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Area 35 Service Workshop, Area 35/36 Workshop and the Annual Area Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics. Present at the Zonal Forums on the assigned topics.
- Become thoroughly familiar with the General Service Conference topics.
- Work with the Area Chair to determine whether breakout session rooms are needed for agenda item discussions at the Spring Assembly.
- Compile a "hot topic" list of GSC agenda items to be distributed at February Area Committee Meeting (75 copies)
- Print copies of the WCRAASC flyer to distribute at the Winter Workshop (150 copies) and the February Area Committee Meeting (75 copies)
- Arrange opportunities in advance for making conference reports to Districts in Area 35.
- Review General Service Conference Advisory Actions that are not covered by other standing committees – i.e. Policy/Admissions, Report & Charter, Trustees, Conference, and International Convention Committees.
- Communicate information received in a timely manner to Area 35, making use of Area Assemblies and Committee Meetings, District meetings, Workshops, the Area Newsletter (Northern Light), and regular mailings or emails to the members of the Area 35 Committee.
- Attend District meetings when asked, provide reports and other information, and listen for the Districts group conscience and material presented.
- Get to know Area 35 trusted servants and make yourself available to assist members in service opportunities.
- Coordinate annual group information updates with the Group Records Secretary.
- Help Area 35 Action Committee understand how the Conference Advisory Actions apply to their committee activities.
- Assist Area 35 Action Committee Chairpersons in forwarding requests or suggestions to the General Service Conference.
- Encourage Area Action Committees to discuss General Service Conference topics and to respond to Advisory Actions.
- Assist the Alternate Delegate with the January Area 35 Service Workshop. Represent Area 35 in regional matters.
- Prepare articles for the Northern Light newsletter on service activities.

- Keep the Alternate Delegate informed in the event that the Delegate is unable to attend the General Service Conference.
 - Continually review how Area 35 functions, how it communicates to assure the groups in Area 35 are adequately served within the current structure.
 - Review and suggest updates to the trusted servant guidelines as necessary, cooperating with any other committee or any office in accomplishing this.
 - Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
 - Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of Area funds.
 - Update the Trusted Servant Guidelines for the Delegate. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
 - Work with the newly elected Delegate at the end of the second year:
 - Pass along knowledge of the General Service Conference procedures and problems.
 - Share statement of Financial Responsibility in preparing of the new Delegate's finances for the coming year.
 - Provide records, information, and any helpful suggestions for serving as an Area 35 Officer.
-

ALTERNATE DELEGATE

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Provide leadership.
- Assist the Delegate as requested.
- Remain active in Area 35 activities.

Responsibilities:

- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Work closely with the Delegate to remain informed.
- Become thoroughly familiar with the General Service Conference topics, agenda items, and background material.
- Prepare articles for the Northern Light Newsletter reporting on service activities.
- Keep the Delegate informed on any information received.
- Attend District meetings when asked providing information and experience.
- Communicate and talk with all Area Officers and Committee Chairs.

- Secure location, agenda, and prepare for Area 35 Service Workshop in January. This includes but may not be limited to:
 - Inviting guest such as a trustee, GSO staff member, etc. to attend Workshop.
 - Developing the agenda for the Winter Workshop and ask district's to participate and/or present at Workshop.
 - Getting a sign made each year with the annual Conference theme to use at events.
 - Submitting a report of the Winter Workshop to the fellowship at February Committee Meeting or upcoming Northern Light.
- Check with Districts to see if any within the zone want to hold Zonal Forums each year, rotating to the 4 zones during the rotation (2 Forums per year).
- Update information and make copies of packets for distribution at Zonal Forums.
- Present at the Zonal Forums on the assigned topics.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics.
- Represent the Area in regional or conference matters in the absence of the Delegate.
- Help familiarize new trusted servants (GSR's, DCM's, Area Committee Chairs, and District Committee Chairs) with their responsibilities and opportunities in Area 35 service.
- Cooperate in informing and helping Area 35 obtain more participation from its groups and districts.
- Ensure that Area 35 map is up to date, updating as needed, and provide members with map each year.
- Communicate items of interest or concern based on how other Area's operate.
- Continually review how Area 35 functions, how it communicates to insure that groups in the area are adequately served within the current structure.
- Monitor our service communication and suggest positive solutions.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the Alternate Delegate. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming Officers with sharing of experience, records, information, and any helpful suggestions for serving as an area officer.

Archives Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Gather current and historical information about AA, especially in Area 35, and to preserve it in a meaningful order.
- Provide information in the Area with respect to Archives, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Read and become familiar with all of AA's history-related material such as:
 - AA Comes of Age
 - Pass it On
 - Dr. Bob and the Good Old-timers
 - Markings on the Journey
 - Markings Newsletter
- Communicate and cooperate in a working relationship with the Archivist for Area 35 and at GSO.
- Work with District Archives 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 in the Area.
- Obtain newspaper and magazine clippings from the Public Information Committee or other sources and maintain news clipping scrapbook.
- Gather old and new fliers from all over Area 35 and work with Area archivist to preserve in flier scrapbook.
- Gather old and new Grapevines and maintain Grapevine historical display.
- Record and distribute Archives minutes in a timely fashion.
- Update the Trusted Servant Guidelines for the Archives Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help incoming Archives Chair with experience, records, information, and any helpful suggestions for serving.

Area Secretary Guidelines

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June of 2015

Position Description:

- Keep records (minutes) of all Area Assemblies and Area Committee Meetings.

Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book (Actions Booklet), and any other documents the Area has developed from its experience.
- Present and answer questions during the GSR Orientations at the Area Assemblies on assigned topics.
- Present at the Zonal Forums on the assigned topics (2 per year, total of 4)
- Assist the Area 35 Chairperson at Area Assemblies and Committee Meetings.
- Assist the Area 35 Chairperson in developing the agenda for the Area Assemblies and Committee Meetings.
- Record and type/write out any motions in full, that are made, so the Area 35 Chair can read them back to the participants for clarification and voting.
- Distribute minutes from Area Assemblies within six (6) weeks. (Unless the Northern Light deadline is sooner)
- Distribute minutes from Area Committee Meetings within four (4) weeks. (Unless the Northern Light deadline is sooner)
- A voice recorder may be used at Area Assemblies or Committee Meetings for the purpose of maintaining the accuracy of Area 35 Minutes. A copy of the recording can be obtained from Area 35 Archivist. Try to make sure people are talking into the microphones so they can be heard on the recording.
- Send Area 35 Minutes by email to (**make distribution list**):
 - GSO (literature@aa.org) and GSO Archives (archives@aa.org)
 - Area 35 Archives
 - Current Regional Trustee
 - Area Action Committee Chairs and Officers
 - District Committee Chairs (DCM's) and District Action Committee Chairs
 - Past Delegates
 - Any member of Area 35 that requests a copy by email
 - Send Area 35 Minutes by mail upon request to Area 35 AA members.
- Make a deadline for all Area Officers, Committee Chairs, and DCMs to submit their report to be added to the minutes from the Assemblies or Committee Meetings (make in accordance with the Northern Light Deadline). Reports can be sent by email, mail, or hand delivered during the Area 35 event.
- Publish all Area 35 minutes in the Northern Light Newsletter (Anonymity protected)
- Have Area 35 members (i.e. Area 35 Chairperson) review minutes for changes or corrections.
- Utilize Area 35 laptop and computer programs in order to type and email minutes.
- Create fliers for Spring and Fall Assemblies. Email fliers to distribution list. Have copies available at all Committee Meetings, Workshops and other service functions. On the fliers include: date, location, map of location, contact information for hotels and costs, deadline for making hotel reservation under block of rooms, agenda or time Assembly starts, and any other information necessary for the Assemblies.
- Send announcement for Area 35 service functions (Assemblies and Workshops) to Box 4-5-9. Use the form developed by GSO when submitting an announcement. You can email (literature@aa.org) the form to Box 4-5-9. The announcement needs to be submitted to Box 4-5-9 at least **4 months prior** to the event.
- Actions Booklet – update the Area 35 Actions Booklet at the end of each service rotation (every 2 years) using the Action Booklet Guidelines, including:
 - Include last names in minutes/actions book for the election of new Area Officers and Committee Chairs. This will make transitions with bank accounts easier.
 - Update the actions book with the help of the area chair to include number of attendees are Area

events.

- Make about 400 copies of Actions Book. Distribute the new Action Booklet at the February Committee Meeting. Inform the incoming Secretary to add the cost for printing the updated Area Actions Booklet to their budget.
- (E)Mail welcome letters to new registered groups to Area 35. The Area 35 Groups Records Secretary will give you the group information as soon as they become active. You can include:
 - Welcome letter
 - Fliers of upcoming Area 35 Events
 - GSO and Area 35 contribution envelopes
 - Small cards used to keep the groups service number, GSO address, Area 35 address, District address, and Intergroup addresses.
- Communicate frequently with Area 35 Officers.
- Respond to all written, email correspondence and phone calls promptly.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of Area 35 funds.
- Prepare service articles for the Northern Light newsletter.
- Update the Trusted Service Guidelines for the Secretary. Submit to the Area Chairperson no later than the June Committee Meeting of your 2nd year.
- Upon rotation, assist the incoming Secretary with sharing of experience, minutes, any records, State of Financial Responsibility, and any other information/guidelines or helpful suggestions for serving and as Area Officer.

Treasurer

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Handle all Area monies, keep records of contributions and disbursements, and create Area financial reports.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience. These provide the Treasurer Area policy along with specific procedures for handling Area funds.
- Provide Seventh Tradition leadership.

Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forum and/or Regional Conferences, where fully reimbursed.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics.
- Present at the Zonal Forums on the assigned topics.
- Secure a PO Box for contributions under the name *Northern MN Area Assembly*. Get contribution

envelopes printed with the PO Box number on it.

- Submit documentation to open a bank checking and savings account using the name *Northern MN Area Assembly*. Add the Chairperson as the second name on both of the accounts and have a second set of bank statements mailed to the Chair person's address.
- Order laser printer checks from QuickBooks with continuing sequential numbers.
- Keep a separate chart of accounts for Northern Light fliers, and if needed Grapevine and/or Literature income and expenses.
- Back up QuickBooks on a regular basis and store in a separate location.
- Pick up contributions from PO Box on a frequent basis, making all deposits in a timely manner. Send acknowledgments for contributions which include year-to-date totals.
- Pay bills promptly. (Pay the web hosting fees for the Area 35 website annually to Company: LINKSKY VALUE HOST INC, and pay Southern MN (Area 36) for the State Fair booth.)
- Have the following items readily available at all area functions: Area checkbook, Area Statement of Financial Responsibility, vouchers for completing expense reimbursement, and contribution envelopes for the Area and the General Service Office and Birthday Plan.
- The Treasurer is responsible for compiling and quantifying budgets received from Area Officers and Area Action Committee Chairs into Quickbooks. Work with Area Chair to distribute budgets by the Spring Assembly of the first year and the December Committee meeting of the second year.
- First year budgets are due at the winter workshop, to be published in the Jan./Feb edition of the Northern Light. 2nd year budgets are due by June Area Committee Meeting, to be published in the July/Aug. edition of the Northern Light. ¹
- After the Area Treasurer has made all adjustments to the worksheet of the financial report, and has combined them into an overall budget, both the overall budget and the worksheet of the financial report shall be sent to all districts approximately 60 days prior to the Area Assembly that the budget will be voted on, and be included in the Area Newsletter.
 - Hard copies of the finalized, overall first year budgets should be distributed to the DCMs (by the treasurer or area chair) at the February Committee Meeting.
 - Hard copies of the finalized, overall second year budgets should be distributed at the August Committee Meeting.
- Write a report for each Northern Light issue giving a current financial summary and other financial information of interest.
- Using QuickBooks, or a similar financial program approved by the Area, create and provide the Area with sufficient copies of the following three financial reports at each Area Assembly or Area Committee Meeting:
 - *Detailed Expenditures*: a summary of actual and comparatives for expenses of each Action Committee Chair and Area Officer. Include period totals and year-to-date totals.
 - *Profit and Loss Budget Performance*: A summary financial statement of the total income and expenses for the period. Include period totals, year-to-date totals, period-to-date budgets, and year-to-date budgeted amounts.
 - *Group Contributions Listing*: show period-to-date and year-to-date group and birthday contributions organized by district.
 - *Balance Sheet*: Shows monthly asset balances of all accounts (checkbook, savings, Northern Light fliers, and/or Grapevine and Literature, cash and any other accounts needed) Along with monthly open balance, net income, yearly income, from previous year to account for current monthly total equity.
- Reconcile checkbook in QuickBooks each period and provide the Finance Oversight Committee with copies of a reconciliation report generated by QuickBooks, bank statements,

¹ Updated 11/1/2013 to reflect the new statement of financial responsibility adopted 10/03/2010.

and financial reports at agreed upon times.

- Be present during review of the Area's finances to answer any questions. Explain any unreconciled income and checks.
- Area Treasurer *and* Chairperson are responsible for review of the actual expenses incurred, and any discussion of any excessive deviations with the respective person. The Concepts of AA will be used as the guideline for all decisions regarding the financial actions of Area 35.
- Transfer funds to the reserve fund when advised to do so.
- Forward any address changes to the Group Records Secretary.
- If unable to attend any functions, coordinate with the Chairperson for handling of finances.
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and predictable disbursement of Area funds.
- Encourage 7th tradition support through various methods, including workshops, Northern Light Articles, visiting groups and districts, and highlighting the Birthday plan.
- Respond to all written and email correspondence and phone calls promptly.
- Annually complete a tax-exempt form 1099N (good for income less than \$50,000 or 1099EZ for non-profit organizations with the Area Chair's approval.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- In the case the Treasurer is not available the Area Chair may sign checks. When opening the checking account, make sure the Area Chair signs a card to be second signature on the account. Area Chair will sign all checks for reimbursement of the Treasurer.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the Treasurer. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- Upon rotation of office, help the incoming Treasurer with sharing of experience, records, information, and any helpful suggestions for serving as an Area Officer.

Treasurer

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Handle all Area monies, keep records of contributions and disbursements, and create Area financial reports.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience. These provide the Treasurer Area policy along with specific procedures for handling Area funds.
- Provide Seventh Tradition leadership.

Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forum and/or Regional Conferences, where fully reimbursed.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics.
- Present at the Zonal Forums on the assigned topics.
- Secure a PO Box for contributions under the name *Northern MN Area Assembly*. Get contribution

envelopes printed with the PO Box number on it.

- Submit documentation to open a bank checking and savings account using the name *Northern MN Area Assembly*. Add the Chairperson as the second name on both of the accounts and have a second set of bank statements mailed to the Chair person's address.
- Order laser printer checks from QuickBooks with continuing sequential numbers.
- Keep a separate chart of accounts for Northern Light fliers, and if needed Grapevine and/or Literature income and expenses.
- Back up QuickBooks on a regular basis and store in a separate location.
- Pick up contributions from PO Box on a frequent basis, making all deposits in a timely manner. Send acknowledgments for contributions which include year-to-date totals.
- Pay bills promptly. (Pay the web hosting fees for the Area 35 website annually to Company: LINKSKY VALUE HOST INC, and pay Southern MN (Area 36) for the State Fair booth.)
- Have the following items readily available at all area functions: Area checkbook, Area Statement of Financial Responsibility, vouchers for completing expense reimbursement, and contribution envelopes for the Area and the General Service Office and Birthday Plan.
- The Treasurer is responsible for compiling and quantifying budgets received from Area Officers and Area Action Committee Chairs into Quickbooks. Work with Area Chair to distribute budgets by the Spring Assembly of the first year and the December Committee meeting of the second year.
- First year budgets are due at the winter workshop, to be published in the Jan./Feb edition of the Northern Light. 2nd year budgets are due by June Area Committee Meeting, to be published in the July/Aug. edition of the Northern Light. ¹
- After the Area Treasurer has made all adjustments to the worksheet of the financial report, and has combined them into an overall budget, both the overall budget and the worksheet of the financial report shall be sent to all districts approximately 60 days prior to the Area Assembly that the budget will be voted on, and be included in the Area Newsletter.
 - Hard copies of the finalized, overall first year budgets should be distributed to the DCMs (by the treasurer or area chair) at the February Committee Meeting.
 - Hard copies of the finalized, overall second year budgets should be distributed at the August Committee Meeting.
- Write a report for each Northern Light issue giving a current financial summary and other financial information of interest.
- Using QuickBooks, or a similar financial program approved by the Area, create and provide the Area with sufficient copies of the following three financial reports at each Area Assembly or Area Committee Meeting:
 - *Detailed Expenditures*: a summary of actual and comparatives for expenses of each Action Committee Chair and Area Officer. Include period totals and year-to-date totals.
 - *Profit and Loss Budget Performance*: A summary financial statement of the total income and expenses for the period. Include period totals, year-to-date totals, period-to-date budgets, and year-to-date budgeted amounts.
 - *Group Contributions Listing*: show period-to-date and year-to-date group and birthday contributions organized by district.
 - *Balance Sheet*: Shows monthly asset balances of all accounts (checkbook, savings, Northern Light fliers, and/or Grapevine and Literature, cash and any other accounts needed) Along with monthly open balance, net income, yearly income, from previous year to account for current monthly total equity.
- Reconcile checkbook in QuickBooks each period and provide the Finance Oversight Committee with copies of a reconciliation report generated by QuickBooks, bank statements,

¹ Updated 11/1/2013 to reflect the new statement of financial responsibility adopted 10/03/2010.

and financial reports at agreed upon times.

- Be present during review of the Area's finances to answer any questions. Explain any unreconciled income and checks.
- Area Treasurer *and* Chairperson are responsible for review of the actual expenses incurred, and any discussion of any excessive deviations with the respective person. The Concepts of AA will be used as the guideline for all decisions regarding the financial actions of Area 35.
- Transfer funds to the reserve fund when advised to do so.
- Forward any address changes to the Group Records Secretary.
- If unable to attend any functions, coordinate with the Chairperson for handling of finances.
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and predictable disbursement of Area funds.
- Encourage 7th tradition support through various methods, including workshops, Northern Light Articles, visiting groups and districts, and highlighting the Birthday plan.
- Respond to all written and email correspondence and phone calls promptly.
- Annually complete a tax-exempt form 1099N (good for income less than \$50,000 or 1099EZ for non-profit organizations with the Area Chair's approval.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- In the case the Treasurer is not available the Area Chair may sign checks. When opening the checking account, make sure the Area Chair signs a card to be second signature on the account. Area Chair will sign all checks for reimbursement of the Treasurer.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the Treasurer. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- Upon rotation of office, help the incoming Treasurer with sharing of experience, records, information, and any helpful suggestions for serving as an Area Officer.

Area Archivist

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: June 2015

Position Description

- Provide leadership through awareness and understanding of AA history.
- Gather and organize Area 35 archival materials.

Responsibilities

- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).

- Submit expenses for reimbursement in a timely manner to insure the consistent and predictable disbursement of Area funds.
- Collate, preserve, and file Area, District and individual archival contributions.
- Collect, index and store Area minutes and recordings of Area functions.
- Digitize archival materials.
- Record Area Committee Meetings, Area Assemblies and the Service Workshop.
- Provide copies of Area event recordings upon request.
- Maintain, store and transport the Area archives display.
- Gather, preserve and file all Area minutes, event flyers, and treasury reports.
- Set up an archival display at every Area Assembly and Service Workshop.
- Give talks about Alcoholics Anonymous history.
- Provide an article for each Northern Light issue on service activities, archival activity summaries, and items of interest from AA history.
- Provide the Area Secretary with an audio recording of Area meetings.
- Provide guidance to members interested in the archives.
- Contribute a historically informed viewpoint to Area discussions.

Archives Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Gather current and historical information about AA, especially in Area 35, and to preserve it in a meaningful order.
- Provide information in the Area with respect to Archives, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Read and become familiar with all of AA's history-related material such as:

- AA Comes of Age
- Pass it On
- Dr. Bob and the Good Old-timers
- Markings on the Journey
- Markings Newsletter
- Communicate and cooperate in a working relationship with the Archivist for Area 35 and at GSO.
- Work with District Archives 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 in the Area.
- Obtain newspaper and magazine clippings from the Public Information Committee or other sources and maintain news clipping scrapbook.
- Gather old and new fliers from all over Area 35 and work with Area archivist to preserve in flier scrapbook.
- Gather old and new Grapevines and maintain Grapevine historical display.
- Record and distribute Archives minutes in a timely fashion.
- Update the Trusted Servant Guidelines for the Archives Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help incoming Archives Chair with experience, records, information, and any helpful suggestions for serving.

Cooperation with Professional Communities (CPC) Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Descriptions:

- Coordinate the exchange of ideas and resources between districts and concentrating on providing information about AA to those who have contact with alcoholics through their profession.
- Provide experience and assistance in developing projects that will further the carrying of our AA message through C.P.C.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).

- Obtain, read, and use C.P.C Workbook and any related materials from the General Service Office (G.S.O). Work with our fellowship by holding workshops and encourage Districts to participate in local work.
- Encourage Districts and AA members to communicate about AA with professionals.
- Coordinate with other Area 35 committee chairs and officers to see where you can assist and provide direction.
- Utilize and help coordinate the resources of districts to develop and maintain contact with professional groups in their Districts.
- Coordinate with GSO on staffing booths with the GSO display at conventions in the Area.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Update the Trusted Servant Guidelines for the C.P.C Chair. Submit the updated guidelines to the Area 35
- Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help with the incoming C.P.C. Chair with experience, records, information, and any helpful suggestions for serving.

Area Corrections Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Description:

- To lead and coordinate the work of individual AA members, groups and districts to carry the AA message to alcoholics in correctional facilities in our Area.
- To provide a clearinghouse of information in the Area with respect to Correctional Facilities work, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message into correctional facilities.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Obtain, read and use the Correctional Facilities workbook and any related materials from GSO. Work with state and federal facilities to let them be aware of contact list.
- Work with state and county officials in coordination of Correctional Facility programs. Assist in placing AA literature in correctional facilities.
- Coordinate the work of AA members and groups who are interested in carrying the AA message inside the walls.

- Coordinate the means for inmates to “bridge the gap” from prison into the larger AA community. Handle requests for contacts by inmates through the Corrections Contact Program.
- Attend prison Transitional Fairs in Northern Minnesota along with one of your Action Committee Chairs.
- Attend Statewide Committee For Corrections meetings.
- Maintain directory of all Area correctional facilities and ensure contact list with all state correctional facilities in the Area.
- Maintain contact list of groups and individuals currently bringing AA to correctional facilities.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Update the Trusted Servant Guidelines for the Corrections Chair. Submit the updated guidelines to the Area 35
- Chairperson no later than the June Committee Meeting of your 2nd year.
- In cooperation with Area 36 Corrections of Southern Minnesota serve on the Minnesota Statewide Corrections Committee along with one of your Action Committee Chairs.
- When rotating out, help the incoming Corrections Chair with experience, records, information, and any helpful suggestions for serving.

Area Grapevine Chair Guidelines

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Coordinate the work on individual AA members, groups, and districts to read, subscribe to, and utilize the Grapevine and Grapevine-produced materials.
- To encourage individual AA members to contribute written materials to the Grapevine for publication.
- Provide information in the Area with respect to the AA Grapevine, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message through the Grapevine.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area’s Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area’s Statement of Financial Responsibility (See Area Actions Book).
- Obtain, read, and use the Grapevine Workbook and any related materials.

- Maintain adequate inventory at Area functions and workshops.
- Have guidelines for writing articles on hand at all displays, encouraging Area participation in the Grapevine through the submission of articles.
- Encourage Districts to have committee chairs for Grapevine in District. Encourage Grapevine subscriptions throughout the Area.
- Encourage each group to get a Grapevine Representative (GVR). Handle revenue from Grapevine subscriptions and materials.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit new items and reprints to the Archives Committee for archiving.
- Report at Assemblies and Area Committee Meeting the finances regarding what cash is on hand, how much material was sold, etc.
- Open a bank account, or work with the Area 35 Treasurer, for purchasing and selling the Grapevine and Grapevine materials.
- Update the Trusted Servant Guidelines for the Grapevine Chair. Submit the updated guidelines to the Area 35
- Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming Grapevine Chair with experience, records, information, and any other suggestions for serving.

Area Group Records Secretary

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Work on computer using the Fellowship New Vision software to maintain an accurate database and mailing list of the groups and trusted servants in the Area.
- Maintain an accurate mailing list for the Northern Light newsletter.
- Update the Webmaster with an accurate database of the list of groups.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, and the Joint Workshop.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Print out instructions for installing your FNV Digital Certificate and send your passwords on to the Webmaster.
- This position requires an adequate internet service for downloading and uploading large files.
- Update the DCM's with their current group record reports with either an email or hard copy at the February, June, August and December Committee Meeting and the Spring and Fall Assemblies.

- Maintain a working relationship with the Records Department at GSO.
- Work with the Groups, DCM's and GSR's in each district to maintain accurate information for the Group Database (FNV) at GSO.
- Record the new groups in Area 35 as information is received and distribute information on new groups to the respective DCM and Area secretary.
- Work with and provide the Area Webmaster with updated and new group information in order to keep the website meeting listings up-to-date.
- Upload exported group information from Fellowship New Vision to aameetinglocator.org.
- Work with Web Coordinator of aameetinglocator.org to make sure that information is listed correctly.
- Update and produce mailing lists for Area Mailings.
- Send updated Northern Light mailing list to Cold Spring Record for the Northern Light mailings 6 times a year.
- Work with Group Records Secretary for Area 36 and update their Officer and Chair information so they will receive the Northern Light Newsletter.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Provide Area Committees with any information requested.
- Update the Trusted Servant Guidelines for the Group Record Secretary. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- At the end of your rotation place all the changes for GSR's, DCM's, Chairs, and meetings that you have recorded on a jump drive or hard copy and give to Brad I. for our archives.
- When rotating out, help the incoming Group Records Chair with experience, records, information, and any helpful suggestions for serving.

Area Literature Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Coordinate the work of individual AA members, groups, and districts to read and utilize AA literature.
- Provide information in the Area with respect to Literature, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message using our literature.

Responsibilities:

- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties,

and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).

- Submit expenses for reimbursement in a timely manner to insure the consistent and predictable disbursement of Area funds.
- Become familiar with all available Conference approved Literature.
- Maintain a small and manageable Area literature inventory.
- Facilitate district and group literature orders.
- Have literature available for purchase at Area Assemblies.
- Display literature at all Area service meetings.
- Encourage awareness of new or recently developed literature and service pieces.
- Have current literature order forms available at all Area functions.
- Encourage Districts to have a Literature chair, and assist them in identifying relevant material to stock.
- Work with other committees to have available literature they might need in their committee activities.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit new literature items and reprints to the Archives Committee for archiving.
- Record and report the literature finances regarding what cash is on hand, how much material was sold, etc., at Assemblies and Area Committee Meetings.
- Open a bank account, or work with the Area 35 Treasurer, for purchasing and selling literature.
- Update the Trusted Servant Guidelines for the Literature chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of the 2nd year.
- When rotating out, provide the incoming Literature chair with experience, records, information, and any helpful suggestions for serving.

Area Northern Light Editor Guidelines

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Publish an informative and attractive newsletter to the Area in a timely fashion
- Encourage District reports and be available to work with districts on communication.
- Although copywriting or publishing specialization are not required, a prospective editor should have some technical experience in editing or publishing, taking into account the programs used to lay out the newsletter.

Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, and the Area 35/36 Joint Workshop.
- Attend the annual Service Conference, Regional Forums and/or Conferences where fully reimbursed.
- Compile annual budget by the January Workshop of the first year and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).

- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of Area funds
- Prepare and give report at Area events to keep body informed of newsletter content, both positive as well as any problems, concerns or changes.
- List deadline for Area minutes, reports and articles in the Northern Light, and send a reminder email to Officers and Action Chairs as the deadline approaches.
- Provide encouragement for writing articles, particularly to DCMs and Area Action Committee Chairs. This must conform to the guidelines as shown in the Newsletter (on the right side-bar around page 11) which states: No Anonymous articles – Each article must have a title, author’s first name last initial and city or town of author. There are other helpful guidelines in the Northern Light in addition to what is in here.
- Listen to comments from the Area on the content of the newsletter.
- Keep informed of activities and issues going on within Alcoholics Anonymous as a whole.
- Communicate with the Area 35 Chairperson about content to be included in specific issues regarding items such as Financial Responsibility Statements (budgets), delegate resumes, conference and forum information, agenda items, etc.
- On a daily basis or as near to it as possible, check emails for any content or contributions, or correspondence pertaining to content destined for publication in the next issue.
- Gather useful Service information to publish from sources within the Area, Region, and A.A. as a whole.
- Obtain, read and use other Area newsletters (GSO has record of these).
- Publish the Area budgets in the January/February issue the first year and the July/August issue the second year.
- Ensure that all last names, addresses (including the return address for the newspaper), and phone numbers are removed from the web version. Ask for help to edit any mistakes or anonymity breaks for printed and online version.
- Send digital copy by email to printer and ask for confirmation of receipt. Send a reminder or ask about the status of the printing process three to four days after sending the digital copy to the printer.
- You should leave the printer at least 2 weeks to print the Northern Light and mail it out.
- Maintain or design a flexible layout that can be both used on the area35.org website and sent to the printer.
- Work closely with the Area 35 Webmaster and Web committee on decisions such as whether or not a flyer should not be included in the newsletter or on the public website.
- Become familiar with the bulk mailing process. At this time the deadline is set for a little over a month before next event. This leaves 2 weeks or so to compile reports, minutes and articles and publish as a PDF document.
- At the beginning of the first rotation establish who will be collecting the newspapers from the print shop to transport them to events; this will most likely depend on which action committee chair is nearest and should also allow for a back-up person in the event the designated courier cannot fulfil the task.
- At this time the newsletter is laid out in Microsoft Publisher and converted into Adobe Acrobat PDF format so Editor should have Publisher. Area 35 has provided a laptop computer with current software to be used in generating the Northern Light. Report any technical or software issues to the Area Chairperson.
- Updated the Trusted Servant Guidelines for the Northern Light Editor. Submit the updated guidelines to the Area 35 Chairperson no later than the June committee meeting of the second year.
- When rotating out, help the incoming Northern Light Editor with experience, records, information, and any helpful suggestions for serving.
- Never forget to have fun putting the Northern Light together by exploring different ways to add content and “freshen up” recurring items and text boxes. If you enjoy what you are doing others will find the

position attractive.

Area Public Information (P.I.) Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- To carry the message to the alcoholic who still suffers. The P.I. Committee achieves this in two ways:
 - Through reaching the “third person” who may know of someone with an alcohol problem.
 - To provide a clearinghouse of information in the Area with respect to P.I., coordinating the exchange of ideas and resources between districts. Present PI training and workshops to districts as necessary. Provide experience and assistance in developing projects that will further the carrying of our AA message through P.I.

Responsibilities:

- Obtain, read and use the P.I. Workbook and other related materials from GSO.
- Read and become familiar with the Area Finance Policy, the Area’s Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Encourage attendance and participation in P.I. meetings.
- Coordinate any AA exposure to media within the Area.
- Coordinate the activities of all public information as it relates to AA within the Area.
- Coordinate with Area 36, Southern Minnesota, the mailing of the anonymity statements to newspaper, radio and TV stations within the Area.
- Develop and maintain Area P.I. displays as necessary.
- Be available to meet with media professionals.
- Obtain and distribute conference approved radio, press and television materials (Public Service Announcements) throughout the Area.
- Periodically call all district “hotlines” and the “hotlines” listed on the Area 35/36 AA Information Sheet available at MN Tourism Travel Centers to verify that they are working and being answered.
- Monitor the AA anonymity at the level of press, radio, films and internet, per Delegate discretion.
- Coordinate Area volunteer staffing of AA both at Minnesota State Fair with Area 36 of Southern Minnesota.
- Submit annual budget per the SOFR guidelines. First year budgets are due at the Area 35 Winter Workshop, second year budgets are due by the June Committee Meeting.
- Serve as a resource to the Area and Delegate on P.I. General Service Conference Agenda Items and related background information to be addressed at the GSC.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the P.I. Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming P.I. Chair with experience, records, information, and any helpful suggestions for serving.

Area Public Information (P.I.) Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- To carry the message to the alcoholic who still suffers. The P.I. Committee achieves this in two ways:
 - Through reaching the “third person” who may know of someone with an alcohol problem.
 - To provide a clearinghouse of information in the Area with respect to P.I., coordinating the exchange of ideas and resources between districts. Present PI training and workshops to districts as necessary. Provide experience and assistance in developing projects that will further the carrying of our AA message through P.I.

Responsibilities:

- Obtain, read and use the P.I. Workbook and other related materials from GSO.
- Read and become familiar with the Area Finance Policy, the Area’s Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Encourage attendance and participation in P.I. meetings.
- Coordinate any AA exposure to media within the Area.
- Coordinate the activities of all public information as it relates to AA within the Area.
- Coordinate with Area 36, Southern Minnesota, the mailing of the anonymity statements to newspaper, radio and TV stations within the Area.
- Develop and maintain Area P.I. displays as necessary.
- Be available to meet with media professionals.
- Obtain and distribute conference approved radio, press and television materials (Public Service Announcements) throughout the Area.
- Periodically call all district “hotlines” and the “hotlines” listed on the Area 35/36 AA Information Sheet available at MN Tourism Travel Centers to verify that they are working and being answered.
- Monitor the AA anonymity at the level of press, radio, films and internet, per Delegate discretion.
- Coordinate Area volunteer staffing of AA both at Minnesota State Fair with Area 36 of Southern Minnesota.
- Submit annual budget per the SOFR guidelines. First year budgets are due at the Area 35 Winter Workshop, second year budgets are due by the June Committee Meeting.
- Serve as a resource to the Area and Delegate on P.I. General Service Conference Agenda Items and related background information to be addressed at the GSC.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the P.I. Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming P.I. Chair with experience, records, information, and any helpful suggestions for serving.

Area Webmaster

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Provide leadership in the area, especially as it pertains to web and technical issues.
- The WEBMASTER'S position is technical and administrative. This position requires a knowledge of HTML, CSS, and an understanding of how websites work. The webmaster should be able to edit and update HTML and CSS files as needed. This position does require use of a computer, access to the WEB, e-mail, tools, and editors used to support WEB sites.
- Area 35 also supports aaMeetingLocator software and web site. aaMeetingLocator uses PHP software generated web pages. Knowledge of PHP software and mySql database is needed to support aaMeetingLocator. Support for aaMeetingLocator may be by the Area 35 Web Master and/or other committee members with the technical knowledge to support the PHP software and databases.

Responsibilities:

- Area 35 WEBMASTER is a voting, standing, member of our Area 35/Area 36 ad-hoc aameetinglocator committee.
- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Support and participate in training opportunities at the Area, District, or Group level.
- Manage the Area 35 projector and Screen. The projector and screen should be available for all committee meetings, Area 35 assemblies, Area 35 Service Workshop, and Area 35/36 Joint Workshop. The projector and screen is available for use by all members of Area 35.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Manage committee activities within the SOFR requesting additional funds if necessary. Clear over budget expenditures with the Area Chairman and Treasurer prior to incurring the expense.
- Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of Area funds.
- Be available to committees, Districts and groups to provide experience, strength and hope with respect to the committee chairperson.
- Request and encourage each District to elect or appoint a representative to the committee, preferable the chairperson of the corresponding district action committee.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Keep accurate minutes of all meetings and distribute to Area 35 secretary in a timely manner.
- Follow recommendations by the area 35 assemblies. Following GSO's website guidelines.
- Thoroughly review all fliers submitted for posting to make sure that all traditions are followed, and make

any changes as necessary (removal of last names etc.) Post on calendar in a timely manner. All events on our calendar should be AA sponsored events. AA sponsored events are district and area meetings, AA Roundups, AA speaker meeting, and other AA fellowship events. Club fund raisers and round ups that are not AA sponsored would not appear on our calendar. If the webmaster is not sure about a particular flier or page, it should be looked over by the entire web committee before being posted.

- Add, delete or edit meeting information in a timely manner. Based on area 35 web guidelines in conjunction with information provided by working closely with the area records secretary.
- Add, delete or edit district pages as each district wishes. Help create district pages and maintain them within Area 35 guidelines.
- Make a physical backup copy of the web database once per month.
- Maintain the “anonymous respond” email account.
- Maintain all forwarding email accounts associated with the website (ex: areachair@area35.org) by notifying our web provider in a timely manner with any changes.
- Make physical changes to the website (or delegate to an AA member with web programming experience) as requested by the committee or Area 35 as a whole.
- Designate one person on the web committee to have a backup copy of all passwords and access codes pertaining to the website. With the exception of this one person, all passwords should be kept private.
- Respond to any email inquiries in a timely manner.
- Review usage reports from our web provider, and share them with the committee.
- Make sure all copyright and other laws are adhered to regarding our website.
- Keep all billing/registration records up to date with current Names, Addresses, phone numbers, and private registration. LinkSky is our current WEB host and domain name registrar.
- Keep all payments up to date for our WEB site.
- Keep all payments up to date for our domain names.
- Budget and pay all joint aameetinglocator expenses.
- Attend and participate at all aameetinglocator meetings (Most of these meeting are online virtual meeting, up to 4 per year)
- Keep the area 35 committee and assembly informed about aameetinglocator activities. Report in Northern Light Area Newsletter.
- Update the Trusted Servant Guidelines for the Webmaster. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out help the incoming Webmaster Chair with experience, records, information, and any other helpful suggestions for serving.

Tools:

- A working PC
- Internet access
- FTP software (Free versions are OK)
- E-mail
- E-mail client like outlook or thunderbird. (Thunderbird is free)
- Office software like “OpenOffice” (Free) or MS word etc.

WEB TECHNOLOGY This temporary position was from 2014-5 and was not renewed. It is included here for reference only.

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Approved: October 2013

Description:

The Web Technology position is a non voting and temporary technical position. This position does require a knowledge of HTML, PHP, MySQL, and other programming skills. This position will require the use of a computer, access to the WEB and email.

The primary goal of the Web Technology position is to complete aameetinglocator.org and design a support plan for aameetinglocator.org. Propose a plan to allow other Areas within the West Central Region to join aameetinglocator.org. Present the plan to the 2014 Fall Assembly.

Follow recommendations by the Area 35 assemblies. Follow GSO's website guidelines.

Make a physical backup copy of the aameetinglocator.org database once per month.

Make physical changes to the website as requested by the Webmaster, Area Committee, or Area 35 Assembly.

Designate one person on the web committee to have a backup copy of all passwords and access codes pertaining to the website. With the exception of this one person, all passwords should be kept private.

Respond to any email inquiries in a timely manner. Area 36 will assist in inquiries that are best handled in Area 36.

Review usage reports from our aameetinglocator.org web provider, and share them with the committee. Reports will also be shared with Area 36 Web Chair and Area 35 Webmaster.

Make sure all copyright and other laws are adhered to regarding our website.

Keep all billing/registration records up to date with current names, addresses, phone numbers, and private registration. LinkSky is our current WEB host and domain name registrar.

Support and participate in training opportunities at the Area, District, or Group level.

Support ad-hoc committees as appropriate.

Responsibilities:

Attend all Area 35 Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conferences.

Attend Regional Forums and/or West Central Regional Conference where fully reimbursed.

Provide leadership in the area.

Read and become familiar with "Suggestions for Area Action Committee Chairpersons."

Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations Book, and any other documents the Area has developed from its experience.

Manage committee activities within the Financial Statement of Responsibility requesting additional funds if necessary.

Clear over budget expenditures with the Area Chairman and Treasurer prior to incurring the expense.

Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of Area funds.

Be available to committees, Districts and groups to provide experience, strength and hope with respect to the committee chairperson.

Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.

Keep accurate minutes of all meetings and distribute to Area 35 secretary in a timely manner.

Keep an accurate record of tasks and technical level to complete the task. This will help Area 35 make an informed decision on the support needed to maintain aameetinglocator.org

Keep all payments up to date for aameetinglocator.org WEB site and domain names.

Keep Area 36 informed about aameetinglocator.org expenses and their suggested share of the expenses.

Update the Trusted Servant Guidelines for the Web Technology. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.

When rotating out help the incoming Webmaster/Technology Chair with experience, records, information, and any other helpful suggestions for serving.

Tools:

- A working PC
- Internet access
- FTP software (Free versions are OK)
- E-mail
- E-mail client like outlook or thunderbird. (Thunderbird is free)
- Office software like "OpenOffice" (Free) or MS word etc.

Experience:

- Working knowledge of PHP software or willing to learn
 - Working knowledge of mapping software
 - Working knowledge of MySQL and phpadmin
 - Working knowledge of HTML
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