

Bay Area Guidelines Subcommittee Minutes April 26, 2019

Attendance: Teresa (Chair), Sandy, Mike, Kevin, Joe (Secretary)
Absent: Marguerite

Housekeeping: The Bay Area Guidelines Subcommittee (BAGS) decided to meet two times a month on Fridays and set the next two meetings for May 10 and May 24. The group opted to ask for expense reimbursement as needed, rather than trying to anticipate a budgetary amount at this time. Joe volunteered and was elected Secretary.

New Business: There was a lot of discussion to determine the task, scope, and direction of the BAGS, including whether it is a standing committee or an ad hoc committee, whether it is a subcommittee or a committee. The members also deliberated the nature of the Bay Area Service Committee (BASC), itself, and the nature of the relationship of the BAGS to the BASC.

From those discussions and with much consultation of the relevant documents (Guide to Local Services [GLS], Guide to World Service [GWS], Florida Regional Guidelines [FLRG]), agreement was reached that this group, the BAGS, is a standing subcommittee of the BASC. Since the BASC has not commonly been referred to as a service committee, the BAGS deemed it prudent to validate its subcommittee status with the BASC, as well as BAGS' understanding that it is a standing subcommittee, as opposed to an ad hoc committee. This seemed highly desirable to everyone because of the ongoing challenge of updates and the number of variables— GLS, GWS, FLRG, BASC actions—that can affect the BAGS' work. Teresa will discuss this with the Bay Area Service Representative.

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The final item for discussion was how to proceed to determine what guidelines the BASC follows, where they align with the GWS, GLS, FLRG, and motions that have been passed and actions taken by the BASC. As a first step the BAGS divided for review among its members the minutes for each year since the BASC formally voted itself into existence, as follows –

2014 – Mike

2015 – Joe

2016 – Sandy

2017 – Marguerite

2018 – Kevin

Teresa has collected, collated, and made an initial pass through of all of the existing, available BASC minutes. She shared that information with the members and that will help a great deal to kick off the Subcommittee's work.

Submitted by BAGS Secretary May10, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, May 10th 3pm

Approved - May 24th, 2019

The meeting opened with the Serenity Prayer

Attendance Present via teleconference: Theresa, Sandy, Joe; Absent: Kevin, Marguerite, Mike
Minutes of the April 26 Meeting were accepted as attached.

Old Business

1. BASC 5/4/19 Meeting and Bay Area Guidelines Subcommittee (BAGS)

The status of BAGS as discussed and accepted at the Bay Area Service Committee (BASC) Meeting on May 4, 2019 was discussed. In particular the Subcommittee noted that the BAGS was accepted as a standing subcommittee. However, further clarification on the assigned task of BAGS, although discussed, was not in the draft minutes of the BASC as distributed. The group agreed to ask the BASC Secretary to amend the draft minutes to reflect the Subcommittee's task. Theresa agreed to draft wording to reflect the Subcommittee's understanding of its task. This draft will be distributed to the full Subcommittee for input and consensus prior to sending a request to the Bay Area Secretary to amend the BASC draft minutes.0

We discussed and decided to put the approved BAGS minutes up on the website IF the Website Committee agrees.

2. Reports

Reports on motions, policy and procedures for years assigned have been received from each member and distributed to the full Subcommittee. The Subcommittee tabled discussion of the reports for the next meeting when more members will be present. The Chair has amended the work-in-progress of the summary table that reflects new information from the reports and it has been distributed to the full Subcommittee.

3. Discussion

The Subcommittee agreed to follow the model of the Florida Regional Guidelines (FLRG), for example in incorporating the Guide to Local Services (GLS) and the Guide to World Services (GWS) into what is anticipated as a Guide to Bay Area Services, bringing together in one place guidance for attending to the service needs of the Bay Area.

The Subcommittee felt that it would be helpful to include appropriate sections with direct quotations from the guiding documents, for example quoting from the GLS instead of providing references to those other documents.

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, May 10th 3pm

Approved - May 24th, 2019

The Subcommittee discussed in general terms what categories of information should be included in the Guide to Bay Area Services, including Group information such as how to join the BASC, Literature, Donations, Forms, Templates, Resources, Acronym/Abbreviations, Finances, Committee and Subcommittee positions, responsibilities, and duties. Further discussion and agreement will be needed before settling on these categories.

Next Meeting: May 24, 2019 by teleconference. A subsequent meeting schedule will be determined then.

Submitted by BAGS Secretary May10, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, May 24th 3pm

Approved

Attendance Present via teleconference: Theresa, Sandy, Joe; Absent: Kevin, Marguerite, Mike

Old Business

1. Bay Area Guidelines Subcommittee (BAGS) Minutes

The Florida Regional Website Committee still needs to meet so approval for approved BAGS minutes to be on the website is delayed.

2. Discussion

The Subcommittee agreed to use the draft of the Bay Area Guidelines (BAG) based upon the Florida Regional Guidelines (FLRG), as distributed by the Chair to organize its work.

The meeting was spent reviewing the draft document. The Subcommittee accepted the current format with Table of Contents, Reference Guides, and Acronyms & Abbreviations at the front. The Subcommittee made several corrections to the working document through Article IV and agreed to stop at Article IV in order to have more involvement by other members in determining how to handle the subject of Bay Area Literature nomenclature (“Depot”). The Subcommittee agreed ¹not to use the WSO Regional GSR Registration Form found in the GLS; but would use a modified (simpler) form for the Bay Area to register new area groups ~~to use the Regional GSR Registration form, with heading modified for the Bay Area to register new area groups.~~ Sandy will draft this form which will be for either mail or email use. The question of a form for Treasurers was put off until other members can offer input.

The Chair will distribute a new version of the BAG that reflects the changes agreed to so that absent members have the latest version to work with.

Next Meeting: The Subcommittee will meet briefly following the next Bay Area Service Committee Meeting Saturday, June 1, 2019 in Oldsmar to set dates for future meetings and to get input/direction from all members on nomenclature and Treasurer forms, as referred to above. The Chair requested a close reading of the document with which the Subcommittee is working and input from all members. If members cannot participate in a meeting, please notify the Chair beforehand.

The meeting closed with the Serenity Prayer.

Submitted by BAGS Secretary May10, 2019

¹ minutes accepted with amendments, June 14th Teleconference

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, ~~June~~ June 14th - 3pm

Accepted July 14th, 2019 with revisions

Attendance Present via teleconference: Theresa, Kevin, Joe; Absent: Sandy, Marguerite, Mike

Minutes of the May 24 Meeting were accepted by consensus with amendments.

Old Business

1. Schedule Next conference call for a Sunday

The next conference call was scheduled for Sunday, June 30 at ~~3:00~~ 4:00pm.

2. Literature “Depot/Center/Assistance”

The WSO email regarding literature sales by the Area was distributed shortly before the call. The call participants reviewed and discussed the letter and agreed that ‘Area Literature Center’ was preferable. Participants also discussed and agreed with the consensus at the prior meeting to clarify that the position of literature rep should be a subcommittee of 2. Participants agreed that the information from the letter needs to be incorporated into the Bay Area Guidelines. Other members of the Subcommittee should review the information and raise questions if they feel this needs discussion by the full Subcommittee.

3. Review of Draft Guidelines

Participants reviewed the Guidelines through 3. Bay ASC Meetings (BAM), making changes for editorial reasons and in order to clarify the text. These changes will be incorporated into the latest draft version and made available to members of the Subcommittee.

Next Meeting: June 30, 2019, ~~3:00~~ 4:00pm by teleconference

The meeting closed with the Serenity Prayer

Submitted by BAGS Secretary June 14, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Sunday, June 30th 4pm

Approved on 7/14/2019

Attendance Present via teleconference: Theresa, Kevin, Sandy, Marguerite, Joe; Absent: Mike

Minutes of the June 14 Meeting were discussed. Some minor changes will be made and distributed by the chair as draft minutes to be considered at the next conference call.

Old Business

1. Literature

The subcommittee focused on clarifying Order Policy and aligning the WSO email regarding literature sales by the Area with the draft Guidelines. There was much discussion and decisions were made that will be reflected in the working draft version of the Guidelines. The major items were to change the nomenclature using the word 'Depot' to reflect better the service provided by the Bay Area as the 'Bay Area Literature Order & Purchase Service'; to add the Nar-Anon 36 Workbook to the items that will be continuously replenished and to remove the Serenity Connection booklet and the Boundaries and Consequences newsletter; to note that SESH books will be ordered by the case; and to specify that shipping and handling must be added to Group orders in order to comply with the WSO letter. Additionally, it was noted that, per WSO, 'Blue Booklets' will be used in place of 'Blue Books'.

New Business

1. Financial Policies

The subcommittee was asked to consider for the next meeting some of the logistical and administrative considerations relating to Financial Policies such as a two signature requirement for checks issued by the Bay Area; prudent reserves in a budgeted setting; 3 months as a budget term; and a monthly average literature purchase amount. These will be a part of the Financial Policies discussion at the next teleconference.

Next Meeting: Sunday, July 14, 2019, 4:00pm by teleconference

The meeting closed with the Serenity Prayer

Submitted by BAGS Secretary July 2, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Sunday, July 14, 2019 4pm

Approved 7/28/19 with correction

Attendance Present via teleconference: Theresa, Kevin, Sandy, Marguerite, Mike, Joe

Minutes of the June 30 Meeting were discussed and accepted, then minutes of the June 14 meeting accepted with corrections.

Old Business

1. Continuing Review of Draft Guidelines Document

a) 3. Bay ASC Meetings (BAM) - Section 3: Voting Members

Discussion focused on alternative voters to groups unable to be represented at a meeting by a GSR or Alt-GSR. The subcommittee decided that substitutes would be accepted with prior approval from their Groups. A Voting Registration Form for voters will be required. Sandy to work on a draft of the Form.

b) 3. Bay ASC Meetings (BAM) - Section 4: Motions & Voting Procedures

The subcommittee mainly discussed the portion of this draft section dealing with which motions would need to be presented to Groups prior to voting and how that process would take place. Mike to work on wording.

c) 3. Bay ASC Meetings (BAM) - Section 5: Tie Breakers

The subcommittee changed the proposed composition of the tie-breaking procedure to the ASR, Secretary, and Treasurer with the Alt-ASR, as needed to cast a deciding third vote.

d) 4. Bay Area Literature Order & Purchase Policy

The subcommittee continued to refine what this service would be called, settling on “Bay Area Literature Order & Purchase Policy.”

e) 6. Bay ASC Officers

The subcommittee reviewed the first section and left it intact, excepting that it was suggested that it be noted that a letter of willingness is required from each party interested in becoming a Bay Area Officer prior to elections. BAG committee will pick up with Section 1. ASR (Chair) at next meeting.

Next Meeting

Sunday, July 28, 2019, 4:00pm by teleconference.

The chair asked that committee members consider a day or time or if they wanted to be part of a long meeting where we go through the draft and edit ~~in~~ **it** on the spot – using the laptop and projector. The meeting might at the chair’s house or a central place and would be several (4-5) hours long.

Submitted by BAGS Secretary July 2, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Sunday, July 28, 2019 4pm

Approved 8/3/19

Attendance Present via teleconference: Theresa, Kevin, Sandy, Mike, Joe. Absent: Marguerite.

Minutes of the July 14 Meeting were discussed and accepted with corrections.

New Business

1. Fiscal Year Discussion at June 1 and July 13 BAMs

At the end of the meeting the Subcommittee discussed the term of the Bay Area Fiscal Year and the discussions held at recent BAMs on this topic as communicated through the BAM minutes. The subcommittee reviewed follow-up from the discussion at the July 13, 2019 BAM concerning corrections made to the meeting minutes from the June 1, 2019 BAM later distributed to the Bay Area. The subcommittee is in agreement that the changes made to the June 1 minutes do not reflect the discussion where no decision was made to make changes to the current Fiscal Year, set by motion and agreed to at the BAM of April 5, 2014. That motion established the Fiscal Year for the Bay Area as September 1 - August 31, not coinciding with the Region's FY of Oct 1 to Sept 30. The subcommittee agreed that the corrected version of the June BAM minutes incorrectly indicated that the discussion confirmed following the FY of the Region. No decision to do so was made.

Old Business

2. Continuing Review of Draft Guidelines Document

The subcommittee continued to review the Draft Guidelines Document. Various changes were suggested and adopted for editorial and clarification purposes. The subcommittee worked through the sections on Bay Area Officers, Subcommittees, and BAY ASC Policies & Procedures. A new version with changes-to-date will be distributed to the Subcommittee.

Next Meeting

Saturday, August 3, 2019, following the BAM. The section of the Guidelines dealing with Financial Policies will be discussed.

Subcommittee members discussed the need for a longer meeting, to try to review and make final edits to the draft Guidelines. A date was not set pending additional work, particularly on the Financial Policies, but all recognized the need to provide the Bay Area with a finished version of the Guidelines as early as possible. .

Submitted by BAGS Secretary July 29, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Saturday, August 3, 2019 1:30pm

APPROVED

Attendance Present: Theresa, Kevin, Sandy, Marguerite, Joe. Absent: Mike

Minutes of the July 28 Meeting were accepted.

Old Business

1. Continuing Review of Draft Guidelines Document

The subcommittee continued to review the Draft Guidelines Document. Various changes were suggested and adopted for editorial and clarification purposes. The subcommittee spent considerable time discussing Article 5 Financial Policies, in particular the Prudent Reserve and Urgent Decision sections. Formatting changes with renumbering of sections resulted. Consensus was reached on definitions and wording in areas such as Fiscal Year, required signatories to the Bay Area checking account, and frequency of donations to the Region. A new version with changes-to-date will be distributed to the Subcommittee. The Draft Guidelines will be reviewed in a subcommittee meeting before any final decisions are made and before the Guidelines can be submitted to the ASC. No date is yet set for this meeting, but all agreed on the need and desirability of reaching this point as soon as is feasible.

Next Meeting

Sunday, August 11, 2019, 4:00pm via teleconference. The Chair asked members to consider for the next meeting how to address convention funds, to think more about prudent reserve, and the need for a travel policy.

Submitted by BAGS Secretary August 5, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Sunday, August 11, 2019 4:00pm

APPROVED

Attendance

Present: Theresa, Kevin, Sandy, Mike, Joe. Absent: Marguerite

Old Business

1. Continuing Review of Draft Guidelines Document

The subcommittee continued to review the Draft Guidelines Document on a challenging part of the document – Financial Policies. The subcommittee benefited greatly from the many email exchanges since the last meeting as well as having the Area Treasurer on the subcommittee. Good progress was made as budget categories and prudent reserve were defined and discussed. As the Chair noted, no previous year-end reports were produced to provide guidance in this area.

The subcommittee agreed to propose budget categories for subcommittee areas: Convention, Guidelines, Narateen, and Outreach, as well as for Prudent Reserve, General, Special Fund (non 7th Tradition), Unbudgeted Expenditures, and Donations to FL Region. These categories can change, but the subcommittee felt that these areas would be most appropriate to start with.

The subcommittee agreed to propose that the Bay Area establish a Prudent Reserve of \$600 with components of General Operations (\$250), Outreach (\$150), and Meeting Literature (\$200).

The subcommittee agreed to include in the Guidelines a Travel Policy for the ASR to attend Assembly. The policy provides for using the Federal Charity Rate of \$0.14 per mile plus tolls and parking fees.

Next Meeting

Friday, September 6, 2019, 4:00pm via teleconference

Submitted by BAGS Secretary August 12, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, September 6, 2019 4:00pm

Approved 9/20/19

Attendance

Present: Theresa, Kevin, Sandy, Marguerite, Joe. Absent: Mike

Old Business

1. Continuing Development of Draft Guidelines Document

The Subcommittee continued to work on the Draft Guidelines Document, focusing on records retention and motions / ad hoc motions that result in changes to the Guidelines.

Two tasks to summarize the discussions for incorporation into the Guidelines will be undertaken: the Chair will summarize the dialog around records retention, while Marguerite will do the same for motions and ad hoc motions. The drafts will be distributed to other Subcommittee members for comment prior to adding to the Guidelines.

The Chair asked all members to review the entire working version of the Draft Guidelines Document for editorial and other more substantial recommendations and to submit them to her prior to the next meeting.

Next Meeting

Friday, September 20, 2019, 4:00pm via teleconference to start to review the Guidelines for final edits prior to submission to the Bay Area Service Committee.

Submitted by BAGS Secretary September 8, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, September 20, 2019 4:00pm

APPROVED 11/15/19

Attendance

Present: Theresa, Kevin, Sandy, Marguerite, Joe. Absent: Mike

Old Business

1. Continuing Development of Draft Guidelines Document

The Subcommittee continued to work on the Draft Guidelines document. The group agreed to cite Tradition 9 in the Guidelines and made several other editorial decisions. The chair committed to making changes and distributing them for comment by the subcommittee members prior to completion of a Draft Guidelines document. The goal is to complete work in order to provide the next BAM with the final draft.

The Chair emphasized the need for all members to review the entire working version of the Draft Guidelines carefully and to provide her with any recommendations.

Next Meeting

No time was set for a next meeting. Depending upon changes recommended, as noted above, an email vote may be taken for Subcommittee approval.

Submitted by BAGS Secretary September 22, 2019

Minutes of the Bay Area Guidelines Subcommittee Meeting

Friday, November 15th, 2019 4:00pm

APPROVED 3/13/2020

Attendance

Present: Kevin, Marguerite, Sandy, Theresa. Absent: Mike

Minutes from the September 20th, 2019 meeting were accepted.

New Business

1. We discussed separating the guidelines, polices, and procedures in the Bay Area Guidelines Document. They are not separated in the GLS, and the FLRG, the subcommittee members consensus is not to separate them.
2. Section 1 - Bay Area Structure
We discussed the need to add statement in this section that would accept a NFG into the Bay Area, that is located outside the 4 counties that the Bay Area is comprised of.
Marguerite will work up the statement.
3. Item 4 - Nar-Anon WSO Literature Agreement
We discussed recommending replacing the word Agreement with Understanding, concerning the letter from WSO about the bulk purchase of Nar-Anon Literature. **Or to use the word "letter" (i.e. WSO letter).**
4. Section 5 - Bay ASC Officers
Item 1: ASR #7
We discussed recommending changing the first word, "Visits" to "Endeavors." **Presently there are 20 registered group meetings distributed over 4 counties. We discussed travel expenses for the ASR or designee to visit each group meeting.**
5. We discussed the possibility of removing all the text of the GLS, from the Bay Area Guidelines Document, and stating instead, Refer to the FLRG, or the GLS.
No recommendation was decided on this.

Next Meeting:

No future meeting was scheduled.

Submitted by Sandy S

November 17th, 2019