

BA Guidelines Subcommittee Virtual Meeting Minutes

Friday, January 19, 2024 @ 3pm-4:10pm

Approved 5/18/2024

Attendance: Present: Sandy, Kevin & Theresa (Chair)

Minutes: Kevin motioned to approve the 06/15/23 BA Guidelines (BAGS) meeting minutes, Sandy seconded. Motion carried unanimously.

Reviewed BA Guidelines: Looked at each page for things we don't do, have changed or need clarification. 9 changes:

- a) Pg 1 – Restructured the sentence to read, “The Bay Area recognizes *the Bay Area Guidelines* and refers to the following...”
- b) Pg 3 – Section 3, 5th line down, removed 2 words, “Area Groups” (now it reads, “as determined by the Bay ASC meetings”
- c) Pg 5 – Section 4 (Financial Policy), Item 3. Finances, (3 changes):
 - 1) D. Prudent Reserve: removed the words, “not budget items”
 - 2) F. Budget Categories, #3: removed the sentence, “The goal of the BASC is to donate 100% of available spendable funds over the Prudent Reserve, special funds, subsequent literature order and 1-month budget as a donation to the Florida Region.
 - 3) F. Budget Categories, #4: added the words, “Officers, Outreach Chair or Literature Rep”
- d) Pg 10 – Section 7. Subcommittees, Item 1, Conventions Subcommittee:
 - 4) Removed 1st sentence/paragraph. Replaced with, “The Bay Area Convention Subcommittee complies with the Bay Area Guidelines (BAG) and may reference the GLS, GWS, the NFG Event Planning Handbook and the FL Region Guidelines (FLRG).
 - 5) 1st sentence/paragraph, added a sentence to describe the duties of the subcommittee: “This subcommittee plans, organizes, and hosts area conventions.”
 - 6) 3rd paragraph, 2nd sentence is shortened to, “Distribution of Proceeds Funds will be determined by the Bay ASC.
- e) Pg 10 – Section 7, Item 3. Outreach Subcommittee:
 - 7) Reworded 1st sentence to read, “Outreach Subcommittee complies with the Bay Area Guidelines (BAG) and may reference the GLS, GWS, the NFG Event Planning Handbook and the FL Region Guidelines (FLRG).
 - 8) Added new paragraph (now #1) a description of the Outreach Chair duties, Chair’s travel expenses to Outreach Events may be reimbursed, and the purpose of Outreach Events (may help clarify why or what kind of events): “Outreach Chair facilitates participation in area outreach events (i.e. health, family support, recovery). They coordinate volunteers for those events and do not have to attend outreach events. Travel expenses for outreach events may be reimbursed. Outreach events help us to carry the message to others.
- f) Pg 11 – Section 8. Policies & Procedures
 - 9) 1st paragraph/sentence is replaced with, “The Bay Area shall comply with the Bay Area Guidelines and may reference the GLS, GWS, and the FLRG.”

Next Meeting: No future meeting scheduled. Meeting adjourned at 4:10pm

Submitted by:

Theresa

Approved 5/18/24 (email, unanimous)