

Missouri Area Assembly Meeting (AWSC) March, 2016

9:00 A. Mary L. opened the meeting with the Serenity Prayer

Traditions read by Amy Gooden. Concepts & Warranties read by John Moss and Obstacles by Linda

Mary reviewed housekeeping

Mary reviewed financial treasurer annual audit and results from the

Roll Call- DRs still needed from 3, 7, 11, 12, 20, 23,24 27

There were 5 Officers, 14 Coordinators, 2 Liaison, 13 DR's and a few GR's and Alternates in attendance as well.

Shelley B. read Secretary's Minutes from March, 2015 AWSC

Accept as read Janet W. made motion to accept minutes. Sherri E. 2nd the motion.

Minutes were passed as read

Diane. S. reviewed Treasurer's Report (See full report in Appendix A)

Beginning Balance as of Jan 1st \$14,600.86. Ending balance March 1st 16,068.26.

Diane shared that the Area Convention last year made a profit, so, according to Procedures a motion will be brought forth at Assembly to send 1/2 of the profit to WSO

Lynn moved to accept the Treasurer's report as presented Linda seconded. Motion was accepted.

Coordinator Reports Given by: (see full report in Appendix B)

Betsy M.- Newsletter/Round Robin

Fay Wood- Public Outreach

Sandy M. – Speaker

Read by Kathy G. - Web Page – Announced Jocelyn is moving to Florida. Kathy will go from Alternate to Main Web Page Coordinator

Dora J. -Literature Depot,

District reports given by: (1-Donna S., 4-Melanie E., 8-Lynn C.-R.

Karen L., Area delegate encouraged discussion on the proposed removal of the prayer on the Just For Today bookmark. It has been brought up as a topic of interest at the WSO. Karen wanted to collect thoughts from Districts to bring back to WSO.

Coordinator Reports Given by: (see full report in Appendix B)

- Linda L.-Forum/Literature
- Richard B. -Group Records

Review of Motions to be voted on later in the day

Alateen Presentation given by Janet W. – She reviewed topics of concern about Alateen AMIAS background checks as recommended by our attorney and required AMIAS training as suggested by Missouri AMIAS and AI-Anon members.

Lunch

The group split into DR training with Sarah Smith & Leadership Support Workshop

DR reports given by: 9-Flo W. , 10- Cathy K., 13- Sue K., 14- Janet R., 15- Amy G. (See full reports in Appendix C)

Coordinator Reports given by: (see full report in Appendix B)

- Marilyn M. -Convention
- Rayma T. - Registrar – (We have a new Alternate Registrar -Sherri Smith)
- Kendra P. – Alateen Intern
- Audrey Alateen Intern/Serenity Patrol
- Sarah M. – Archivist

Liaison Reports given by:

- Lori H. - AIS St. Louis Liaison
- Sherry E. – AIS KC Liaison

District Reports given by: 17- Amy (Alternate), 18-Marilyn F., 19- David P., 21- Ann H., 22-Judy S. (See full reports in Appendix C)

Sarah S. shared her Alternate Delegates report, highlighting information on AA convention, Day In Service DATE , DR/GR training, South Central Reginal Trustee and the WSO finances (See Appendix A for full report)

Coordinator Reports given by: (see full report in Appendix B)

- AAPP
- Alateen
- Procedures Digest Committee
- Leadership Support Committee

DR Reports given by: 25-Cheri H., 26- Barbara H., 28- Diana L.-D. (See full reports in Appendix C)

Motions were presented and voted on (Present at AWSC to vote DR's-13, Officers- 5, Coordinators-14 Liaisons can vote)

AMIAS Education and Training Weekend Motion #1

Background:

The Missouri Area has become aware that there is a great need for more AMIAS education and training. The education of the AMIAS working with Alateens will help to have a better understanding of Alateen and Al-Anon policies and procedures. The current practice of holding module training sessions at local Al-Anon and Alateen groups and Districts as requested by these levels of service has shown limited time for discussion of experience, strength and hope of real situations that AMIAS deal with on a regular basis. In addition to these workshops, AMIAS weekend education and training has been done in several other Areas with success. The Missouri Area AMIAS Weekend just held in February was favorably received and one big factor was the appreciation of having the time to share experience, strength, and hope with other AMIAS throughout the Missouri Area. In addition to the local group or district education and training sessions an annual weekend AMIAS event would be beneficial to all AMIAS, Alateens and Al-Anons of the Missouri Area.

Motion 1:

To approve an annual AMIAS weekend for education and training for the Missouri Area as outlined below:

Al-Anon Member Involved In Alateen Service (AMIAS) Education and Training Weekend

1.Purpose: The Missouri Area will sponsor an annual AMIAS Educational and Training Weekend to bring together the Missouri Area AMIAS and other interested members to learn about procedures and policies concerning Missouri Area Alateen Service.

2.Focus: WSO Modules, workshops, presentations and other events will focus on our Third Legacy when working with Alateens.

3.Location: Location will be determined considering facility type and cost. Off season camp type facility would be preferred to allow anonymity, comfort and affordability of the weekend.

4.Organizer: It will be the responsibility of the AAPP and or Alateen Coordinator to arrange for the location and scheduling of this event. (During the final year of the panel, the AAPP and or Alateen Coordinator will schedule the event for the following year.) All of the Area Alateen Coordinators will work together to prepare and present the workshops.

5.Date: To be determined according to availability, cost, and consensus of Missouri Area AMIAS.

6.Finances: The Missouri Area will pay the deposit to hold the facility. The AMIAS weekend is to be self-supporting in as far as possible. The Missouri Area will offer to reimburse the Alateen Coordinators for their registration and mileage as well as incidental expenses incurred in preparing and or providing hand-outs, etc. for the participants. If a person (one per year) other than the Alateen Coordinators is asked to participate as a presenter or speaker, they will be reimbursed mileage and registration to attend the event per the Missouri Area Procedures.

Motion 2

Topic to present: Mistake on the Expense Matrix

When our previous Treasurer created the Expense Matrix, she referred to a service manual for guidance. As a result AIS Liaisons were mistakenly included in the matrix.

When looking at the text in the Procedures Digest which describes AWSC Members the AIS Liaisons are not listed. Their expenses are not paid by the Area.

Because a vote took place to approve the Expense Matrix a vote is needed to remove the AIS Liaisons.

MOTION: Remove AIS Liaisons from the Expense Matrix.

Due to no 2nd to the motion it was not discussed or voted on

Motion 3

To clarify the expense matrix in the Missouri Area Procedures Digest by adding: “Area will pay the District Representative and Al-Anon Info Service (AIS) Liaison that the District or AIS offices they do not pay.”

Motion Passed

Chair, Mary L. closed AWSC meeting with the Al-Anon Declaration.

Appendix A – Officers Reports

Alternate Delegate Report – Sarah S.

Greetings Missouri AWSC Members,

A.A. Convention

In February I attended the second planning meeting for the Missouri State A.A. Convention as the Liaison for Al-Anon. I would like to thank those of you that have shared your concerns regarding the A.A. convention. One concern is that there are other events scheduled when the Al-Anon speaker is speaking. At the meeting I shared our request that the Al-Anon speaker be the only event scheduled during that time slot. I respectfully asked that there be nothing else scheduled during the Al-Anon speaker. I shared this concern out of respect and courtesy to our fellowship. When we have an A.A. speaker at the Al-Anon Convention, the A.A. speaker is the only scheduled event during his/her time slot. Those in attendance at the committee meeting expressed mixed feelings about my input. There was confusion on whether or not the Al-Anon speaker was a main speaker for the convention. I shared that the A.A. convention is financially responsible for the Al-Anon speaker and that the Al-Anon speaker is recorded like all other speakers and should be treated with equal respect. After I left the meeting, further discussion took place via the phone and e-mail. The program chair has stated that she will do her very best to accommodate my request. In the spirit of unity and cooperation, I feel this is a very reasonable request.

A few months ago a gentleman approached me about possibly having a table at the A.A. Convention that would offer some literature for free. I will be writing a motion for the May Assembly requesting that we purchase \$100 in pamphlets that we could provide to those in attendance for no charge. This is an opportunity to carry the message of Al-Anon.

The Al-Anon speaker has been selected for the A.A. Convention. The speaker is Ada H. from Smithville, MO. Marilynn M. has agreed to help find mini-meeting chairs to facilitate the mini meetings. If you are interested in chairing a mini meeting, please see Marilynn or myself. I will also be looking for a host for Ada. If you have any suggestions or comments, please voice them to me.

2016 Day in Service

The 2016 Day in Service has been scheduled for July 9th in Booneville, MO. The event will be held at the Evangelical UCC Church. The address is, 700 East Spring Street, Booneville, MO 65233. The theme is “Sliding into Service.” We held a planning meeting during lunch. At the end of this report, I will share

what was discussed and all updates. Don't forget to wear your favorite baseball gear, bring your cracker jacks and peanuts, and hop in the car so you can join us on July 9th. The 2016 Day in Service will be hosted by the Missouri Area. The Missouri Area is hosting this year because no districts stepped forward at this time.

DR/GR Training & Open Discussion Forums

I would like to thank Rayma T. for helping facilitate the District Representative Training. The topic was, "Using K.B.D.M. in preparation for the Panel 57 Elections." This training was presented to the District Representatives today and will be presented to the Group Representatives at the May Assembly. Knowledge Based Decision Making is an extremely valuable tool that may be underutilized. Recently in my personal recovery, it was suggested that I use this K.B.D.M. when deciding on a personal matter. I was amazed at the results yielded. This is an excellent tool that will aid in making a decision on what role you may wish to consider in serving on Panel 57.

There will be an Open Discussion Forum at the May Assembly. The Group Representative's Forum will be held Saturday night after the close of the Assembly. The District Representative's Forum will be held Sunday morning one hour prior to the onset of the Assembly. If you are interested in serving as Group Representative or as District Representative, please consider attending one of these forums. This is an opportunity for those in attendance to communicate and bounce thoughts and ideas off of each other. There have been some very thought-provoking, valuable discussion in these forums.

South Central Regional Delegate's Meeting

Realizing Our Spiritual Potential:

Last weekend I attended the South Central Regional Delegate's Meeting in Oklahoma City, Oklahoma as the Missouri Area Alternate Delegate. I believe there were 7 of us from Missouri in attendance including 1 District Representative. It's truly a gift to have this trip available to the Alternate Delegate. At every SCRDM, a plethora of information is passed on. I have to be honest and share that at my very first Delegate's meeting in 2014 I was truly let down the first day. I walked in and realized that even Past Delegates are human and like to have a lot of fun. I don't know what I was expecting but as the years have passed by I realized how grateful I am to be in the presence of such knowledge and wisdom that is freely being given to those who are interested in Service at that level.

There were excellent presentations over the weekend. I want to share a few nuggets I got to take home with me. The 2016 WSC Conference theme is "*Realizing Our Spiritual Potential*". Laurie K, Panel 39 Missouri, shared her thoughts regarding this year's theme. She posed some questions for conversation regarding spiritual potential. The questions are as follows:

1. What am I doing to help fellow members realize their Spiritual Potential?
2. What am I doing to realize my Spiritual Potential?
3. What can we do to help the fellowship realize it's Spiritual Potential?

We had an opportunity to brainstorm together and share answers for each of these questions. There were so many great suggestions shared. I had a few revelations while listening to this presentation. I intently listened to the definition of realize that was presented. Realize – Awareness of Spiritual Potential. I also was thinking a lot about the Missouri Area and I think we could individually ask ourselves the following questions:

1. Does the Missouri Area realize it's Spiritual Potential?
2. What am I doing to help the Missouri Area realize it's Spiritual Potential?

South Central Regional Trustee:

Annette Thurston, our South Central Regional Trustee, gave her report. She shared great information, especially the small presentation she gave on "Leadership" at the end of her report. She handed out pieces of paper that attendees could stand up and read. These are some of thoughts shared on Leadership:

1. Leaders consult with others.
2. Leaders have vision.
3. Leaders Improve the fellowship.
4. Leaders exhibit courage.
5. Leaders inspire others to act.
6. Leaders respond & not react.
7. Leaders focus on Progress rather than Perfection.
8. Leaders provide loving guidance.
9. Leaders believe in and support others.

There were many other suggestions communicated for what is a leader. Each suggestion was cited from a piece of our Conference Approved Literature. This was a great opportunity for me to do some personal reflection and think about if I possess some of the Leadership traits above. Some of us begin AI-Anon service as leaders, and some of us learn about leadership simply through being of service to the AI-Anon fellowship. I have realized sometimes it's not easy being a leader and often times leaders may be the minority. There is an essay on Leadership, written by Bill Wilson, under Concept Nine in the Service Manual. I would encourage each of you to become familiar with it. Bill Wilson stated, "Good leadership never passes the buck." Even when you are a minority, a good leader will stand up for the Spiritual Principles that embody our fellowship.

Hot Topics at the Upcoming 2016 WSC:

The World Service Conference is rapidly approaching. There were several topics mentioned during the weekend that stoked my curiosity. As Karen presented earlier, the "Just for Today" bookmark was a topic we spent a good amount of time discussing. It's truly amazing to witness the passionate discussion that takes place on this type of topic. Members shared their most heartfelt thoughts with absolute humility.

A few other topics mentioned but not discussed in detail were the 2016 Projected Budget and proposed revisions to Concept Eleven text in the Service Manual. As I have researched both of these items, I

discovered enough information that encouraged me to present this to you today. I realize we are at the AWSC Meeting and not the Assembly where our Group Representatives truly have voice, but we have an opportunity to carry this information back to our groups where it can be discussed.

Last year Karen, Panel 54 Missouri Delegate, reported there was a major deficit financially at the WSO office. Have you ever wondered why? After researching this topic in detail I am concerned with our projected budget and the solutions to correcting the deficit if we fall short. For 2016, there is a projected deficit budget of **\$116,000**. They are going to be voting on approving a budget that is already in the hole. In 2015, a deficit budget of **\$52,000** was approved. The delegates believed they could offset the deficit by encouraging members all over the world to increase personal and group contributions. We did not receive enough extra contributions and actually ended up with a deficit of **\$361,000**. **HOW DOES THIS HAPPEN?** It was reported that Literature Sales were down **\$288,000 for 2015**. I would like to know why Literature sales are down so drastically. The solution to offset the deficit for 2015 was to transfer from the Reserve Fund.

So, the Delegate's at the 2016 WSC will be voting on and potentially approving another deficit budget. What happens if we continue to finish in the hole every year and continue to transfer from the Reserve Fund?

Jennie M, AFG Treasurer, stated in her February 2016 Report:

"If the financial support for services is not enough to fund the organization, we have two options:

- 1. Transfer money from the Reserve Fund to fund daily operations. This could endanger Al-Anon's survival. At the present time and level of support, the Reserve Fund would be drained in 4-6 years.**
- 2. Continue to reduce services to the groups until we become just a record-keeping operation."**

Why are the Literature Sales down so drastically? I would love to hear your feedback on this. Is it because the Literature is astronomically priced already? I unfortunately fear one of the solutions to offset operating cost is to continue to raise the already unaffordable literature. What happens then? There is a proposed revision to the Concept Eleven text that I would like to share with you:

Current Text: *This Committee conservatively estimate's each year's income. It develops plans for increasing our revenues and keeps a watchful eye on expenditures. It scrutinizes the annual budgets of estimated income and expense submitted by the WSO, and makes revisions when necessary.*

Proposed Text to Concept Eleven: *This Committee conservatively estimate's each year's income. It develops plans for increasing our revenues and keeps a watchful eye on expenditures. It scrutinizes the annual budgets of estimated income and expense submitted by the WSO, and makes revisions when*

necessary. The Committee also sets literature pricing in a way that adequately supports the needs of the service structure.

Continuing to raise the Conference Approved Literature prices may **NOT** be the answer. Another approach might be looking at our 2015 actual budget and projected 2016 budget and deciding where we can cut costs and scale back. Here is one area:

In **2015**, we spent **\$153,701** on **Travel and Meetings**. **\$64,762** was the remaining expenses after all equalized expenses were received for the 2015 World Service Conference. That leaves an unexplainable balance of **\$88,939**. Was **\$88,939** spent on coastal and international travel?

The 2015 Annual Report reported the following information:

“The Executive Director attended a Service Workshop in Jacksonville, Florida, where he spoke about the Concepts of Service. He also was a speaker at the New Hampshire Convention in September, where he also did a workshop on breaking down the barriers to get into service. The Chairperson of the Board and the Executive Director were the WSO team that visited the structures in Spain and France prior to attending the European Zonal Meeting (EZM) in Brugge, Belgium. The team met with the Executive Director of Spain and Portugal, as well as the General Service Office staff and volunteers in Barcelona, and the Board of Trustees and key conference members in Paris. The day after the EZM, the WSO Team held a workshop in Brussels on conflict resolution, and then answered general service questions for members of the French and Flemish Belgium Structures.”

So, let me reiterate what I am understanding. The budget is showing a deficit. I have a concern with the large amount budgeted to travel. I have concerns that poor decisions are being made with regard to how the money is being spent. While ensuring the integrity of the Fellowship is important, is it necessary to spend such a large amount (nearly \$90K unexplained-other than the WSC expenses) of money for travel. **The prices for our literature continue to go up, and our members are continuing to contribute, yet our projected expenses exceed our projected income by \$116,000.00 for 2016.**

I would challenge each of you to consider sharing this information with your Group Representatives. Al-Anon has absolutely saved my life and I pray we are here for another 65 years. At this rate with these types of projected budgets, we will be lucky if our Service Structure is here 6 more years.

Memorial Contributions:

Motion to amend the text on page 95 of the “Financial Matters” section, “Memorial Contributions” in the “Digest of Al-Anon and Alateen Policies” section of the 2014-2017 Al-Anon/Alateen Service Manual (P-24/27).

Current Text p. 95: Memorial Contributions. Any Al-Anon or Alateen member may make contributions to the WSO in memory of anyone who is deceased. (Contact the WSO for details.)

Proposed Text: Memorial Contributions. Any Al-Anon or Alateen member may make contributions to the WSO in memory of any relationship in accordance with the direct contribution limit. (Contact the WSO for details.)

The World Service Office accepts contributions in memory of deceased Al-Anon members from “family” who are not Al-Anon members. The Fellowship recognizes that accepting such contributions can give comfort to families as described in Tradition Five.

The World Service Conference defines family as anyone who has a close relationship of loving care and concern for another. The individual donor defines his or her relationship to the deceased Al-Anon member.

This one-time gift of gratitude is limited to an amount no greater than \$500. Memorial contributions by non-members are not solicited.

On page 252 of the *2014-2017 Al-Anon/Alateen Service Manual*, Bill Wilson states:

“As individuals and as a fellowship, we shall surely suffer if we cast the job of planning for tomorrow onto a fatuous idea of Providence. God has endowed human beings with considerable capability for foresight and evidently expects us to use it. Therefore, we must distinguish between wishful fantasy and thoughtful estimate. This can spell the difference between future progress and unforeseen woe.”

I am honored to be of service as the Panel 54 Missouri Area Alternate Delegate. Thank you for your continued support and willingness to share this journey with me.

“What we believe, we can achieve!”

Sarah S.

Panel 54 Missouri Area Alternate Delegate

Treasurer Report - Diane S.

Beginning Balance as of Jan 1st \$14,600.86. Ending balance March 1st 16,068.26.

Appendix B – Coordinator Reports

Website Coordinator Report – Given by Kathy G.

Greetings AWSC Members!

I've asked Kathy G to read the Web Page Coordinator report for me today. I am currently in the middle of relocating permanently to Florida. It has been a dream of mine and my husband's to move to Florida and we've been given an opportunity to fulfill that dream. We're only able to do this today because of the gifts we've been given in recovery. With that though comes the necessary decision to step down from the Web Page Coordinator position. I will miss all the wonderful people in the Missouri Area, those who have become like family to me and who guided me in service. I want to personally thank Richard B for his unprecedented assistance and to notify you that Kathy G will take over as the Web Page Coordinator for the remainder of this panel. Please welcome her to her new role.

Onto the report...

An article in the February Round Robin discussed the need for the website to be upgraded to a more cost effective and reliable software program. Background information, cost estimates and a proposed solution to move to Weebly was included in the article.

The advantages of Weebly include (1) it is a state of the art development tool, (2) there is no need to buy software for new WebPage Coordinators, (3) it is easy to use, (4) no need to maintain the site on coordinator's personal computer as it is web based (5) it is automatically mobile format friendly, (6) it provides graphics and other features that may help make the site more user friendly.

The Area officers have approved moving forward with the transition to Weebly. If you would like to read the article in full, it is posted on the website under the Round Robin newsletter section.

The new website became active on Monday, March 7th. The old website has been disabled and is no longer accessible. If you have any issues with the new website, please contact Kathy G at area31website@gmail.com.

I thank you for the opportunity to serve our great Area and I wish you all the very best. Big hugs to you all.

Yours in Service,

Jocelyn Spann

Area 31 WebPage Coordinator / Panel 54

Area31website@gmail.com

Area Speaker Coordinator Report – Sandi M.

I want to start by telling you how happy I am to report the improvement in our cd library. When this panel started I was given 12 cds. As of today we are up to 52! And I am putting more in every month. While I have put many into the library from my own collection, I could not have increased the library this much without your donations. Thank you to everyone who has donated to our cd library. And yes, your donations are still welcome. These cd's are available to be borrowed if you are looking for a speaker for an event and want to hear some of them.

Another exciting thing is that we have 2 of our 3 AI-Anon Speakers for our 2015 convention locked in. Nancy B. from Buena Vista, Colorado will be our out of state speaker. I know that some of us here know Nancy, She is a past Delegate and a past Trustee who served from Colorado. We were very lucky to be able to book her as she travels on speaking engagements a great deal.

Dru S. from Springfield will be one of our Missouri speakers. She is a past Delegate from Missouri and I'm sure most of you know Dru.

We have the third Missouri speaker narrowed down but have not received confirmation yet. We have also begun to put together our Alateen Panel but that is a work in progress. Also, we have an AA speaker chosen who will be invited within the next week or two.

Things are coming together well and I hope all of you are anxiously awaiting the convention. I know I

am!

Grateful for the Privilege to be of Service,

Sandi M

Panel 54 Missouri Area Speaker Coordinator

Group Records –Given by Richard B. Alt Group Records

Good morning everyone. Hope this finds you all well. Many thanks to Richard for presenting this report. I'm on my way to Florida for Spring Training ... Life is Good!

As of this morning, we have registered at AWSC:

DR's-13, Officers- 5, Coordinators-14 Liaisons)

GR's (some represented by alternates or delegated members):

As of March 31, 2016, the Missouri Area had:

- 244 Alanon Groups compared to 247 groups in March 2015
- 18 Alateen Groups compared to 24 groups in March 2015
- 63% of the groups have GR's which remains unchanged over the past year
- 65% of the districts have DR's compared to 69% in March 2015

Since March of last year, the numbers of both Alanon and Alateen groups have decreased as well as the percent of groups that have DR's.

Please take a close look at the Group Record reports for your district. It has come to our attention that there are quite a few errors especially the e-mail addresses for CMA's and GR's. Your help is very much appreciated.

Respectfully submitted,

Mary Lee Balota

Group Records Coordinator

Alateen Serenity Patrol Coordinator - Audrey J

Serenity Patrol for CBAT is as follows:

1 a.m. - 4 a.m. Challis H. & Marilyn M.

4 a.m. - 7 a.m. Larry H. & Christina C.

Sherri E. & Geneva D. have said that they are willing to sit outside the teens' rooms from 10 p.m. - 1 a.m. as an option if the teens would like to go to bed early.

We will have a short meeting at some point before Serenity Patrol comes on to go over a few things and make sure that everyone is clear about where they need to be and when. Please let me know if you have questions.

Debbie - I don't seem to have an email address available for Christina right now. Would you mind informing her?

Thanks,
Audrey
Serenity Patrol Coordinator

We have had a small flurry of activity lately with setting up shifts for AWSC/Super Sunday and upcoming CBAT. We have all the shifts covered for tonight. Some are even from Jeff City so they will not need to stay overnight. For CBAT we have all the shifts covered as well. Having the shifts for CBAT covered even before AWSC is a first! I'm already looking forward to May Assembly. I might be starting to get the hang of this in the final year of the panel! Thank you to all of those that have been willing to serve. You make my job a lot easier. I'd like you all to consider standing for the Serenity Patrol Coordinator position in the fall election. It has been a wonderful opportunity to get to know people that I might not have had the chance to before and to work on my communication skills (not that I'm good at it yet.) This position would be excellent for someone that is relatively new to Area service. If you have questions, about my position or are willing to serve at Assembly, please contact me via email (Audrey.johnson6575@gmail.com or phone [816-835-6575](tel:816-835-6575)).

Respectfully Submitted,
Audrey J.
Panel 54 Serenity Patrol Coordinator

Missouri Area Alateen Process Person (AAPP) – Geneva D.

Time for the Annual Re-Certification of AMIAS (AI-Anon Member Involved in Alateen Service) and Alateen Group Updates:

It's that time of year again. I was just on a Conference Call during lunch where we were given current information about the annual recertification of AMIAS. There is a new policy this year – those AMIAS who were certified for the first time since January 1, 2016 do NOT have to re-certify this year. They are certified through June, 2017. Everyone else who is currently certified must submit a new form by May 31, 2016.

Janet and I are doing a survey and I have put them on the back of the form. We would appreciate it if you would answer these two questions.

Survey Questions:

1. Do you have a Missouri State background check as part of your job requirements or for any other volunteer position? Yes No
2. If not, would you be willing to pay the \$12.00 to have the check done? This is a one-time charge by

the state, not an annual fee.

The other thing we heard during the Conference Call is that the Annual Alateen Group Update Forms will be mailed out in April. If you are an Alateen Group Sponsor and your group does not receive the page with the information about that group, please download, complete, and mail the GR-3 form to me by the end of May. If your Alateen Group did get the form, please look it over, make any necessary corrections and send it to me. If all the information is correct/current, please indicate that and send it on to me. In short, I need to hear from you about the status of your Alateen group one way or another. It is part of my "job description" to verify all Alateen group information every year. We are asked to do that in conjunction with re-certifying the AMIAS.

On another note – the AMIAS Training Weekend went off well and I had a lot of fun. Those in attendance indicated they believed it to be well worth their time.

Thank you for your continued service to Missouri Alateens.

Geneva

Missouri Area Alateen Process Person

Public Outreach – Fay W.

As of last month the Al-Anon billboard came down. Unfortunately the board sold. However as with anything else as one door closes another opens. We are very thankful that it was up there 3 years, now the vinyl is still ours and if a board becomes available we can get it back up. In the meantime it will have to be stored. There are other size boards available like a 12x40. The old board size 10.5 x 36 new board size 12 x 40 and will cost around \$900. Don't forget area will assist with the help of putting one up. Motion 11 at the May 2013 assembly was passed. The area will pay 25% at a max of \$2,500.00 so that bring it down to \$675 (2) = \$337.50 for each group of 2. This information is being offered in hopes we can get a board back up somewhere.

I did a work shop in Lebanon on public outreach in November. It was well received. I also continue to keep the face book alive with wso's psa's on the sister sites. I also brought a few of the TV station report from WSO. I hope everyone got one. If not and you would like one please email me and I will send you the copy. I do not have any current on the radio stations however I have gotten a few reports of some stations playing in the St.

Louis area and Sullivan Area.

I am currently gearing up a pen project. I will be ordering pens with WSO answering service number on them. There is a large variety of pens and prices. Currently there is an ad for 1 pen at .89 and get 2 free. I will be ordering some and hand out at Assembly for you to take back to you groups to share. These can be left anywhere! One group uses them with open letters to the professionals. I

would love to order a large bulk and bring them back to you at assembly. Please consider and take back to your groups about this project.

Don't forget that elections are coming up. If anyone is interested in public outreach feel free to come see me and let's talk!

As always I ask for sharing's from outreach chairs and DRs, and members that are doing public outreach, so I can share with others your ideas and progress of the projects that you have been doing. I love to hear in person as well but, if the room is busy so is my head and i may not always hear you. **SO PLEASE** send all sharing, questions and comments to unitybbc@yahoo.com. I'm always ready to help and serve in whatever way i can. Thank you for letting me serve you!

Sincerely,

Panel 54 Missouri Area Public Outreach Coordinator

Fay

Newsletter Coordinator Report – Betsy M.

Hi everyone,

First, I to want give special thanks to Karen C., my Alternate (I call her my Co-editor) for handling the subscriptions, database updates and post office/ mailing paperwork. Next I'd like you all to know how much I appreciate your contributions to our newsletter. I especially love hearing from folks we haven't heard from before. You don't have to be a Panel 54 member to contribute to the *Round Robin*. Any Al-Anon member who wishes to write about their experience with service in Al-Anon is welcomed and encouraged. Just email articles to me, Betsy Martin, at betsymartin42@charter.net.

Current *Round Robin* subscription counts are shown in the table below:

Round Robin Subscriptions February 2016				
Subscription Type	Complimentary	Not Paid	Paid	Grand Total
Complimentary	3			3
Exchange	1			1
Group		155	107	262
Extra Group Copies			3	3

Personal			70	70
Totals	4	155	180	339

Paid *Round Robin* subscriptions are down by 22 subscriptions since last May. Of that number 13 were personal subscriptions. But as it stands, 155 groups still do not pay for their *Round Robin* subscriptions, leaving the Area to pick up the tab. The cost to subscribers of each yearly subscription is only \$10.00. The cost to print and mail a subscription is approximately \$10.80 per year (This is with a very reasonably priced printer and using the USPS Intelligent Mail Barcode labels saving us money). However, that \$10.80 amount excludes the yearly cost of supplies- mailing label, mailing tabs, tape, etc. The Area already subsidizes \$.80 per each of the 180 paid subscription for a total of \$144.00, and \$10.80 per subscription for the 155 unpaid group copies, 3 complementary copies, and one exchange copy, amounting to \$1,717.20 per year! So the Area is subsidizing approximately \$1,861 (plus whatever the yearly cost of supplies is). Just some food for thought. Please encourage your groups to pay for their *Round Robin* subscriptions.

I want you to know that being your Missouri Area Newsletter Editor has been a very positive experience for me. It has broadened my knowledge of how business is done in our Area and how much it is a “we” effort to conduct this business. I have expanded my ability to design a newsletter and improved my writing, editing and general computer skills with the monthly practice. I know these skills will serve me well in other areas of my life too.

There are only nine months left in Panel 54. We will soon be asking new folks to step up to serve our next Panel, so please seek your Higher Power’s guidance and encouragement for you, a sponsee or a friend from your home group to try this position. I’d like to challenge you to look at your own interests, strengths and talents. Do you have experience in writing/editing articles or newsletters in the past for school, other organizations or for your profession? If you feel pretty competent in your use of the English language and spelling skills, enjoy writing and relish a challenge, this position might be for you.

The gifts I have received while serving as the Newsletter Editor have been numerous. I have met and been in contact with amazing people from all over the state that I would never have known. I have been inspired and touched by the passion and tireless efforts of all who serve our Area on Panel 54 and at the district and group levels as well. I have witnessed knowledge-based decision making in action. It is has been a blessing and a humbling experience to serve the Missouri Area. My hope is that one of you will be inspired by your Higher Power to give this position a try. I am committed to be there for you if you do. I promise that you won’t be sorry!

Respectfully Submitted by

Betsy M.
 Panel 54 Newsletter Editor
 Betsymartin42@charter.net
 314-422-7118

KC AIS Report – Sherri E.

KC A.I.S. LIAISON – SHERRI E.

My job as KC Liaison allows me the opportunity to share Kansas City Area Information Services (A.I.S.) news and happenings at Area meetings, AWSC in August and March, and Assembly meetings in May and November. I also share Area Information at KC A.I.S. meetings, quarterly. This helps maintain the connection between one of the major geographic areas in the state of Missouri and the Missouri Area. It is a service opportunity that offers a place to begin service work and stay informed.

The Kansas City area is represented by 4 Districts, 1, 19, 20, and 21. We have 4 quarterly KC A.I.S. meetings throughout the year – January, April, July and October, with the fall and spring meetings sponsoring workshops. We also provide daily phone answering service for our area to answer any questions and provide meeting information for callers.

There are meetings throughout the city and its surrounding suburbs every day of the week, with some days having multiple times. We are continually changing and growing with events and outings. The next big gathering will be our “Conflict Resolution Workshop” to be held on Saturday, June 25, 2016. This awesome team is led by Rayma T. and a group of creative and resourceful committee members with a cumulative goal to present a meaningful and informative discussion on conflict resolution based on the Twelve Traditions of Al-Anon. Registration is \$10 before June 10th (which comes with an automatic entry for a door prize) and \$15 registration after June 10th. We hope that you will plan to join us for this day of fellowship and education. All activities for this program will start at 9 am and conclude at 4 pm. A well-known WSO representative will be our guest for the day. We hope you plan to attend, it should be very beneficial. The flyers for this event are on the table.

The next KC A.I.S. meeting will be held in April 2016, we would love to see you there.

On a lighter, BLUISH note, I would be grossly remiss if I didn't tell you that we are proud to support our World Series Champions – the Kansas City Royals. For those of you who felt a slight tilt in the state or an earth-moving event on Tuesday, November 3, I am pretty sure it was because of the over 800,000 people dressed in blue gathered in the streets of our city to celebrate an awesome World Series championship. This was not a paid political announcement... 😊

We welcome any and all of you to our side of the state of Missouri. We are happy to share what we have gained from this wonderful fellowship and will openly accept visitors. So, if you want what we have, come to Kansas City, home of the World Champion – Kansas City Royals!!!

Thank you for allowing me to represent KC A.I.S. as your Liaison, I am honored and truly grateful for the opportunity.

Respectfully submitted.

Sherri E., Kansas City A.I.S. Liaison

Appendix C – District Report

District 2 –Donna S.

District 2 is located in South St. Louis County and Jefferson County and consists of 20 registered Al-Anon groups, of which 14 are open meetings. We have a variety of meeting choices: Men's focus, Women's focus, a Parents meeting and an Adult Child meeting. There is currently a meeting for every day of the week so no one has to go a day without the possibility of sharing some experience, strength and hope. We have 11 Group Representatives. Our district meetings are held the third Saturday of odd-numbered months.

This year we are currently getting ready for our annual pot luck which is planned for next weekend - Saturday March 19th. Please pick up a flyer and join us! We also have our annual picnic planned, and another Serenity Walk in the works.

Unfortunately, we have recently lost our Alateen and Pre-Alateen meetings due to lack of participation. We do have 4 registered AMIAS in the district.

I've brought my Alternate District Representative this weekend so she can experience this committee meeting and maybe spark her interest in future service as a DR.

We look forward to another productive and event filled year in 2016!

Respectfully submitted,

Donna S.

District 8 – Lynn C.-R.

District 8 covers Audrain, Boone and Callaway counties. Our meetings regularly have newcomers with several groups reporting growth in regular attendance. This year we again voted to hold our business meeting every month. We also voted to move the meeting location to one that offered more accessibility. Another change to our business meetings is the addition of our Al-Anon Guidelines. Each month a different member chooses a guideline that speaks to them and presents on that guideline at the next meeting. It's been a wonderful addition and learning opportunity for all.

Public Outreach continues to support family day at a women's treatment center by having different members share every other week. We will have tables at three fairs this month, MU as well as Rockbridge and Hickman High Schools. We were contacted and shared literature with a state behavioral health organization working with children and families. We've distributed over (100) 2016 Al-Anon Faces Alcoholism to doctors' offices, libraries, churches and schools. I'm taking my turn on our answering service and got a call the other week from someone who'd been referred by an attorney's office.

Our last Fling was held February 28th with we believe our biggest attendance estimated at well over 100. A District member suggested we have a movie night rather than an Al-Anon and AA speaker and that's just what we did. Along with our traditional pot luck meal and raffle, the "gettr" done girls made

popcorn. Lois's story was rented from the WSO and a member of AA put together a power point with audio of Bill W, Doctor Bob and Sister Ignatia. Many were touched by hearing and seeing our roots. We tried having babysitting for the first time and it was a hit! As the district voted last year to hold two workshops and four flings this year, our coordinator is already developing workshop for our next event.

Based on an inquiry by a member last September, we are making efforts to support Al-Anon at the Vandalia Women's prison. So far, we're providing pamphlets and currently have one member periodically traveling to support Geneva on Sunday mornings. We hope more members will try this opportunity to be of service and are sharing this possibility at our meetings.

Also, hearing a report at Assembly last November by District 4 that inspired one of our GR's, we've also created a work group to take a meeting to Boone County Jail. Currently we have 9 members interested in this service opportunity. We've met once to share a meal, hear experience strength and hope, enjoy fellowship and develop a plan. We've gained invaluable wisdom from District 4, members of AA who have an established meeting there as well as guideline G-14 Services in Correctional Facilities and hope to begin in May.

We met last week to finalize our Love gifts to send to Karen for WSC. It was a wonderful time of sharing a meal, laughter and fellowship.

The Circle of Unity is coming up the first weekend in April at Lake Ozark. This is an AA conference with full Al-Anon participation. District 8 has long been the Al-Anon liaison to this regional conference. This year our Al-Anon speaker is Sarah S.

Our big event will be here in a month! April 16 in Columbia, MO. Workshops will begin at 1:00 with our evening speaker, Larcene sharing about the 12 steps. The committee is shoring up the final details. Our speaker has her plane reservations made, our other workshop leaders are finalized, most of our crew spots for the day are filled, registration, hospitality, set up, take down, voice and 65th birthday celebration. Our raffle and silent auctions items are collected and the Lois star quilt is well on its way to completion. Now all we need is you.

Thank you for the opportunity to learn, grow and serve.

Respectfully submitted,

Lynn C-R

District 9 – Flo W.

District 9 encompasses northwestern St. Louis County, Bridgeton, & Overland. There are 6 Al-Anon meetings & 1 Alateen meeting. One of our meetings, the "Rush Hour" Friday night meeting closed due to lack of growth despite encouragement in the Round Robin & Sincerely Al-Anon.

Our winter workshop, "Having Had a Spiritual Awakening" in January was exceptional. Robyn, the speaker from North Carolina, gave 3 inspirational talks, which gave everyone so much to reflect. The breakout sessions centered on discussing spiritual awakenings, making a God box, and reflecting upon how scenic nature pictures helped participants become spiritual and closer to their Higher Power.

On April 23rd, District 9 is having a Trivia Night at Arlington Methodist Church in Bridgeton from 6:30-9:00 PM. We are having questions related to entertainment, movies/tv, songs, science, history, Medical, and lots of fun! Bring your own snacks & soda & decorations for your table. We will have prizes for the best decorated table and winners of each category. There are flyers here & on the MO Al-Anon website. The registration is \$10.

Our district secretary just retired from this position after 17 yrs., & we had a celebration at the Sun. night dessert potluck in Feb. She has been an Al-Anon member for more than 25 yrs. & has served our district well.

Our district's Public Outreach includes each group speaking at Bridgeway (a treatment facility for alcohol & drug abuse) for 3 months & giving newcomer AFG literature packets to family members of loved ones in Bridgeway. Our district also gives AFG literature to a local food pantry & to a local police department.

Respectfully submitted,

Flo W.,

District 9 Rep.

District 13- Sue K.

SUMMARY OF ACTIVITIES:

➤ **Pearls of Wisdom Thought for The Day Calendars-Fundraiser 2016**

- Banner year for the Fundraiser with a very healthy amount of funds raised for the District
- This was the first year we sold out and actually had to disappoint a few folks that were unable to get a calendar.
- It will be our goal to have the 2017 Calendars ready by our September Workshop again and we will encourage people to order early.

➤ **5th Annual Potluck 2016**

- Was held Saturday February 27. Theme was "Leaping into Recovery."
- We had excellent speakers: AA Speaker was Gene W... Al-Anon Speaker was Mary. L...
- Attendance was 160 + and the event was more than self-supporting
- Potluck Chair Angie T. and her committee did an excellent job. Through Application of the Traditions and Concepts everyone who participated in service had an enjoyable experience.
- The location St. Timothy's Episcopal Church was a great place to have Potluck and will be the location for the 2016 Workshop

➤ **4th Annual Workshop 2016**

- This year instead of a single person being the Workshop Coordinator one of District 13's Groups, "Women's Strength in Unity" will coordinate the Workshop in 2016.
- Save the Date: September 9 & 10 2016. It is on the Area Calendar so please consider that when planning events in September.
St. Timothy's Episcopal Church 808 North Ballas Road Creve Coeur, MO 63141
- Cindy K. former delegate from Texas West has been confirmed as the speaker and the committee will meet soon to set a theme and brainstorm on ways to improve the Workshop.

OTHER DISTRICT 13 NEWS

➤ **Group Representatives**

- Since the Area Assembly the number of GR's has increased in District 13 Groups and 13 of the 19 groups in District 13 now have GR's. We had the most groups ever represented at the November Area Assembly with 8 GR's in attendance.

➤ **Public Outreach**

- Angie T. our District public outreach coordinator has gotten the PSA Announcement on the radio on the Jamie Allman show. She also ordered Al-Anon Faces of Alcoholism which hopefully we will receive and distribute at our next District Meeting.
- We continue to alternate with Everyday Grace in District 15 in providing volunteers for the Family Education that is done at Edgewood Treatment Center in Creve Coeur.
- Because of our successful Fund Raiser our treasury has extra funds and Angie will present some Public Outreach opportunities at our next District Meeting.

➤ **District Financials**

- As previously stated with our successful Fund Raiser and all of our events remaining self-supporting the District will have a discussion as to what to do with the excess Funds.
- GR's were given information and it was suggested they read several pages in the Service Manual to prepare for a discussion about District Finances and distributing donations to our Service Arms. We will be using Knowledge Based Decision Making that we have learned at Area Assembly to make come to a Group Conscious Consensus.

Submitted by Sue K.: District Representative.

District 14 – Janet R.

District 14 is comprised of the City of St. Louis, and the cities of Clayton and Richmond Heights. There are 25 meetings, which includes two newcomer meetings and one institutional Alateen meeting. Two of our meetings have recently combined. Thanks to Mary Lee, the Group Records Coordinator for investigating some lost contact information for several groups. Our members have been working on adding missing information and updating our files.

Two members from our district attended the AMIAS weekend and the district was able to reimburse them for registration out of our Alateen funds. We currently do not have any Alateen meetings in our district, but the training was well received. Several members were enthusiastic about trying to get the word out about our need for an Alateen meeting and suggested some special fund-raising for Alateen.

A summer picnic is in the planning stages, possibly at a different location from last year. We will post information on the website as soon as the details are available.

District 14 has offered to provide literature and volunteers to help at a health fair to be held on May 21st at a church on the city's north side. This is the eighth annual event that is well attended, and we plan to display a public outreach banner. We have purchased a third banner for such events and are encouraging groups to think of other locations where it can be displayed. Unfortunately, our first banner that was at a permanent location at a local business has disappeared, probably a victim of one of our recent windstorms.

The GRs at the most recent district meeting agreed to help with a segment of the Day in Service in July.

Our Annual Fall Festival is on the calendar for Saturday October 8, 2016. The afternoon time and new location was a success last year, so we will do the same this year. Sandwiches and beverages will be provided, and the ever popular jewelry sale and basket raffle will also be held.

Respectfully submitted,

Janet R.

DR District 14

District 15 – Amy G.

Hello, my name is Amy Gooden and I am the District Representative for District 15. District 15 covers eighteen cities and villages in southwest St. Louis County.

District 15 ended 2015 with our annual holiday workshop. We had two marvelous and inspiring speakers, a fun skit, a hands-on craft and a sing-along. We ended the event with a delicious light lunch. Those who gave their time and energy to planning the event were, as always, much appreciated.

I'm delighted to share that we have two wonderful and dedicated AMIASes who volunteered to sponsor our Alateen group for the next two years. I'm forever grateful to Marc B. and Cindy S. for their dedication to our teens. As an aside – I'm looking forward to my first Alateen Super Sunday tomorrow, as I am filling in for one of the sponsors who could not make the event. I experienced some major love and personal growth when I had the opportunity to serve as a temporary Alateen sponsor. I highly recommend to everyone to jump at any chance they have to serve those teens. It is one of the most rewarding things I've ever done as an Alanon member.

After an exciting and eventful 2015, we decided to take care of ourselves by easing up our schedule in 2016.

At our district meeting next week, we are planning a quick and easy public outreach project. We will send out Al-Anon form letters and brochures for professionals to some of our area doctors. We were inspired to do this by a visit by Margie P., who is serving as Public Outreach Coordinator for the St. Louis AIS office. If we all do a little, we can accomplish a lot!

We have a Serenity Walk planned for Saturday April 9th from noon to 3:00 at Kirkwood Park. We'll have a meditation, a short walk, and an outdoor meeting with a Step 11 speaker. We're looking forward to a low-key serene afternoon!

We are beginning to plan our annual pot-luck dinner, to be held in August! We are looking forward to fellowship, chicken dinner and fabulous speakers!

District 15 is looking forward to another year of fun, fellowship, and healing.

Respectfully,

Amy G.
District 15 DR

District 18- Marilyn F.

District 18 is located here in the center of Missouri and is composed of the counties of Cole, Moniteau, Miller, Osage, Gasconade and Maries. We currently have six active Al-Anon groups and one Alateen group. In February we had a district meeting. We reviewed the dates that the Round Robin is due and discussed the guidelines for the group treasurer to contribute to the Missouri Area and the World Service Office. Discussed the deficit budget the World Service Office is working with. Each GR had a chance to report on how their group is functioning, Distributed "Al-Anon Faces Alcoholism 2016." Talked about inserting our current. Where and When in them. It was brought to everyone's attention the need for a DR for the upcoming three years and a GR for each group. Hopefully this will be done by October so they can participate in the November Assembly training sessions.

Respectfully submitted

Marilyn F., DR

District 18

District 21 Report – Ann H.

My name is Ann H. and I am both proud and humbled to serve as the District Representative for District 21. District 21 encompasses the towns of Belton, Drexel, Garden City, Harrisonville, Lee's Summit, Pleasant Hill, Raymore and Raytown. All these towns are in southeast Jackson County or in Cass County in the vicinity of Kansas City.

In our District, we have about 5 groups who participate in District meetings, which are held twice a year. Right now, we are working to encourage groups to elect GRs, as some groups have had the same inactive GR for many years.

We are also in the beginning stages of planning our third annual summer picnic, which has been one of our most successful projects. Last year we had nearly 40 members in attendance. Our picnic will be on August 20. I know Al-Anons can cook, but I would put District 21 at the top when it comes to potluck deliciousness.

At our most recent District meeting, held on Feb. 28, we discussed some Public Outreach projects. Several of our groups place free ads in the local community newspapers, one group put together a packet of information, including Al-Anon Faces Alcoholism, and delivered them to their local churches. Someone in the group suggested placing announcements regarding our meetings in local church bulletins.

As the DR, I try to keep in close contact with our Area Group Records Coordinator and to keep our meeting information current. Thank you, Mary Lee, for your patience and helpfulness.

Just this week I sent a packet of information, including Guidelines for Group Representatives and the flier for Assembly and the June 25 Conflict Resolution event to each group by "snail mail." Sometimes, I think the old-fashioned way is a good one to highlight important information.

It's getting close to the time of year when I can visit our groups and I look forward to seeing them in action. Recovery in Al-Anon is a wonderful thing to see and District 21 in no exception. I am thrilled to represent them!

Appendix D- Ad Hoc Reports

Alateen Adhoc Report – Janet W.

In an effort to provide Unity, Safety and Recovery for the Missouri Area Events with Alateen participation, after thorough review of the current Missouri Area Alateen Procedures and Alateen Duties, the Alateen Ad Hoc Committee has prepared and recommends the following:

* That the current Missouri Area Alateen Procedures and Alateen Duties (the Six upside down pages of the Missouri Area Procedures Digest (consisting of Table of Contents page 1 and pages 1-5) be completely removed as it is currently printed.

*That the recommended revised Area Alateen Procedures, Behavior Standards, Area Event and Appendix are inserted into the Missouri Area Procedures Digest in place of the Alateen Procedures and Duties currently listed.

* Insert the Alateen section into the Al-Anon section (Alateen is part of Al-Anon not separate), having one Missouri Area Procedures Digest

* Change in the procedure digest the title of CBAT to the Missouri Area Alateen Conference keeping in line with WSO language per G-16. The title of the Conference CBAT will be in parenthesis. This would prevent major name revisions if the Alateens would choose a different title or type of conference.

* Change in the procedure digest the title of Super Sunday to Alateen Business Meeting, keeping in line with the language of the WSO Service Manual. This would also help members know the type of event that is held. The title of Super Sunday will be in parenthesis. This would also prevent major revisions if the Alateens would choose a different title.

* That the following information, forms etc. be accessible on the Missouri Area Web Site:

2003 Alateen Motion (linked to the WSO website)

Missouri Area Event Permission Form

Missouri Area Event Medical Form

Missouri Area Alateen Conference (CBAT) packet to include

1. Flyer
2. Information Page
3. Missouri Area Event Behavior Standards
4. Registration Form
5. Missouri Area Event Permission and Medical Forms
6. What to Bring check list

* That all necessary changes be made to the Table of Contents, Expense Matrix, etc. to update the Missouri Area Procedures Digest and Web Site with these recommendations.

* That the recommended Review and or Removal of AMIAS Procedure be inserted into the Missouri Area Procedures Digest under Section II B.

* Keeping in line with the current format of the Missouri Area Procedures Digest, below are the Alateen Ad Hoc Committee's recommended revised Alateen Event Procedures, Area Event Behavior Standards, Alateen Events and Appendix to be inserted as section IV, V, VI and VII in the Missouri Area Procedures Digest:

IV. Alateen Area Event Procedures

A. 2003 WSO Alateen Motion (see Missouri Area Web Site / Alateen)

B. AMIAS requirements and process for Missouri Area 31
(See Missouri Area Procedure Digest Section II B.)

C. Serenity Patrol for Missouri Area 31 Events
(See Missouri Area Procedure Digest Section II C.)

D. Alateen Event Overview

1. An Area Event is defined by Missouri Area as any Area approved activity such as but not limited to AWSC, Assembly, Alateen Business Meetings, Conventions, Workshops, Conferences, Camp Outs, etc. These would include one day and overnight events.
2. Missouri Area Event Alateen Age Range is 13 through 19.
3. All Alateens must be registered with an AMIAS, parent or authorized guardian, to whom they will be responsible, for the duration of the event.
4. Parent(s) or authorized guardian are responsible for their children 12 and under at all times.
5. Missouri Area Event Alateen Age Range is to be printed on all Area Event registration forms.
6. Only Missouri AMIAS may take Missouri Alateens as a group to Missouri Area Events.
7. All Missouri AMIAS are required to notify the Area Alateen Coordinator or AAPP (Area Alateen Process Person) prior to attending as a group any out-of-area Alateen Event.
8. Missouri Area Alateens and AMIAS who attend other Area's events must adhere to the Procedures and Behavior Standards of the Area hosting the event in addition to the Missouri Area Procedures and Behavior Standards.
9. Event Curfew
 - a. Curfew for each event will be determined and set by the Alateen Coordinator, AAPP and Serenity Patrol Coordinator considering event program, facility house rules and accompanying AMIAS.
 - b. Curfew will coincide with the start of Serenity Patrol.
 - c. Curfew will be set prior to each event allowing sufficient time to notify the Serenity Patrol Coordinator, Area Chair and accompanying AMIAS.
10. Any AMIAS listed as the accompanying AMIAS on the Area Event Permission Form or event registration form for any Al-Anon/Alateen Event for an Alateen shall be considered the registered AMIAS to these procedures.
11. For Missouri Area Event Procedures, Permission and Medical Forms, an authorized guardian is defined as an adult who has written permission from the parent(s) or legal guardian to make decisions for the Alateen.

12. Review - The Missouri Area Alateen Procedures, Behavior Standards and Forms have been reviewed by Missouri legal counsel on October 21, 2015. Any changes will be reviewed as needed according to the procedures in the Missouri Area Procedures Digest.

E. Missouri Area Permission and Medical Forms are required for Alateen attendance at all Missouri Area Events.

1. Completed Missouri Event Permission Forms and Notarized Medical Forms must be signed by a parent or authorized guardian if the Alateen is under 18. Alateens 18 and older may sign for themselves. This means they agree to abide by the requirements for the meetings and events they attend. (Per WSO service manual and G-34 "Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are participating as Alateens.")
2. All flyers and registration forms for all Missouri Area meetings, Assemblies, Conventions, etc. are to include the statement "AMIAS (not parent or authorized guardian) accompanying Alateens must turn in completed copies of the Missouri Area Event Permission Form and notarized Medical Forms for each of their Alateens at the registration table when registering. Originals will remain with the accompanying AMIAS."
3. All AMIAS accompanying Alateens to any Missouri Area Event will be required to turn in completed copies of the Missouri Area Event Permission and notarized Medical Forms for each of their Alateens at the time of registration or arrival at event.
4. Completed permission and notarized medical forms will be collected by the Area Alateen Coordinator, AAPP or Area Serenity Patrol Coordinator. Area copies will be retained by the AAPP (Area Alateen Process Person) position for a period of five (5) years.
5. A medical supply kit, including a current American Red Cross First Aid Handbook, will be available at all Area Events and will be made available by the Serenity Patrol Coordinator or AMIAS designated by the Serenity Patrol Coordinator.
6. At any event where there is no assigned Wellness person, the registered AMIAS will be responsible for keeping and administering medications for all the Alateens under their responsibility.

F. Mandatory Reporting

1. In Missouri, anyone by virtue of certain professions, who are responsible for the care of minors, are by law a mandatory reporter. AMIAS or other adults at area events who are required by law to report cases of suspected child abuse should let the Alateens know, before sharing begins, that they are required to disclose such incidents that are discussed at the meeting or event. Reporting would be done as an individual and not as an AMIAS or Al-Anon member. (See WSO G-34)
2. A Missouri Area AMIAS is NOT a Mandatory Reporter unless otherwise required by law.
3. It is the responsibility of the registered AMIAS before leaving to an area event to inform their Alateens that there are or may be mandatory reporters at the event or in the vehicle. If they (the Alateens) decide to discuss physical or sexual abuse that has happened to them in the past or is happening to them now, they need to understand that by the laws in the State of Missouri those adults may be required to report the abuse to the appropriate authorities.

G. Area Alateen Event Fund Raising

1. All Missouri Area Alateen fundraising must be appropriate per the Al-Anon Alateen Service Manual.
2. Area Officers must be notified of any Alateen fundraising held at Missouri Area Events.
3. All proceeds from Missouri Area Alateen Fund Raisers will be sent to the Missouri Area Treasurer, deposited in the Area's General Fund and marked as Alateen income for a specific Missouri Area Alateen event.
4. All expenses from Missouri Area Alateen Fund Raisers will be reported and paid or reimbursed by the Missouri Area treasurer according to the Missouri Area Procedures Digest.

H. Communication With Alateens

1. AMIAS/Adults will exercise sound judgment when communicating with Alateens and will not place themselves in any position which could have the appearance of impropriety.
2. When privately conversing with an Alateen, both AMIAS/Adult and the Alateen will always be within view of another adult.
3. When possible, permission should be obtained from a parent or authorized guardian to communicate with a minor Alateen via phone or other electronic communication.

I. Transporting of Alateens to and from Area Events

1. Accompanying Adults (if not a parent or authorized guardian) must be an AMIAS.
2. All completed permission and notarized medical forms must be turned into the accompanying AMIAS for approval **PRIOR** to departure date and time.
3. Original completed permission and notarized medical forms **MUST** be with the accompanying AMIAS at all times.
4. There will be NO one-on-one transportation of Alateens at any time to or from Area Events.
5. A minimum of two (2) AMIAS per vehicle is encouraged when transporting Alateens, and if possible two (2) Alateens.
6. Alateens must travel to and from an Area event with the same AMIAS, unless prior arrangements are made by the parent(s)/authorized guardian before departure to the event. In case of an emergency, notification will be given to the parent(s)/authorized guardian and at least one of the following: Alateen Coordinator, AAPP, Serenity Patrol Coordinator, or an area officer.
7. The Missouri Area is not legally responsible for Alateens that transport themselves to and from an Area Event.

J. Rooming Assignments

1. Rooming assignments **MUST** be that AMIAS and Alateens do NOT share a room at any time.
2. Two (2) AMIAS must be present if an adult needs to enter any Alateen's room for any purpose, if Alateens are present. Room door will remain open.
3. There must be two (2) AMIAS present (unless it is an emergency) if it is necessary for any AMIAS to enter an Alateen's room and door must remain open.

4. Alateens are only allowed to be in their own assigned rooms/cabins at any time. ONLY exception would be for AMIAS check-in. AMIAS check-in may be conducted in an AMIAS room/cabin if no other area is suitable. There **MUST** be two (2) AMIAS present and room/cabin door **MUST** be open.
5. Alateens 18 years and older do NOT share a room with Alateens under 18.
6. Alateens of different gender do NOT share a room.
7. No changing of rooms or cabins without permission of accompanying AMIAS & Alateen Coordinator or Missouri Area Alateen Conference AMIAS Chair.
8. Accompanying AMIAS will room on the same floor as their Alateens whenever possible.
9. Rooming assignments are arranged by the Area Alateen Coordinator and or Missouri Area Alateen Conference AMIAS chair with cooperation of accompanying AMIAS.
10. The following is to be considered in arranging Alateen rooms: All Alateen rooms are to be on the same floor and within close proximity to each other, no adjoining rooms, no balconies, opening windows or ground floor rooms, etc.

K. Handling of Alateen WSO Policy, Missouri Area Procedure & Behavior Standard Infractions

1. Anyone can and should report an infraction to an AMIAS, the Alateen Coordinator, AAPP, Serenity Patrol Coordinator or an Area Officer.
2. Infractions such as: inappropriate dress, language, lying of head on table, or minor horseplay should be immediately addressed by the accompanying AMIAS responsible for the Alateen per the permission form or by any AMIAS present.
3. More serious infractions will be reported to the Alateen Coordinator, AAPP or Serenity Patrol Coordinator, who will then consult the other two listed. If an investigation is necessary, they along with the AMIAS responsible for the Alateen per the permission form will investigate, determine and implement any consequences.
4. If an investigation is necessary, the following will take place:
 - a. The Area Chair will be notified.
 - b. The Alateen shall be:
 - 1.) Informed of the infraction he/she is accused of committing
 - 2.) Given what information supports the accusation
 - 3.) Given the opportunity to tell his/her side of the story
5. After the investigation, if the Alateen is found to have committed the infraction, a consequence will be assigned based on the following:
 - a. A verbal warning and review of Area Event Procedures & Behavior Policies.
 - b. The Alateen makes an apology and/or restitution according to infraction.
 - c. All of the above and the Alateen write a letter outlining the infraction which is given to offended parties.
 - d. All of the above and the Alateen remains next to their registered AMIAS the remainder of the day.
 - e. Parent(s)/authorized guardian are notified of infraction.
 - f. The Alateen is sent home: Parent(s)/authorized guardian are notified that the Alateen is being sent home. The Alateen is removed from other Alateens remaining with two (2) AMIAS until parent(s)/authorized guardian arrives or the Alateen is sent home at parent(s)/authorized guardian's expense. The Alateen is banned from the next Area Event.
 - g. The Alateen is removed from the other Alateens and remains with two (2) AMIAS. Legal authorities are notified and parent(s)/authorized guardian are informed of notification. The Alateen will be relinquished to the custody of

authorities or sent home at parent(s)/authorized guardian's expense. The Alateen may be banned from participation as an Alateen at future Area Events.

6. All investigations and findings shall be documented.
7. Documentation will be kept on file by the AAPP position until the Alateen is no longer eligible to participate in Alateen, at which time it will be destroyed.
8. After the investigation is closed, any request of information will go through the Area Chair.

L. Serenity Patrol

Serenity Patrol is performed by Missouri AMIAS who are willing and able to serve for a designated shift of time at overnight Area Events to ensure the safety of the Alateens during the night time hours.

1. At the start of the shift, check in with the Serenity Patrol Coordinator or Serenity Patrol AMIAS on duty.
2. At check in for the shift receive from the Serenity Patrol Coordinator or Serenity Patrol AMIAS on duty and review the Serenity Patrol folder which contains the following:
 - a. Complete list of Rooming Assignments of registered Alateens and AMIAS
 - b. Contact information for each Alateen's registered AMIAS
 - c. Contact information for Serenity Patrol Coordinator and any other necessary persons
 - d. Serenity Patrol Procedures
 - e. Area Event Behavior Standards
 - f. Missouri Area Procedures Digest
 - g. Any other necessary information for the event etc.
3. Receive medical kit if required for the event and keep during the shift.
4. Remain stationed outside the Alateens' rooms and awake from the beginning of the shift until the end of the shift. (Two (2) AMIAS are required to be outside the sleeping rooms of the Alateens at all times.)
5. A bed check of all rooms and Alateens will be done at curfew by the Serenity Patrol Coordinator and at least one other AMIAS. There must be two (2) AMIAS present (unless it is an emergency) if it is necessary for any AMIAS to enter an Alateen's room and door must remain open.
6. A morning wakeup knock on the door will be done by the last shift of Serenity Patrol at the agreed time set the night before.
7. Ensure that all Alateens remain in their rooms until AMIAS check-in in the morning unless there is an emergency (i.e. someone sick or there is fire).

8. In Case of emergency:
 - a. If the emergency is life threatening, **call 9-1-1** immediately and take appropriate action. Then contact the Serenity Patrol Coordinator, Alateen Coordinator, AAPP, or an Area Officer.
 - b. If the emergency is not life threatening, then please contact the Serenity Patrol Coordinator. The Serenity Patrol Coordinator will contact the Alateen's registered AMIAS.
9. Any situations beyond the Serenity Patrol AMIAS's control or that they are unsure of, they will immediately contact the Serenity Patrol Coordinator and if needed the Alateen's registered AMIAS, Alateen Coordinator, AAPP, an Area Officer and or facility personnel.
10. Event or Serenity Patrol Badges are to be worn at all time during the shift.
11. At the end of the shift pass the Serenity Patrol folder and medical kit to the next AMIAS performing Serenity Patrol. If it is the last shift of the night give the Serenity Patrol folder and medical kit to the Serenity Patrol Coordinator or AMIAS designated by the Serenity Patrol Coordinator.

Serenity Patrol is here to make this a safe place and event, not to take over the AMIAS responsibilities. The ultimate responsibility for the Alateens rests solely with the AMIAS that brought them. Serenity Patrol is in no way to be meant as a police force. Any consequences for infractions will be handed out according to the Missouri Area Procedures.

Reimbursement for mileage and room expense is available for any AMIAS performing Serenity Patrol according to the Missouri Area Procedures. Serenity Patrol may attend any open activities of the event.

V. Area Event Behavior Standards

These Behavior Standards are based on experience, concern and common sense. It is important to the success of Area events, that all AMIAS and Alateens in attendance read these and abide by them. All Alateens and AMIAS breaking these will be subject to disciplinary action. These in addition to any other policies or procedures for the specific event are to be followed at any event with Missouri Alateen and AMIAS participation. All hotel and or facility rules and regulations must also be followed at all times.

1. All Alateen members and AMIAS are responsible for themselves and their behavior, remembering that what they do reflects on their group, the event, and the name of Alateen.
2. All participants must remain within the designated areas as defined by the event.
3. While at Area events Alateens will remain with their group, parent or authorized guardian.
4. All Alateens will be responsible for AMIAS check-ins. At curfew, all Alateens must remain in their assigned rooms until the next AMIAS check-in, unless accompanied by Serenity Patrol.
5. Alateens retiring to their assigned rooms prior to curfew must remain in their assigned rooms until the next AMIAS check-in. Two (2) AMIAS (Not Serenity Patrol) must remain outside the Alateens' rooms until Serenity Patrol comes on duty.
6. All participants must strictly adhere to facility curfews and or house rules for noise.

7. Curfew must be adhered to by all Alateens. After curfew, reasonable quietness must be maintained. Example: If you can be heard outside your room/cabin, you are too loud
8. Alateens are only allowed to be in their own assigned rooms/cabins at any time. ONLY exception would be for AMIAS check-in. AMIAS check-in may be conducted in an AMIAS room/cabin if no other_area is suitable. There **MUST** be two (2) AMIAS present and room/cabin door **MUST** be open.
9. All AMIAS and Serenity Patrol **MUST** room with same sex unless married.
10. All participants (Alateens and AMIAS) will wear clothing appropriate for the event at all times. Clothing should not be revealing or have inappropriate political, sexual, etc. pictures or wording. Shoes and shirts must be worn anytime you leave your room or cabin. Reminder: Swimsuits are for swimming ONLY and not appropriate for meals, meetings, etc. Alateen and AMIAS appearance at any area event reflects not only on Al-Anon and Alateen as a whole but on the Missouri Area and each of us individually.
11. YOUR OWN name buttons/badges must be worn at all times. Buttons/badges must be worn above the waist and visible.
12. All meals, meetings, etc. are mandatory unless otherwise stated on the program.
13. All Alateens participating in any Area event may not leave the meeting area/group without the knowledge and permission of their accompanying AMIAS. The Alateen must be accompanied by at least one (1) AMIAS however two (2) is recommended. Notification of Area Alateen Coordinator, AAPP or Serenity Patrol Coordinator must be done if an Alateen and or AMIAS are permanently leaving the event.
14. Possession of alcohol, drugs, drug paraphernalia, and weapons (firearms, knives, explosives, etc.) are strictly forbidden, as is any act deemed illegal by the state of Missouri or county in which the event is held. Any violation of the above will mean immediate dismissal of the violator from the event at their expense.
15. Smoking is permitted in designated areas only. Alateens below the legal age to purchase tobacco products or alternative tobacco products (vapor cigarettes as an example) will not be allowed to use tobacco products at Area Events.
16. At the start of the event, all medications (prescription and over-the-counter) and any New Medical Release Forms must be turned over to the Wellness Person or registered AMIAS.
 - a. Medications must be in original containers with label firmly in place.
 - b. At the end of the event, it is the responsibility of the registered AMIAS to pick up any remaining medication.
 - c. Any individual situations must be approved by the Wellness Person or registered AMIAS.
17. Any accidents, injuries or illnesses must be reported to the registered AMIAS, the Wellness Person and parent(s)/authorized guardian. NO PARTICIPANT WILL DISPENSE MEDICATIONS (OVER-THE-COUNTER OR PRESCRIPTION).
18. Anyone who removes or damages the property of the facility will be held personally responsible for such loss.
19. Alateens must comply with any AMIAS request. If the Alateen does not feel the request is fair or appropriate, he/she should then go to his/her group or registered AMIAS. However, the registered AMIAS cannot exempt their Alateens from following these Behavior Standards.

20. Registered AMIAS are responsible for the Alateens they bring to the event. AMIAS have the right to choose not to bring any Alateen they feel will not abide by the procedures, Behavior Standards etc., always remembering to place principles above personalities.
21. Use of Personal Electronic Devices is not allowed during event meetings or other event activities.
22. Heads may NOT be on the tables at any time. (Wellness person may make exception)
23. No Sleeping in meetings.
24. No Disruptive, Destructive, or Distracting behavior in meetings. (Three D's)
25. No disrespecting anyone (another teen or adult) at any time.
26. No inappropriate display of affection, no coupling up, no hand holding, etc.

VI. Alateen Events:

A. Missouri Area Alateen Business Meeting (Super Sunday)

1. Meeting Place:

- a. The location for the Alateen Business Meeting will be announced in the Round Robin.
- b. The information will be sent to all registered Alateen groups.

2. Meeting Contents:

- a. Alateen group and Area concerns and events
- b. Alateens and AMIAS are allowed time for separate meetings
- c. A combined meeting of Alateens and AMIAS will be held to hear group, coordinator, event committees and separate Alateen/AMIAS meeting reports

3. Meeting Dates:

- a. The first Alateen Business Meeting will be held on Sunday following the Spring AWSC meeting.

b. The second Alateen Business Meeting will be held the Sunday following the Fall AWSC meeting.

4. Meeting Times:

Both meetings will be held from 9:30 a.m. to 4:00 p.m. with at least two breaks and an hour for lunch.

5. Payment for Meeting Room:

The Area will pay the meeting room fee for Area Alateen Business Meetings.

6. The Area Alateen Coordinator or Alternate in the Alateen Coordinator's absence will:

- a. Open, chair, and close the Alateen Business Meetings
- b. Conduct the separate Alateen meeting
- c. Plan the agenda
- d. E-mail flyers and or agenda to all Missouri Area Alateen groups prior to meeting date
- e. Send invitations to any guest (Area officer, Coordinator, speaker etc.)
- f. Conduct registration of attendees noting number of Alateens, AMIAS and groups
- g. Appoint a secretary (such as Alternate Alateen Coordinator) to take minutes
- h. Review typed minutes and forward to the Missouri Round Robin for publication

7. AAPP and or Serenity Patrol Coordinator or Alternates will:

- a. Collect copies of permission and notarized medical release forms
- b. Chair separate AMIAS meetings
- c. Provide report of AMIAS meeting

B. Missouri Area Alateen Conference (CBAT-Come Be a Teen)

1. **Registration** will be open to all Missouri Alateens within the Area age range and AMIAS.
2. Alateen groups outside of Missouri may register, following the Procedures and Behavior Standards for Missouri Area Alateen Events in addition to the Procedures and Behavior Standards of their own Area.

3. **AMIAS outside of Missouri** will be required to be certified through the Missouri AAPP in addition to certification of their own Area prior to attending.
4. **Guest** (Area Officers, outside speakers, etc.) invitations will be determined by the committee. Guest expenses will be provided according to the Missouri Area Procedure Digest as the budget allows.
5. **No Walk Ins** will be printed on the information page of the event packet.
All Alateens must travel with their Alateen group and registered AMIAS.
6. **Event registration packets** will be emailed or mailed 60-90 days prior to the event date and will include copies of the event information including cost, permission and medical forms, facility house rules, event procedures and Behavior Standards etc.
7. **Fees** for each participant will be kept at a minimum and must be paid in full by due date.
8. **AMIAS meeting** will be held by the event AMIAS co-chair at the beginning of the event.
9. **ALATEEN meeting** will be held by the event AMIAS chair at the beginning of the event.
10. **Refunds** will NOT be given.
11. **Committee member Expenses** will be reimbursed according to the Missouri Area Procedure Digest.
12. **Wellness Person** - an AMIAS who is certified in CPR and First Aid or who is a Nurse [LPN/RN])
 - a. A wellness person will be on site for the duration of all functions.
 - b. Serenity Patrol Coordinator will provide a medical supply kit, including a current American Red Cross First Aid Handbook to the wellness person for use during a Missouri Area Alateen Conference.
 - c. The wellness person will be provided expenses according to the Missouri Area Procedures Digest.
 - d. He/she may attend any open activities of the event.
13. **Committee Structure**
 - a. The Missouri Area Alateen Conference committee consists of eight (8) members from the Missouri Area: the Area Alateen Coordinator, AAPP and the Area Alateen Serenity Patrol Coordinator (all with voice but no vote) and five (5) elected members: the Alateen Chair, Alateen Co-Chair, Alateen Voice, AMIAS Chair and AMIAS Co-Chair (all with voice and vote).
 - b. Committee elections are to be held at the Missouri Area Alateen Conference prior to the close of the weekend.
 - c. Elections will be facilitated by the outgoing Alateen Chair with assistance from one or more of the current Alateen Conference committee AMIAS.
 - d. Committee members are nominated and elected by the attending Alateens. Each Alateen present will have one vote.
 - e. Nominees must be present to stand for a committee position.
 - f. If a committee member is unable to continue in that position, a replacement will be elected at the next Area event with Alateen participation or may be appointed by the Alateen Committee Chair with approval from the other voting committee members.
 - g. A committee member will be replaced if two (2) committee meetings are missed without confirmed notification to the AMIAS Chair or AMIAS Co-chair.

14. **Committee Qualifications**

a. Alateen Chair

- 1.) Attends Alateen meetings on a regular basis (at least two (2) times a month)
- 2.) Has attended at least two (2) Missouri Area Alateen Conferences
- 3.) Has the means by which to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.

b. Alateen Co-Chair

- 1.) Attends Alateen meetings on a regular basis (at least two (2) times a month)
- 2.) Has attended at least one (1) Missouri Area Alateen Conference
- 3.) Has the means by which to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.

c. Voice (Master of Ceremonies)

- 1.) Attends Alateen meetings on a regular basis (at least two (2) times a month)
- 2.) Has attended at least one (1) Missouri Area Alateen Conference
- 3.) Has the means by which to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.
- 4.) Willing and able to speak effectively in front of a group

d. AMIAS Chair

- 1.) Attends Al-Anon meetings as specified in the Missouri Area AMIAS certification requirements
- 2.) Has attended at least two (2) Missouri Area Alateen Conferences
- 3.) Able to arrange and attend committee meetings and the Missouri Area Alateen Conference the committee is planning.

e. AMIAS Co-Chair

- 1.) Attends Al-Anon meetings as specified in the Missouri Area AMIAS certification requirements
- 2.) Has attended at least one (1) Missouri Area Alateen Conference
- 3.) Able to attend committee meetings and the Missouri Area Alateen Conference the committee is planning.
- 4.) Able to fill in for AMIAS Chair as needed

15. **Committee Responsibilities**

a. Alateen Chair

- 1.) Chairs the current Missouri Area Alateen Conference committee planning meetings
- 2.) Chairs the current Missouri Area Alateen Conference or arrange others to help
- 3.) Arrange with the help of the AMIAS chair the following: location of event, date and times, event program, speakers, closed and or open workshops, meals, etc.
- 4.) Encourages and engages other Alateen Groups and Alateens to help conduct the Missouri Area Alateen Conference activities
- 5.) Conducts the upcoming year's committee elections with the assistance of one or more of the current Alateen Conference committee AMIAS

b. Alateen Co-Chair

- 1.) Attends all current Missouri Area Alateen Conference committee planning meetings
- 2.) Fills in for the AMIAS Chair as needed
- 3.) Assists the Alateen Chair, AMIAS Chair and other committee members as needed

c. Alateen Voice

- 1.) Attends all current Missouri Area Alateen Conference committee planning meetings
- 2.) Acts as a MC (Masters of Ceremony) making all announcements (such as but not limited to workshop times, locations, changes in program or schedules, lost and found items etc.)
- 3.) Works with other committee members as needed

d. AMIAS Chair

- 1.) Assists and guides the Alateen Chair and Alateen committee members as needed
- 2.) Sets dates, times, and place of the Alateen Conference committee meetings
- 3.) Ensures location contract is completed by Fall Super Sunday
- 4.) Ensures facility deposit (if needed) is paid in a timely manner
- 5.) Ensures liability insurance (if needed) is purchased in timely manner
- 6.) Presents a Budget for the upcoming Missouri Area Alateen Conference at the Fall Super Sunday
- 7.) Sets event registration fee considering all Alateen Fund raising amounts
- 8.) Prepares Missouri Area Alateen Conference information packets to be mailed or emailed to all Alateen Groups
- 9.) Ensures registration packets are sent at least 60-90 days prior to registration deadline
- 10.) Submits event information/flyer to the Missouri Round Robin and Web coordinator, etc.
- 11.) Ensures all received registrations are **completed properly**
- 12.) Assigns rooms with assistance of the Alateen Coordinator in cooperation of the accompanying AMIAS
- 13.) Collects and forwards all registration money to the Area Treasurer in a timely manner
- 14.) Works with the Area Treasurer in arranging payment of all expenses
- 15.) Prepares a written financial report to be given to the Area Alateen Coordinator prior to the Spring Assembly
- 16.) Presents a written final event report at the Fall Super Sunday following the Missouri Area Alateen Conference

17.) Chairs the Alateen meeting on Friday evening at the beginning of the Missouri Area Alateen Conference

e. AMIAS Co-chair

- 1.) Fills in and assists the AMIAS chair as needed
- 2.) Takes notes at all committee meetings and forwards to all committee members (Alateen and AMIAS) in a timely manner (Not to exceed two (2) weeks)
- 3.) Chairs AMIAS meeting held on Friday evening at the beginning of the Missouri Area Alateen Conference
- 4.) Assists Alateen Chair and other committee members as needed

VII. Appendix

The items listed below are to be available on the Missouri Area Al-Anon/Alateen Web Site:

A. Missouri Area Event Permission and Medical Forms

Updates approved by the Area Alateen Coordinator, AAPP, Serenity Patrol Coordinator and Missouri legal counsel if needed

B. Missouri Area Alateen Conference Registration Packet

1. Packet to include:

- a. Conference Flyer
- b. Information Page
- c. Missouri Area Event Behavior Standards
- d. Registration Form

- e. Missouri Area Event Permission and Medical Forms
- f. What to Bring check list

2. Updates approved by the Missouri Area Alateen Conference Committee as needed

Review and or Removal of AMIAS

The following procedures are to be followed in the event a complaint against an AMIAS is received. It should be noted, all complaints should be handled at the group/district level if possible. If the complaint involves non-conformity or non-compliance with the Missouri Area Alateen Safety Requirements or concerns about inappropriate behavior by an Al-Anon Member Involved in Alateen Service, the following steps must be taken. It is understood; the Area Alateen Process Person (AAPP) will take additional or slightly modified actions at his/her discretion, if appropriate, as all possible circumstances cannot be anticipated. The AAPP will take any possible course of action to successfully resolve the complaint with the minimum impact required. In all cases, the AMIAS, when asked to step down, the request will be for a voluntary resignation. The AMIAS will be asked to contact the DR and inform him/her of their resignation. For the purpose of these procedures, reference is made to Al-Anon's Guideline G-34 for guidance and definitions of Alateens, Alateen Sponsors, and AMIAS.

- I. Anyone with knowledge of a violation of proper AMIAS conduct can bring the charge to the attention of the DR, Area Officer, Alateen Coordinator, or AAPP.
 - a. The Missouri Area Chair will be immediately informed of suspected violation(s).
 - b. The matter will be referred to the AAPP who will be responsible for seeing that an investigation is made.
 - c. If it is more workable (for geographic or other reasons), the AAPP may ask the Area Alateen Coordinator to conduct the investigation.
 - i. The AAPP or Area Alateen Coordinator will use the Missouri Area Safety Requirements, the Missouri Area AMIAS Candidate Application, Guideline G-34, etc., the safety and welfare of Alateens, and the "good of the program" as guiding principles.
 - ii. The AAPP or Area Alateen Coordinator will inform the DR of the AMIAS' home district of the investigation.
 - 1. The initial disclosure will only be that an investigation is taking place. Disclosure of specific information (Names, allegations, etc.) will not be discussed at this time. More specific information may be disclosed as the investigations warrant.
 - 2. An AMIAS may be temporarily inactivated pending an investigation.
- II. The AMIAS implicated and the person(s) expressing the concern(s) will be given the option to meet in person for the initial interview.
 - a. The AAPP or Area Alateen Coordinator and a DR will conduct the interview. If an Alateen member is interviewed, his/her Alateen Group Sponsor and or parent(s)/authorized guardian may be present during this process.
 - b. The AMIAS may request the presence of his/her DR, Sponsor, Service Sponsor, or other responsible Al-Anon member during the interview.

- c. Follow-up information may be gathered by other available means (e.g., phone, e-mail, other indirect communication.)
- III. The AAPP or Area Alateen Coordinator would report the findings to the Area Chair.
- IV. The AAPP, Area Alateen Coordinator, Serenity Patrol Coordinator and all Area Officers will confer and decide if the AMIAS will be inactivated and the duration of the inactivation or ineligible. If ineligible status is recommended, the AMIAS would be made permanently unable to be recertified as an AMIAS.
- V. Investigation is to be completed in 60 days if possible.
- VI. The AAPP will inform the AMIAS and WSO.
- VII. All investigations and findings shall be documented.
- VIII. Documentation will be kept on file by the AAPP position for a period of five (5) years, at which time it will be destroyed.
- IX. After the investigation is closed, any request of information will go through the Area Chair.
- X. AMIAS Appeal of Decision
 - a. AMIAS may appeal within 30 days of date of first decision.
 - b. Appeal must be in writing with information explaining reason for appeal and new documentation.
 - c. Appeal is to be sent to the Area Chair.
 - d. Area Chair will forward the appeal to the AAPP, Area Alateen Coordinator, Serenity Patrol Coordinator and all Area Officers who will confer.
 - e. After conferring the decision will be final.