

New Zealand Al-Anon Service
Conference
5th - 8th June 2014

60
years
of
HOPE

SUMMARY

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God grant me the
Serenity
to accept the things I
cannot change...

Courage to
change the things I can

and Wisdom to
know the difference...

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Board Chair Welcome

Paula B

On behalf of the NZ Al-Anon General Service Board it's my honor and privilege to welcome you the 44th NZ Al-Anon Conference. "60 YEARS OF HOPE".

I was Delegate at the 2004 Conference held after the 50 year Celebrations in Dunedin. What a privilege to be part of the General Services Board and Conference for Al-Anon Family groups during the 60 yr Celebration of Al-Anon in New Zealand.

"Over the next three days let's remember that we are here to lead the fellowship of NZ Al-Anon Family Groups as we give of ourselves and get from others. It is not about our individual agendas; it is about the group conscience as guided by our Higher Power"

A special welcome to Conference 2014 Robbie F Alternate Conference Chair, Rosalind M Area Six Delegate, Sam Mc Area Seven Delegate, Tracey B Area Eight Delegate, Melda T interim SRBM, Robyn M interim NRBM. We want you all succeed in your service roles; this is the forum where all members' voices will be heard through their delegates.

Remember if you don't know or understand - Reach – Out –Ask – we will help you.

Voting members 2014

All Nine Delegates voted at Conference

Board members drawn by Ballot to vote were:

Paula B, John B, Linda H, Chris H, Sally-ann M.

Clearing the air, any problems

There were not questions or problems raised in this section.

Trip to GSO

Conference members made a trip to GSO and were able to see the office, meet the office Manager Julie, and purchase literature.

Free time Saturday night

Saturday night, there was free time as usual plus the Movie Mama Mia with much loud singing along. An Al-Anon Meeting with great sharing, and TV coverage of the football.

Spiritual meeting

The spiritual meeting Sunday morning was chaired by Robbie F, the topic was Fear to Faith using a higher power.

Delegates Meeting

Summary

Lynne C Area 3

We discovered we had many shared stories and often with similar positions. It was a great opportunity to meet each other and to find out what was going on in the Areas.

The issues that came up- the important role of sponsors, and in particular service sponsor and to model to GRs the importance of sponsors. When there is active sponsorship this tends to result in healthy meetings.

One Area was trailing tabling the terms of the Committee and had introduced succession planning for future Area members.

We discussed meetings on the rise and the ones that are waning. Peoples lives are changing and we discovered that some meetings in the middle of the day (lunchtime) or straight after the working day are popular.

We discussed the different models for meetings. Some groups ran more as coffee meetings for parents with children.

All in all we as Delegates enjoyed the session and felt supported by each other and the experience.

After the presentation the Board Chair talked about succession planning and how this is used in the Board. They are always looking to see who can be shoulder tapped for a position in the future or who is not coping. Examples were given of how task forces are set up for short specific jobs eg: scribe for conference. This can give people the opportunity to 'try out' service and prime them further service.

Note: Next year's Delegates Meeting Chairperson
will be Teresa H Area Two

Annual Accounts

Budget & Reserve Fund

Linda H

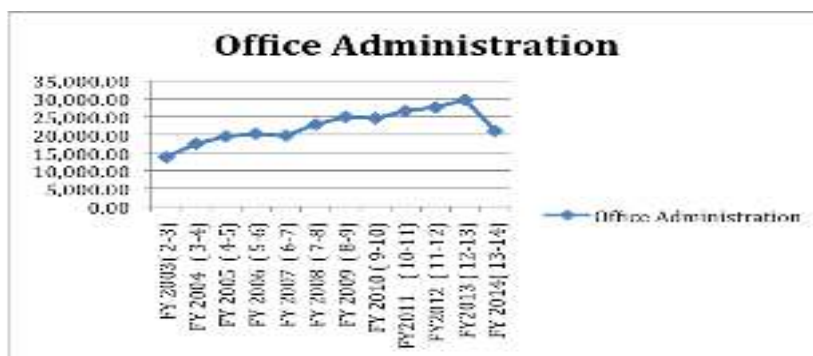
A 2014 update on income and expenditure at The New Zealand Al-Anon General Service Office (NZAGSO) along with comparisons from previous years.

The theme from the NZ Al-Anon Conference in 2013 is
“We pass along understanding “and this is what I wish to do in this paper.

NOTE: Our financial year is from 1st April one year until the 31st March the following year.

Administration Costs have decreased

The transformation of the NZAGSO has halted the increasing administration costs. They are back to what was being paid out in 2007.



The Ample Reserve has increased

The end of month bank balances for the 2012-2013 & 2013-2014 years.



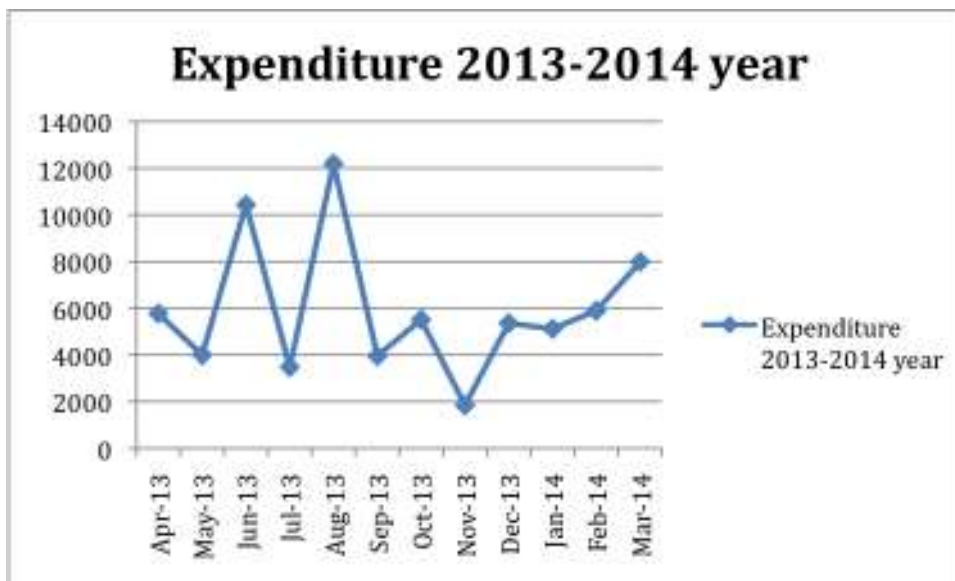
For the past financial year, the bank balance each month has remained steadily above what it was in the previous financial year.

At the end of March 2014 the \$45,400 in the bank looks really good but there is a need to

be cautious as quite a lot of this money is already spoken for, with the NZ Al-Anon Conference in June 2014 and the International Al-Anon General Services Meeting (IAGSM) which two delegates will be attending later in 2014.

Expenses fluctuate throughout the year and we need to be aware of the months when more money is paid out.

Predictions of expenses for the year ahead need to be considered at the end of each financial year, before any extra expenditure on something out of the day-to-day expenses of the NZAGSO is considered.



Expenditure rises in June and August as travel is paid out for delegates and board members attending the NZ Conference, and for Conference Accommodation. Expenditure rose again slightly in March 2014 as part of one Delegates' travel to the IAGSM has been paid out. The rest of the payment and travel for the other IAGSM delegate will show up in the 2014-2015 year.

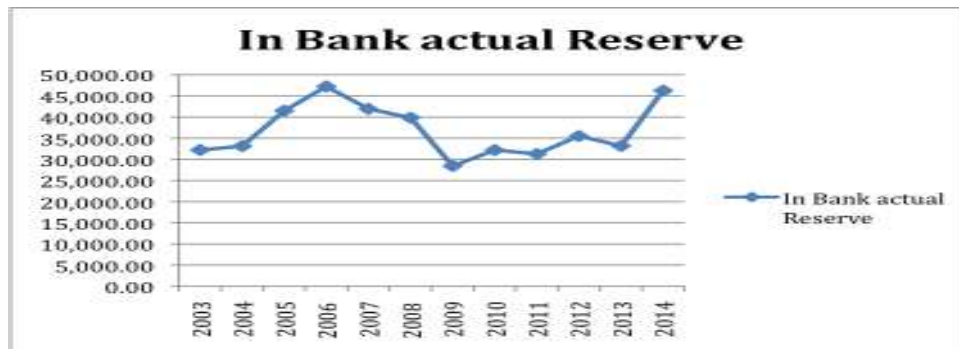
Predicted expenditure will be higher for 2014-2015 than in this graph, due to increased costs of Conference and the IAGSM.

In August 2013 a larger than usual literature order was paid for so along with Conference Travel and Accommodation costs, the peak expenditure that month was \$12,000.

Usually the average expenditure at the NZAGSO is around \$4,000 per month and the unusually low \$2,000 in November 2013 was just for Rent and Administrative costs, as other accounts were paid in October and December so that those months' costs were slightly higher than the expected \$4,000.

Looking back we can take notice of what has happened in the past with the NZAGSO finances and learn from it, especially with the trends from **2009**.

The Bank Balances as at 31st March each year from 2003-2014.



In 2009, NZAGSO funds in the bank went down to \$28,000.

\$6,400 had been spent on a National Public Outreach campaign and donations had decreased in the previous year resulting in a loss of \$11,800 for the year, and this money had been taken out of the reserve in the bank.

After 2009 and the *Sinking Ship* appeal, the reserve improved slightly until 2012 when it dropped even further down than in 2009 to an all time low of \$17,000 in July 2012.

The Rescue Helicopter appeal was launched and this resulted in increased donations from the fellowship, so that the reserve in the bank is now heading back to where it was in 2005. But living costs have risen in this time so the money we now have is not worth as much as it was in 2005 and we still have some work to do to protect the NZ Al-Anon Family Groups.

If something other than the day to day NZAGSO running expenses is needed e.g. a large Public outreach Campaign (as in 2008-9) or special equipment (as in 2011 with a projector and screens), I recommend that this should be fundraised for, and to have the money before going ahead.

For the visit of Ric B -the Executive Director of the World Service Office, in 2013, money was not used from the NZAGSO funds (as these had already been budgeted for) and Areas fundraised separately to cover his costs.

At Conference 2013 a decision was made:

That Al-Anon members aim to increase the NZ Al-Anon Reserve to \$25,000 by June 2014 and then to \$35,000 by June 2015.

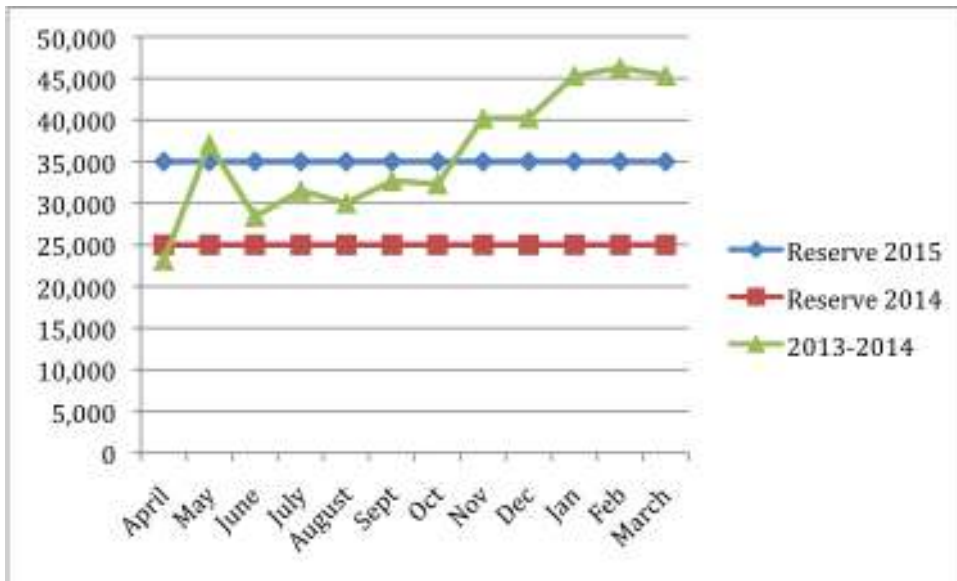
To achieve the goal the Bank balance needed to be consistent each month at around \$25,000 in 2014 and at around \$35,000 in 2015. *(And if we keep on track this looks achievable as in the following graph).*

If the reserve is used in an emergency, then work needs to be done to build it up again, by keeping income greater than expenditure.

To do this more donations would be needed and expenses would need to be pruned.

The reserve fund is to protect Al-Anon if the expected donations from the membership do not come in. \$ 35,000 is half of the yearly operating expenses of the NZAGSO and it would cover the basic liabilities of Rent, Administration and the day-to-day expenses of the NZAGSO for 6 months.

Bank totals for the 2013-2014 year along with the “wished for” reserves for 2014 and 2015 years.



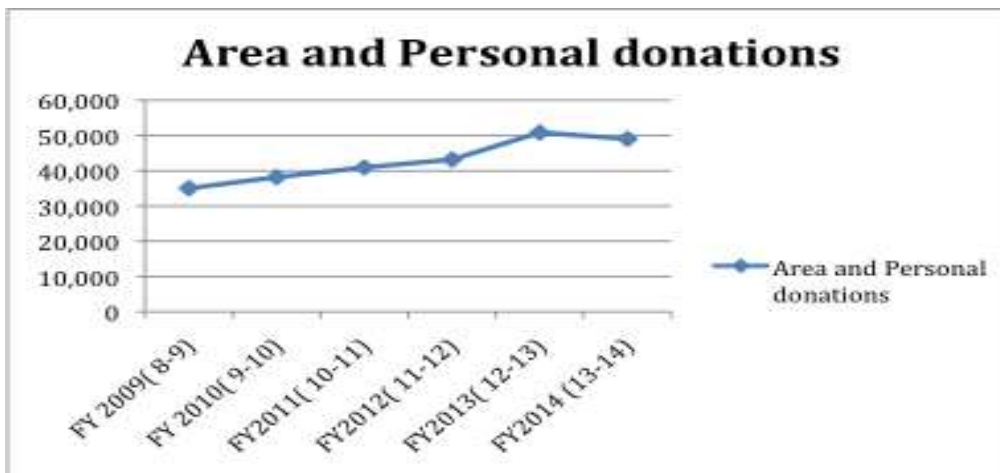
Donations from the Membership

These have continued to increase each year since 2009 (when the treasurer reported that they had decreased in the 2008 year).

The appeals of the *Sinking Ship* in 2009 and the *Rescue Helicopter* in 2012 resulted in increased donations each time.

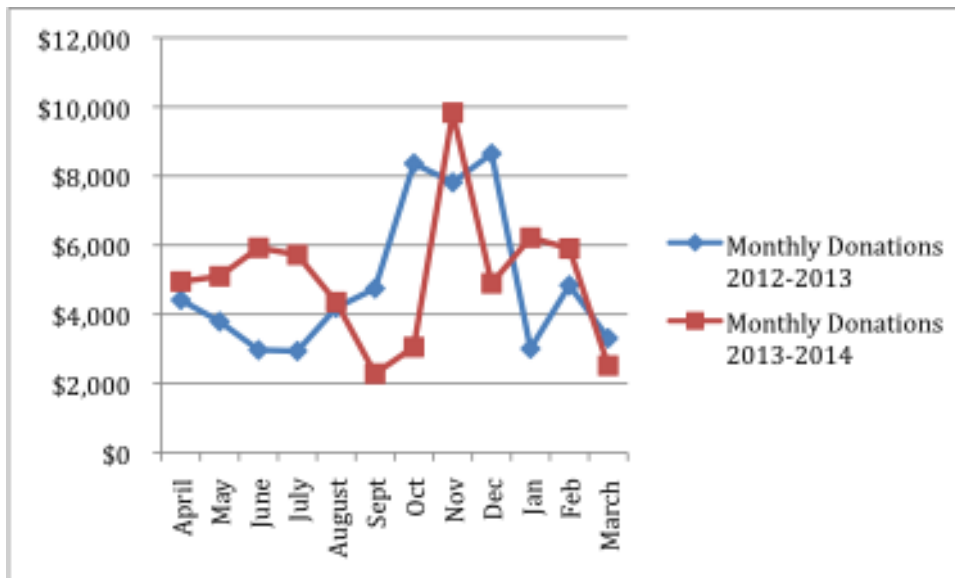
This indicates that the fellowship needs constant reminders of the funds that the NZAGSO requires to be able to operate.

Total donations from 2008- 2014



	FY 2009 (8-9)	FY 2010 (9-10)	FY2011 (10-11)	FY2012 (11-12)	FY 2013 (12-13)	FY 2014 (13-14)
Area and Personal	35,045	38,177	40,949	43,193	50,870	48,958
%increase		8.9% up	7.3 % up	5.5 % up	18% up	down 3.8%
		Sinking Ship			Helicopter	Ric's visit extra

Monthly Donations are shown below for the 2012-2013 and 2013-2014 years. These include Area and Personal donations, Bank Interest, Conference donations, Messenger subscriptions and other income (e.g.: AA Convention). Literature profit is separate.



	April	May	June	July	August	Sept
Monthly Donations 2012-2013	\$4,417	\$3,792	\$2,970	\$2,940	\$4,189	\$4,749
Monthly Donations 2013-2014	\$4,948	\$5,100	\$5,924	\$5,723	\$4,353	2,285

	Oct	Nov	Dec	Jan	Feb	March
Monthly Donations 2012-2013	\$8,362	\$7,816	\$8,647	\$3,006	\$4,840	\$3,310
Monthly Donations 2013-2014	3,055	\$9,833	\$4,897	\$6,217	5,905	2,517

Donations fluctuate throughout the year.

In November and December the conference donations come in from Areas. There are biannual appeals in February and September.

After the *Rescue Helicopter* in September 2012 ,donations rose dramatically.

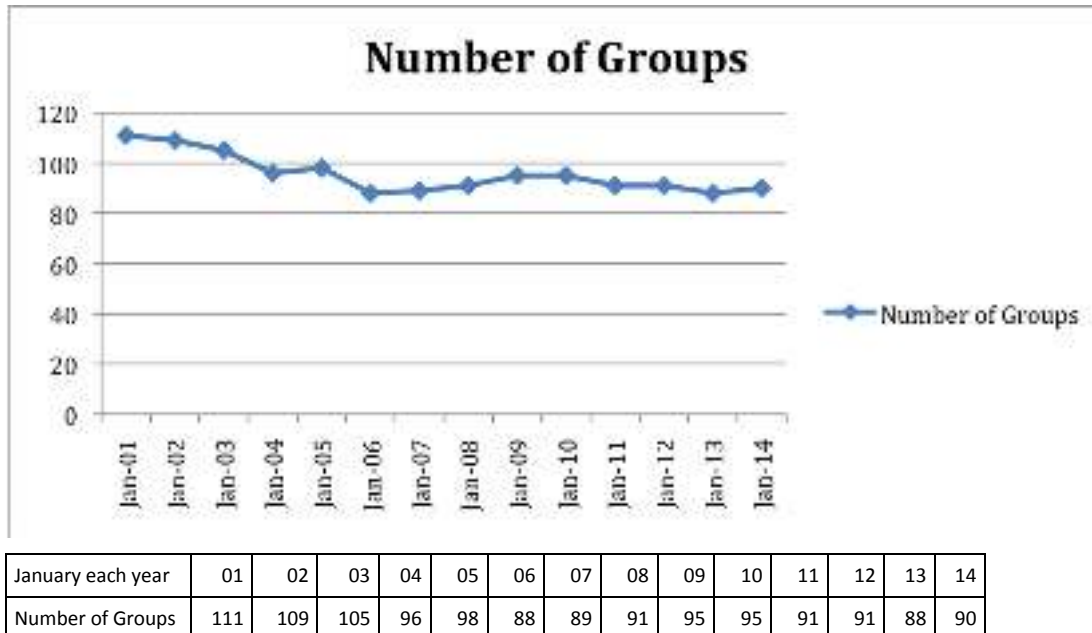
When Ric B visited in 2013 donations dropped for September and October (while Areas were paying for his expenses),but have risen again and have almost reached what was in the budget for the 2013-2014 year.

Falling Membership

Al-Anon has a decreasing membership in NZ.

From January 2001 to January 2006 numbers dropped steadily, then stabilised, rose slightly, dropped again and have been consistent for the last two years.

The Membership of Al-Anon in NZ from January 2001 up until January 2014



In 2001 there were 111 groups and since 2004 there have been less than 100 groups. The last National Public Outreach campaign was in 2008-9 and membership rose slightly after that.

Al-Anon needs to make itself known in the Community.

Outreach is SO important.

From 2009 the membership steadily decreased again and in 2014 there are approximately 709 members in 90 Al-Anon and Alateen groups in New Zealand. Data has been taken from a survey undertaken by the Office Manager in 2013 and from information in previous conference summaries and from two previous surveys. Data is approximate as not all groups replied, groups gave estimates of their average weekly attendance and because they attend more than one meeting, some members have been counted more than once.

The largest Group has 22 members and the smallest has 2.

The average number of members in a group is 8.

Al-Anon membership is not increasing but expenses keep rising -so each year we are asking the same number of members to contribute more and more.

Two other non- profit organisations I am involved in are having similar problems and are struggling. However they do have dues and fees for membership (which keep rising) and they do get funding from other sources.

Al-Anon is solely funded by member donations and members ARE donating well.

Literature profit

This has decreased steadily since 2009.

There are fewer members than in the past, and most groups are well established. The main sales are mainly new publications, literature for newcomers and for new groups. The Office Manager and the Executive/Budget Committee undertake careful management of the stock.

The prices on the NZAGSO Literature order forms have risen steadily over the last few years.

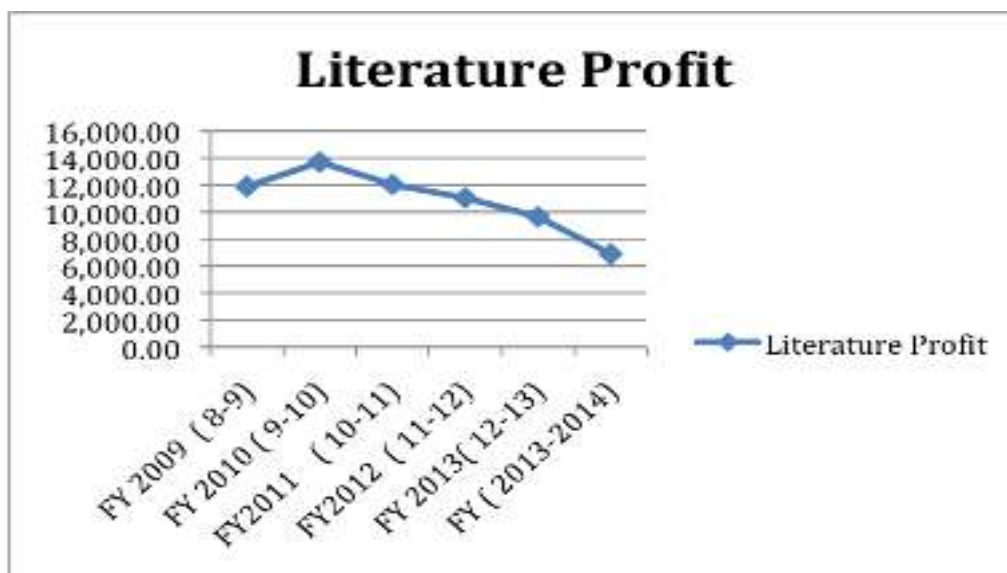
In 2012 and 2013, the overseas shipping and handling costs charged by the World Service Office (WSO), increased from 30% to 40% to the current 50% of the value of the order. Customs charges have also increased.

These factors have contributed to NZ literature price raises each time.

In May 2013, the WSO increased their Literature prices for the first time since 2006, and the NZ prices in the November 2013 literature list were adjusted again to allow for the increases.

Reference: World Service Conference Summary 2013 Page 13 Budget.

Literature Profit over the last 6 years



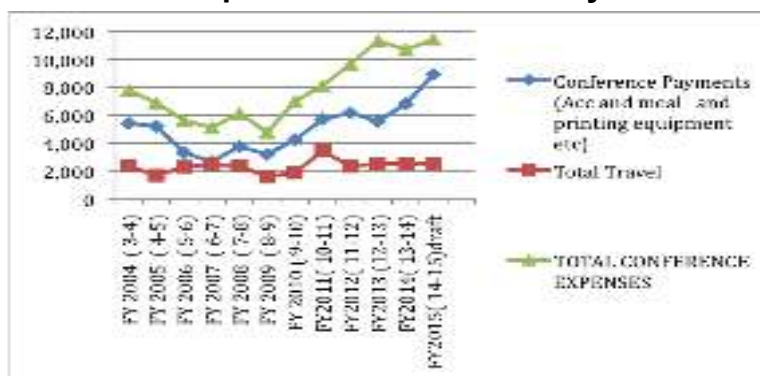
The actual literature profit for the 2013-2014 year was \$6,891.

Approximately \$1,000 worth of sales at the AA Convention helped this!

Please do remember to have Al-Anon literature for sale at all AA Conventions, AA Assemblies with Al-Anon participation, Al-Anon Area Assemblies, Al-Anon workshops, serenity days at Al-Anon serenity and recovery weekends and at your group, your Area and at TEAM events.

The gradual move towards electronic conference approved literature means that in future the NZGSO cannot rely on income from Literature sales.

Conference Expenses from the last 10 years.



The total travel costs each year vary depending on the number of Board members and Delegates who fly into Auckland and whether they have booked early enough to attain cheap fares. The travel costs have remained stable for the last four years.

At the Conference venue, the three nights accommodation, meals and other conference expenses have risen sharply since the 2008-2009 financial year.

Conference expenses for the delegates are covered by the conference donations that come in from the Areas. For Conference this year the equalized expense for each Area is \$600 – a total of \$ 5,400 each from the nine areas in NZ. This is budgeted separately from other income and all Areas are managing to send in their share. Small areas do struggle to send in other funds to the NZAGSO apart from this.

Conference fees for the board members (approx \$5,400) come out of the NZAGSO funds, which have also come mainly from area and personal donations by members.

From 2009 after a change in venue, Conference expenses increased quickly by large amounts .This expense is very difficult to keep up with unless donations increase at the same rate. The Board is very aware of this and is looking into other options.

Messenger Profit

Very little income comes from *The Messenger* because of the decreasing number of subscriptions each year, and because of the increasing printing and postage costs, which make it a fine balance to keep *The Messenger* paying for itself. The on-line subscriptions do make a profit, which does help.

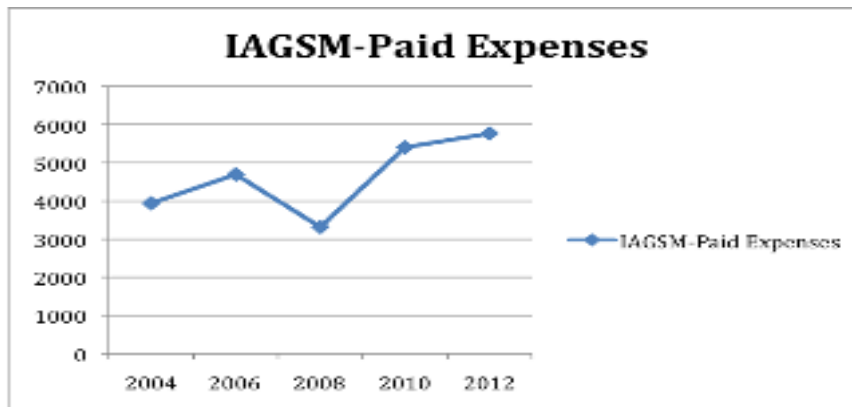
The NZAGSO cannot rely on income from the Messenger

The International- Al-Anon General Services Meeting (IAGSM)

Expenses are increasing and will continue to do so in future, as the subsidy by the WSO decreases by 5% each year so that by 2020 the IAGSM will be fully self supporting. For the 2014 IAGSM all participating countries will pay 85% of the cost (equalised out) and WSO will pay the other 15%.

Fewer countries attend than in the past.

New Zealand's Expenses for the IAGSM since 2004.



If the 2008 entry is ignored (see the reason below) and a line is drawn joining the 2006 and 2010 amounts, then it can be seen that NZ's payment is steadily increasing.

The IAGSM is held every second year and usually two delegates (as elected at the NZ Conference) are sent.

Two members attended the IAGSM in 2008 but Al-Anon paid for just one delegate (as decided at the NZ Conference because funds were low) and the other member paid their own costs.

In 2010 and 2012 two board members went each time and were paid for by the NZAGSO.

Conclusion:

Can we learn from what has happened in the past, especially with the trends from 2009 onwards?

Looking ahead to the future, our energy with regard to finances needs to focus on what is best for Al-Anon and Alateen in New Zealand.

With regard to Income:

Member's donations are the vital source of income for the NZAGSO.

Please do keep up the momentum and keep sending the donations in.

With regard to Expenditure:

The Board of trustees and its Executive/Budget Committee will continue:

To examine expenditure and trim items where possible to fit the income.

And together we will make it!

Please bring any questions that you have on this paper to Conference and in addition there will be a power point presentation at Conference.

It will be on suggestions for financial plans for areas and groups, based on the reality of what it does actually cost for the NZ Al-Anon Family Groups to carry out their primary purpose- which is to help families and friends of Alcoholics.

Summary - Annual Accounts, Budget & Reserve Fund

The treasurer gave a power point presentation and explained the importance of having a budget to help Groups/Areas meet their expenses, and the need to communicate this gently with the Areas and Groups. Suggestions were given on what expenses to forecast for, is important.

It was asked if the power point document could be used to take back to the Areas, as it was thought that the presentation was informative and could be useful?

The Treasurer agreed to send the power point to Delegates and Conference members as long as she has the email addresses.

Auditors' report on the Final Budget Calculations for Financial year 1st April 2014 – 31st March 2015, Treasurer's notes and Draft Budget.

Main points arising from the discussion:

I liked the breakdown of *hoped for* NZAGSO donations by percentage, and I think that the same data would help the Areas and Groups make choices.

I can understand the draft budget document well.

The Area donations budget for 2014 was calculated using the 2012 membership survey, and the draft budget for 2015 was calculated using the 2014 membership survey. The budget is worked out on the % of AI-Anon members in each Area, so that the Area is allocated that % of the donations hoped for. I am questioning whether or not the budget for the Areas should be divided as they have in the past? Is this fair?

The budget for a new computer, does this include software, as from experience when you upgrade hardware you sometimes need to upgrade the software? *Yes it does, as stated under Expenses budgets on page 25 of the Conference Brochure.*

There is only one group in Area 4 and it can sometimes struggle to donate to the NZAGSO.

While we have recovered from our financial position of two years ago, I believe that it is still important to carry on reviewing how we can make savings and not spend more than we should, while considering how we can provide service to members.

One conference member has regular discussions with her home group about how healthy we are around money. It is brought up in Group and business meetings, so that members are made aware of the expenses that need to be met. When bringing up the budget for the Group, while the minority have a voice, it was felt that the democracy of the group helped open up the topic for discussion.

The Ample Reserve is now looking healthy, although we have not given a donation to the WSO for the last two years.

Our profits should not come from saving money, but from generating sales in regards to the sales of literature.

Summary - Annual Accounts, Budget & Reserve Fund CONT.

The *Courage to Change* and *How Al-Anon Works* books were very popular as soft cover versions, and could be a good option if we were to go to print ourselves.

Literature has got boring, because there are not a lot of new items. Suggestion is that if you want to make more money, you always need to have new stock of literature to generate new sales within the members.

Countries that print their own literature are doing well, but they have to have a high reserve to pay for it up front. However we still have to up the momentum of sales.

It has already been looked into whether we can print our own literature but the cost of printing small quantities is currently not economical.

One member who is passionate about the Messenger and reads it cover to cover, suggested including a book review to help increase the value of the newsletter and which also might help literature sales.

It was suggested that online Messenger Subscriptions should be encouraged (versus mail subscriptions), as all the money goes as profit to Al-Anon.

Motions:

1. That the Audited Annual Accounts for Financial Year Ended 31st March 2014 be accepted. **Carried.**
2. That the Draft Budget for the Financial Year 2014-2015 be accepted. **Carried.**

Budget 2014-2015

Information

Linda H, Board Treasurer

General comments

Setting the budget has followed the same general pattern as previous years. Generally it is a conservative budget and most years, the net profit has been better than budgeted. At present the draft budget is for a profit of approx \$481 meaning that the projected expenses are within budget.

Income budgets

Once again the area donations have been shared out based on the number of members in the area, as a percentage of the total number of members in NZ. This gives an even spread of the expected income across the Areas. There was a survey undertaken by the NZAGSO in 2013 to update the numbers of members and groups in NZ. As there were several changes, the amounts in the draft budget for 2014 -2015 have been adjusted and the total donations budget is slightly higher at \$51,050 than last year, to allow for the rounding of the area donations.

The draft budget for last year was \$50,870 and this was almost achieved.

The visit of Rlc B – the Executive Director of the World Service office had not been budgeted for in the NZAGSO expenses, and some areas fundraised and paid for his travel, accommodation and venue hire as a separate item.

The 2013-2014-draft budget predicted a profit of \$1,485 and the actual profit was \$10,456.

Extra-unbudgeted income of \$3,329 came from the AA Convention and nearly \$1,000 of literature was sold at the Convention.

A total of \$2,600 was not used for certain items in the budget for 2013-2014.

These were for Archives, Public Outreach Expenses and a Donation to WSO.

They are in the budget for the 2014-2015 year.

One large saving in the budget was \$2,500 of the Volunteer expenses, which had been allocated for increased volunteer input at the NZAGSO as the result of the restructuring.

The actual expenses in the Profit and Loss for the year do not include GST.

Expenses budgets

We have been advised that the NZAGSO Computer requires major work on it and due to its' age, the Executive/Budget committee has been researching into getting a replacement. There is \$1,500 in the budget to allow for the computer, the installation and for the software and set-up.

NZ Al-Anon General Services Office Annual Accounts

Final Budget Calculations for Financial Year 1 April 2014- 31 March 2015

This is after the audit of the 2013-2014 year accounts and the adjustments made then.

Rounded amounts	Actual 2014	Actual 2013	Budget 2014	Draft Budget 2015	2014 Percentage Of members	2012 Percentage Of members
Income- Donations						
Donations Area One	\$4,533	2,313	4,295	5,075	13	11
Donations Area Two	\$2,215	2,644	7,808	6,427	16	20
Donations Area Three	\$6,537	7,154	7,027	5,856	15	18
Donations Area Four	\$500	470	1,171	781	2	3
Donations Area Five	\$1,217	455	1,952	2,342	6	5
Donations Area Six	\$400	675	3,123	3,514	9	8
Donations Area Seven	\$11,812	13,433	5,856	6,637	17	15
Donations Area Eight	\$10,028	9,341	5,856	5,856	15	15
Donations Area Nine	\$2,906	2,557	1,952	2,733	7	5
Donations - personal/birthday	\$8,809	11,829	11,829	11,829		
Total Donations	\$48,958	50,870	50,870	51,050	100	100
Conference Donations	5,600	5,370	5,400	5,400		9 areas @ \$600 Includes extra for a late donation for Conference 2013
Convention Donations	3,329	652	0	0		Cannot rely on a donation
Messenger Donations	1,746	2,147	2,400	1,750		Subscriptions are fewer
Total Other Donation Income	10,675	8,168	7,800	7,150		
Other Income		140				
Literature Profit	6,891	9,527	7,500	7,000		Profit only (Sales minus costs and freight and stock adjustments)
Interest/Dividend Received	1,153	685	560	1,500		A higher Reserve on Term Deposit brings in more interest
Total Other Income	8,044	10,352	8,060	8,500		
Gross Profit	67,678	69,390	66,730	66,700		
Expenses						
ACC Levy	0	240	240	120		Annual Fee - two payments were made in the 2012-2013 year
Archives	0	0	100	100		An archivist has now been appointed
Assets < \$500	45	580	100	100		Asset purchases under \$500 which do not need depreciating
Audit/Accounting Fees	174	174	200	174		
Bank Charges	12	14	12	14		
Board Members Expenses	3,054	3,781	4,300	3,500		For four Board meetings including Conference and for Regional visits
Computer/Office Equip	94	872	643	1,500		For a replacement Computer
Accumulated Depreciation	355	187	0	500		
Charities Commission Fee	102	51	60	61		Annual Fee- two payments were made in 2013- one was in arrears
Conference Payments	7,235	6,358	8,000	8,000		Increasing-The Board is looking into this
Conference Travel Delegates	2,280	698	1,700	2,000		Overlaps two financial years
Convention Expenses	640	0	0	0		Should come out of profit made on Al-Anon trading table
IAGSM - Paid expenses	2,022	5,772	3,000	3,000		Costs spread over two financial years . Two delegates will go in 2014
General Expenses	0	472	250	0		Now recorded under the relevant expenses heading
Insurance	832	832	840	1000		
Postage (less recovered)	926	1,809	1,800	1,000		Total postage less postage included with Literature orders
Printing & Stationery	3,871	2,920	3,000	4,000		Rising- Electronic mail outs and Literature on the web are coming
Public Outreach Expenses	0	0	2,000	2,000		For setting up purposes-anything major needs separate fundraising
Rent & Rates & Electricity	11,000	10,842	11,000	12,500		The GSO lease will be up at the end of June 2014- unknown rent
Repairs & Maintenance	157	0	300	300		
RSS / TEAM event expenses	572	0	600	800		For two Board members' expenses each time for up to two Team events
Staff Amenities	14	140	200	50		For tea, coffee etc at NZAGSO- has been labelled petty cash in the past
Stock Adjustment	172	3	0	0		
Telephone/Internet	1,840	2,282	2,400	2,000		
Volunteer Travel Fund	440	461	3,000	1,000		Available for NZAGSO volunteers, Exec members, Conference Committee
Office Administration	21,384	29,659	21,000	22,000		Slightly higher to allow for 12 Exec meetings and 4 stock takes
WSO donation	0	0	500	500		A donation was not given due to funds being low
Total Expenses	57,222	69,271	65,245	66,219		
Net Profit/(Loss)	10,456	119	1,485	481		

A Suggestion On Preparing A Financial Plan For A Group

A suggestion on preparing a monthly financial plan for a Group.	Average number of members who attend this group			
	The monthly expenses for the Group		Amounts	
	Meeting venue rent			*****
	GR Expenses			
	Public Outreach			
	Literature			
	Subscriptions			
	Bank charges (Chq Book)			
p				
A		Subtotal		
B	<i>From data supplied by your Area</i> Suggested Group monthly contribution to Area			##
C	<i>From data supplied by the NZAGSO</i> Suggested monthly member contribution to the NZAGSO is \$4.60 multiplied by the number of members in your group			From the NZAGSO draft budget for 2014-2015 this works out to be \$4.60 per member per month
	Add A, B and C for the total Group Expenses for one month	Total		
The suggested Ample Reserve for a group to put aside is one month's liabilities i.e.: The rent	<i>Any amount in excess of this each month is sent on to the Area and to the NZAGSO</i>			*****

References: NZ Al-Anon –Alateen Service Handbook 2010 Treasurer p17-18
Group Secretary/Treasurer GN-12 in the NZ Al-Anon Service Guidelines KN-17

A Suggestion On How To Prepare A Financial Plan For An Area

A suggestion on how to prepare a 3 month financial plan for an Area Assuming there are 4 assemblies per year				
			Fill in Amounts	
A	Number of Groups in the Area			
	Area Expenses for 3 months			
	Assembly venue			
	Committee meeting venue			
	Phone Account			
	Directory Listing			
	Committee Expenses			
	Public Outreach			
B	The total of the Area Expenses for 3 months	Subtotal		*****
C	The Area Conference donation		\$150	
D	NZAGSO donation			
E	Add B, C & D to give a total for three months	Overall total expenses		
F	Divide E by the number of groups in the area to get the average donation at each assembly per group. The Group Reps can take this information back to their groups to put into their Group financial plan			
G	Divide F by 3 to get the monthly Area amount for the Group Financial Plan			## to group Plan
In addition the suggested Ample Reserve for an area to put aside is 3 months Area expenses Any amount in excess of this each assembly is sent on to the NZAGSO				*****

The equalized Area Conference Donation in the NZAGSO draft budget for the 2014-2015 year is \$600, which is \$150 every 3 months

References: Group Numbers April 2014 document, NZ AI-Anon- Alateen Service Handbook, NZ AI-Anon Service Guidelines KN-

Ask-It-Basket

Questions & Answers 2014

1. I go to three separate meetings weekly and one other group occasionally. I am told, I can participate and vote on business at my home group and at the other groups I attend regularly. Might this have the potential for dominance?

Questions:

a. **May I participate and vote at three business meetings since I go to each group weekly?**

b. **Must I choose one group as my home group and only vote on business at that meetings?**

When making decisions about the meeting, many groups request that only members who regularly attend the meeting vote at the group business meeting. Members who regularly attend more than one meeting may want to consider at which meeting to vote on district or Area matters, keeping in mind that our principles are spiritual. (AI-Anon Service Manual 2010-2013 P50).

The guiding principles for the group conscience are always the Twelve Traditions and the Twelve Concepts of Service. P50.

c. **Might participating and voting on business in more than one group be an obstacle to progress and not in the best interests of AI-Anon?**

Group business meetings are held to share information and to include all group members in the activities and concerns of the group. Decisions a group makes are determined by an informed group conscience. – Tradition 2 applies. P49. The manner in which a group business meeting is conducted and how to keep track of the group conscience decisions is as varied as the groups themselves: groups are within their autonomy to determine how to conduct their group business and how to reach a group conscience. (P49)

d. **May I hold a service position in more than one group? e.g. Secretary at one and Literature person at the other?**

The keystone of the AI-Anon structure is the membership and coming together for mutual help. The organization of a group should be kept simple. Even a small group however needs a chairperson and a secretary, the latter often acts as a treasurer until the group is large enough to elect one. (NZ AI-Anon handbook, Pg22) To hold a position in two different groups is an individual and group decision as long as it's not stopping another member from the pleasure of doing service. No member of AI-Anon should direct, assume authority or give advice. Our program is based on suggestion, interchange of experience and rotation of leadership. Any attempt to manage or direct is likely to have disastrous consequences for group harmony. (P24)

"Each group should be autonomous except in matters affecting another group or AI-Anon or AA as a whole" Tradition 4.

Summary

Refer to notes page 82 of AI-Anon/Alateen Service Manual 2014-2017.

Voting within groups has changed recently to two thirds majority for the vote to be carried.

The reason the two thirds rule was brought in, was because there were difficulties getting people to agree on the movement. Board Member attends 3 meetings a week and votes in good conscience at all meetings, but does not take up service. Has designated one group as his home group and takes an equal part in the business of all groups.

Ask-It-Basket

Questions & Answers 2014 cont.

2. Can NZ Al-Anon set up a Facebook page?

The World Service Office has a Facebook page – [https://www.facebook.com/Al-Anon Family Groups WSO](https://www.facebook.com/Al-Anon-Family-Groups-WSO). Looking at this page there are posters from the Forum and different CAL & videos. Members have liked these posts and their name are there to be seen. Personally I think it's a good site to check out and see but for me anonymity could be a problem and some people would want to keep their anonymity. Tradition 11 "we need always maintain personal anonymity at the level of press, radio, films and TV". The Service Manual (P 88) states on any web site accessible to public, whether Al-Anon site or not, members full names and faces are not posted if they are identified as Al-Anon/Alateen members.

Summary

PO Coordinator – Has been looking at the WSO Facebook page and notes that a 'like' does not insinuate or endorse membership to Al-Anon. You can share publically on your page and privately message. Researched the 2013 World Conference Summary, on the WSO website; this talks about how the committee agreed that they need to update the Public Outreach programme including the word internet in Tradition 11. Social networking, blogs are appropriate for Public Outreach as long as members do not speak on behalf of Al-Anon. WSO is also on Twitter, which is a good way to stay connected without requiring comment.

3. How do you deal with strong personality/personalities who are advocating and sponsoring from Alcoholics Anonymous (AA) Literature; AA big book, AA Twelve Steps and Twelve Traditions?

Although Al-Anon roots are based in AA; the AA big book is not and never has been Al-Anon Conference Approved Literature (CAL). The exclusive use of CAL in Al-Anon meetings support Al-Anon's Tradition One – that personal progress for the greatest number depends upon unity. Tradition Three states that as a group we have no other affiliation. Tradition Five – our one purpose is to help families of alcoholics. Tradition Six states we are a separate entity that should co-operate with AA. (Service Manual. Pg 101).

Summary

Dominance can be avoided by reading the Table Card and this works well in most groups by reminding people to leave other affiliations at the door.

Response: This was addressed in the Al-Anon meeting and from then on people referred to the AA material as the 'original source.'

Recommendation: Only use Conference Approved Literature in meetings.

Board member role is to aid in understanding, we need to look to our history. Lois began her kitchen meetings 1935 -1955, first book wasn't published till 1955 (The Al-Anon Family Groups Classic Edition). First Conference was held in 1960. Therefore, we were using books that were not conference approved, eg. The Big Book of AA was on the literature price list (pg 162 of Classic Edition) and remained there till 1959. First Steps (the Big Book of AA) is not CAL. AA & Al-Anon recognised that they needed boundaries, Al-Anons best received recovery from other Al-Anons, just as AA's message is best received when given by other AA's. Addressed in Service Manual (Al-Anon Alateen Service Manual 2014-2017 page 104), "individuals may use whatever they find helpful as part of their recovery outside of meetings".

Ask-It-Basket

Questions & Answers 2014 cont.

4. Does an Al-Anon sponsor have the right to direct sponsees to weekly open AA meetings?

If not how does an Al-Anon member/s deal with this issue when people are taught and coerced into attending these meetings as part of their recovery?

The role of a Sponsor is "someone with whom a member can discuss personal problems or questions; someone who's willingly to share experience, strength and hope of the Al-Anon/Alateen program". A sponsor is there to listen and learn and only offer experience, strength and hope. Sponsors do not have the right to direct or give advice to sponsees. Tradition Six states we are a separate entity that should co-operate with AA.

Al-Anon has the Twelve Steps, Twelve Traditions and Twelve Concepts which are our guidelines to use for any conflict whether it's personal, groups or service conflict and we can only share our experience, strength and hope and keep Al-Anon pure.

Summary

Read page 126 and 109 in Al-Anon Family Groups Classic Editions written by Lois and how that is reflected.

It's not my business, has had experience of 'my way or highway' sponsorship attitude. All I can do is ask a member how they are doing rather than commenting on their business. Cannot tell someone they are doing something wrong. We need to treat all members with respect and kindness.

Advantage of attending meetings, you can learn something valuable and reach out to people as well.

Safety concerns for other members can be an issue, when mixing with people from AA where they might know someone. Went to AA Assembly and went to the AA business meeting by accident. Intergroup, new people have found these very good as they don't have to go to an AA meeting. Doesn't have problems herself attending meetings, but people can choose for themselves if it's right. We should not coerce anyone into these.

This is about Tradition 2, we do not govern and it is none of our business. We respect a person's right to choose their own recovery. We can make suggestions, but avoid attempting to govern.

Response: It's not one or two people doing this. Has met a person who dropped out of the meeting because of dominance that person experienced at a meeting. They were directed to go to an AA meeting, it wasn't something the person wanted to do and was not aware of other meetings available to them.

There are no musts in Al-Anon. It's written in our literature, but may be fearful of dominant people. Was surprised at Area meeting and has not come across it before, seems as though it may be a problem and time to look at it.

Ask-It-Basket

Questions & Answers 2014 cont.

5. Signatures to bank accounts - How do other Areas/Groups do it?

Summary

Area Four - Our Group and Area both have 3 signatures lodged at the bank, and two to sign cheques

Area Nine - Our group also has 3 signatories with any two signing the cheques.

Area Nine - Three signatories, any two can sign. Up to each Area, some have more.

Area Five - Inglewood AFG and New Plymouth Friday Lunchtime both have 2 Signatures with both to sign. The Area has two signatories for cheques.

Board Member - Tradition Four - "Each group should be autonomous, except in matters affecting another group or AI-Anon or AA as a whole". The same applies to each Area. There are, however, guidelines. The AI-Anon Alateen Service Manual (2014-2017 edition at page 59 suggests "It is suggested that group bank accounts have at least two signatures on every cheque and that two to four members are authorized to access the account. " And again at page 160 suggests "It is a sound business practice to have four members authorized to sign cheques; of these, two signatures should be required on every cheque." Our New Zealand AI-Anon - Alateen Service Handbook (2010 edition) at page 17 suggests for groups that the group treasurer "Is one of the signatories, if group has a cheque account" (clearly suggesting that there should be more than one signatory), at pages 28 and 43 suggests for Areas "It is a sound business practice to have four members authorised to sign cheques; two signatures should be required on every cheque", on page 52 for AI-Anon Information Services "Two signatures on cheques can help protect funds from misuse" and on page 61 for the NZAGSB "Cheques shall be signed by two or more members as directed by the GSB." Guideline GN12 (part of the KN17 Guidelines) records for the group treasurer "Some groups have cheque accounts requiring two signatures". It is clearly suggested that for groups and for Areas at least two signatures should be required and two to four potential signatories is desirable. In practice today provision of too many potential signatories can be problematic with the banks' obligations to comply with the anti-money laundering requirements often making changes to authorised signatories difficult

Treasurer - re bank accounts - my group has three signatories of which any two sign the cheques (so if someone is unavailable there are still two others who can sign)

6. When Area receives money from a AA assembly with AI-Anon participation from registration. What are we able to do with this money? Does it go to NZAFG-GSO?

Summary

Area Four - Our Area has only had this happen once, the money was banked into the Area bank account, and may well have been donated to NZAFG-GSO, I am not too sure.

Area Five - Money goes to NZAFG-GSO. My understanding is that the percentage from AA Assemblies (which comes from AI-Anon registrations) is sent onto NZAFG-GSO. That is one of the reasons why it is important for us to pay our way.

Board Member - . Tradition Four again – but again there are existing guidelines in place. Some (if not directly applicable) assistance is derived from the AI-Anon Alateen Service Manual (2014-2017 edition at page 85 where it provides "Surplus funds derived from conventions are usually contributed to the Area treasury and WSO, with a reasonable sum held in reserve to seed the next convention." Guideline GN-3 (part of the KN17 Guidelines) records for Conventions "All Convention expenses must be paid out of the collections before the balance is sent to GSO" and for AA Area Assemblies "The preceding guidelines apply to Area Assemblies" (with exceptions that are not relevant). It seems clear that the guideline suggests that the excess from AA Area Assemblies over expenses should be sent to NZAFG-GSO.

Area Nine - Page 55 AI-Anon Alateen Service Manual 2010-2013 suggests up to four persons be authorised to sign cheques and at least 2 people sign all cheques.

Treasurer - I had an email from the Treasurer of Area Two in March, with regard to the money the Area received from an AA Assembly and my reply was as I see it--- Area Assembly money goes to the Area and this is where the decision is made on how to use it. AA Convention (a National Event) money goes straight to the NZAFG-GSO.

Literature Committee Update

Chris H

PROPOSED 2014 AMENDMENTS TO NEW ZEALAND AL-ANON/ALATEEN SERVICE HANDBOOK (PN-27)

A] SUBSTANTIVE CHANGES

- 1 DISTRICTS. All references to
 - a. Districts and
 - b. Areas divided into Districts
 have been removed. Much confusion has arisen in the past out of the provisions for Areas divided into Districts - with frequent suggestions that they be removed for that reason. The considerable time since any Area in NZ was divided into districts and the lack of any real likelihood that any Area will choose to divide in the future has been recognised by adoption of the suggestion.
- 2 GENERAL SECRETARY. All previous references to General Secretary have been removed and the role totally redefined as “the General Secretary for Al-Anon Family Groups NZ” as a voluntary role for a three year term with a possibility of a second term. See particularly page 44 of the draft but otherwise also see pages 4, 5, 6, 41, 43, 46 and 48.
- 3 RSS & TEAM EVENTS. All previous references to RSS (Regional Service Seminar) events have been removed consequent upon abandonment of the Regional Service Seminar concept. References to TEAM (Together Empowering Al-Anon Members) events has been included consequent upon adoption of the TEAM event concept. See pages 4 and 8.

B] EDITING CHANGES

- 1 References to page numbers for the Al-Anon/Alateen Service Manual (P-24/27) have been overtaken by changed page numbers in subsequent editions of that Manual. An effort has been made to update references to the appropriate pages in the 2014-2017 Edition and a consistent reference to the current edition “P-24/27 Al-Anon/Alateen Service Manual 2014-2017” adopted. See pages 15, 16, 18, 23, 27 and 65.
- 2 Within the service handbook itself it is variously and inconsistently described. The correct title is “New Zealand Al-Anon/Alateen Service Handbook (PN-27)”. An effort has been made to ensure a consistent reference to “New Zealand Al-Anon/Alateen Service Handbook (PN-27)”. See the Declaration page and pages 1, 8, 16, 17, 23, 27, 47, 62, 63 and 64.
- 3 An effort has been made to ensure that throughout the document the generic terms for service roles “Secretary” (or “secretary”), “Treasurer” (or “treasurer”) and “Chairperson” (or “chairperson”) are precisely identified on a consistent basis without the necessity to depend upon the context – e.g. as “Group Secretary” or “Area Secretary” as the case may be.
- 4 The definitions have been rearranged into rational alphabetical order.
- 5 “Delegate” has been replaced by “Area Delegate” or “IAGSM Delegate” as appropriate and “Alternate Delegate” has been replaced by “Alternate Area Delegate”.
- 6 “AA GSO” has been amended to “AA’s General Service Office”. See page 40.
- 7 Abbreviations have been defined as “NZAGS” for “NZ Al-Anon General Services”; “NZAGSB” for “NZ Al-Anon General Service Board”; “NZAGSO” for “NZ Al-Anon General Service Office” and “NZASC” for “NZ Al-Anon Service Conference”. An effort has been made to achieve clarity by ensuring that throughout the document the defined abbreviations are consistently adopted in lieu of a variety of shorthand jargon with differing jargon often adopted for the same entity.

- 8 An attempt has been made to clarify the voting status at NZASC to ensure that the number of NZAGSB members with voice and vote must always be not more than half of the number of Area Delegates - with other NZAGSB members having voice but no vote. See the 3rd bullet point under "Voting Procedure" at the bottom of page 54.
- 9 Some clear oversights have been corrected - e.g. in the 2010 edition on page 56 the composition of the NZAGSB overlooked inclusion the NZAGSB Chairperson and NZAGSB Treasurer and left room for argument that if any of the roles (such as one of the RBM roles) were vacant the NZAGSB would not be properly constituted and could not act.
- 10 Many minor punctuation and syntax inconsistencies have been rectified and portions rewritten in an effort to achieve clarity.

NB. The inside margins of the draft handbook have "meandered". The correct margins will be restored for final printing if the Handbook is otherwise approved.

Proposed Motion for 2014 NZASC "That the Conference approve the revised New Zealand Al-Anon/Alateen Service Handbook (PN-27) in the draft form presented to the Conference".

Summary

Questions/Suggestions:

Chris H updated the handbook, it was reviewed by Peter A and John B and is presented to Conference for approval. Too many changes to meaningfully identify individually and so much confusion in the fellowship on what the current handbook says. For example the provisions relating to Areas are different in the two different sections of the book. A real effort has been made to put the Service Handbook into a comprehensive and sensible form. Complex acronyms should follow the full and correct names throughout the handbook and the correct acronyms should be used, e.g. NZAGSO.

The only change to the draft as presented is a new cover which shows the title and fern and Al-Anon symbol.

The history currently only goes to 2010. The rewrite of the handbook this year needs additions to the history for 2010 onwards..

The Board Chair would like it recorded that we use Knowledge Based Decision-Making for the policy changes to be made in Conference.

Area Five Delegate commented that the huge job is to be acknowledged but pages 3 and 57 (paragraphs (7)(a) & (b)) require corrections.

The history should record it was agreed for Areas Four & Five to stay separated as per the three year trial.

History TEAM event shortly after they were "invented" was the first in the world after the WSO.

It was suggested the Board go back through and record the policy decisions made - e.g. Area Four and Five split. It is unnecessary to bring the history update back to Conference to do because as a Board we can complete the history because it is simply a record of the facts. Conference has to approve changes of policy.

The most critical amendment is a complete rewrite of the role of General Secretary which is coming up for discussion on 7th June – so Conference is not looking to approve the draft Handbook tonight.

The list of dates scheduled for the Handbook is at the back.

Recently Area Nine had a 60th celebration they used a Newcomers Welcome. Our handbook has no suggested Newcomers Welcome. Some meetings have really long ones.

Response: We understand that the Newcomers Welcome is an Australian concept and there is no Newcomers Welcome in the official WSO documents. The Australians provided a general outline and each group is autonomous.

Chris H – acknowledged that he expected a lot of things to need correcting, e.g. the chart of AI-Anon structure on p 3 for which specialist software appears to be needed and references to an information service whereas there isn't one.

Suggestion that some of the abbreviations should have 'Family Group' in the content.

Response: there is a need to discuss the concept of AI-Anon Family Groups and when 'Family Group'. Our AI-Anon/Alateen Service Manual published by the WSO refers to "AI-Anon" and "Alateen" throughout that manual and deals with them separately. It is also the "AI-Anon /Alateen Service Manual" but not the "AI-Anon /Alateen Family Groups Service Manual". There seems to be no consistency at World Service level and perhaps "Family Groups" is intended to apply only where there is a general reference to both AI-Anon and Alateen.

Question: what does "NZASC" mean? Response: - it is a defined term for New Zealand AI-Anon Service Conference – see page 4.

MOTION: to change the handbook deferred until after voting for the proposed changes to the general secretary role. (see page 47)

Review of CN14 NZ Al-Anon committee Guidelines – Editorial

John B

CN14 N.Z. AL-ANON COMMITTEE GUIDELINES -EDITORIAL regarding death of Al-Anon members was reviewed as requested by the 2013 New Zealand Al-Anon Service Conference.

The only reference in the guideline is the paragraph “Items submitted of an obituary nature should be tactfully avoided - what you do for one, you might have to do for many. (A general reference from time to time is adopted by WSO) Annually in the December issue under “In Loving Memory” list deceased Conference Members: name them, along with their title and time of service. Archivist to arrange an article on long standing service members to be included in the issue soon after death, clearly stating underneath *this article requested by Archivist.*” The Literature Committee sees no reason to edit the paragraph in any way – whether as a consequence of the discussion at the 2013 New Zealand Al-Anon Service Conference or otherwise.”

N.Z. AL-ANON COMMITTEE GUIDELINES -EDITORIAL

These guidelines define the purpose, qualifications and responsibilities of the Editorial Committee, which is one of the Selected Committees of NZ Al-Anon General Services.

Purpose:

To edit and to arrange layout, in preparation for printing a newsletter for distribution by GSO.

Membership/Qualifications:

The chairperson is appointed by the General Service Board. They serve for a three-year term, reappointed annually and may serve for two consecutive terms. The chairperson chooses a committee of no more than five members, excluding the chairperson, with the approval of the Board.

Chairperson's responsibilities:

- Attend all Board meetings and Conference.
- Send a report to the GSO at least one month prior to each Board meeting.
- Prepare an annual report of the work of the committee for inclusion in the Conference Brochure. This report to be presented for the April Board Meeting.
- Maintain communication, where appropriate, with all service arms between Board meetings.
- Fully brief the incoming chairperson, passing on all files and relevant materials.
- Arrange monthly meetings for committee members.
- Articles are received from GSO to preserve committee anonymity.
- Ensure minutes, agenda and current work is sent to all committee members including Chairperson of the Board and General Secretary.

Committee responsibilities:

- Provide a balanced meeting in print, in which members share their experiences, and ensure that this publication aims to help readers with their understanding of Al-Anon principles and growth in the programme. In common with The Forum, the occasional item from an AA member can be included provided it has reference to, or is relevant to Al-Anon.
- The Editorial Committee is the chief guarantor of the newsletter quality and editorial content. Everything published in it - personal stories and issues affecting the fellowship - is reviewed for its fidelity to the Al-Anon programme and principles. Any queries or doubts should be referred to GSO to forward to the service arm best qualified to assist.
- The committee should be familiar with the Traditions and the Digest of Al-Anon and Alateen Policies, particularly relating to copyrights, symbols and logos. All Conference Approved Literature and The Forum are covered by International Copyright regulations. The committee should always use quotation marks in the text of the newsletter when-ever brief quotations are given from CAL or from The Forum, giving the source, and in the case of The Forum, the date of the issue from which the quote is taken. Quotations from ODAT that carry a living author's name

should not be used; a letter from WSO was sent warning us of this. Similarly, to quote from any publication, book or magazine, without prior permission from either the author or the publisher, is to be avoided. Experience shows that when requested, with a brief explanation of the type of magazine for which it is required, permission is usually readily given.

- The layout and arrangement of the Al-Anon Messenger is to be the sole responsibility of the Editorial Committee. Watch Vol. and No. There are 12 copies per year.
- It is recommended that two or three members of the committee be computer literate, to spread the work of preparing copy for the printer. Those unable to type are valuable for proof reading and correction, opinion on layout and suggesting themes for an issue. Also seeking material from members to provide items for such themes as Alateen, men in Al-Anon, parents of alcoholics, so as to cover, from time to time, all aspects of the family situation embodied in our membership.
- It is suggested that all members of the committee learn each other's jobs. This is important so that the Messenger comes out on time each month, even in the absence of the Editor or a particular member.
- The editorial articles to be produced by the committee. Each member being encouraged to write in rotation, but in all cases this material to be checked by other members of the committee so that it will not have a bias in any direction. In print, members of the committee to remain anonymous as far as the editorial is concerned.
- If discussions on the Steps and Traditions are to be published, one per month in rotation, then the Editorial Committee should be prepared to write them if material does not arrive from the anticipated sources.
- All articles (except editorial) written by the committee members during their term of office, must be published in the same manner as non-committee members.
- Any service arm or GSO member, expressing a personal viewpoint, should do so under their own name and group. Such contributions should be forwarded to the Editorial Committee through the usual channels.
- The committee may hold material for later issues or choose not to publish. The following to appear in every issue: 'The Editorial Committee cannot guarantee to publish all material submitted and lengthy articles may require editing. Contributors are asked to accept these conditions. Editorial policy excludes the printing of poetry and prayers'.
- Experience has shown it is advisable to avoid personal involvement and correspondence with members who contribute articles.
- Reports of district meetings, area assemblies or Conventions, should not be given coverage.

- Items submitted of an obituary nature should be tactfully avoided - what you do for one, you might have to do for many. (A general reference from time to time is adopted by WSO) Annually in the December issue under "In Loving Memory" list deceased Conference Members: name them, along with their title and time of service. Archivist to arrange an article on long standing service members to be included in the issue soon after death, clearly stating underneath *this article requested by Archivist*.
- Editing material received consists of correcting spelling, punctuation, minor cutting or 'tidying up' so as to remove repetition or irrelevant comments. If the entire article is not suitable, snippets from the same may be appropriate. However, at all times, it should be remembered that it is the committee's responsibility to respect the material submitted by members and on no account should they alter the general tone or sense of any article.
- Where a complete article is accompanied by a covering letter from the author and the committee feel that any part of this covering letter would add to the impact of the article submitted, then the author's permission MUST be obtained; otherwise material the writer imagined had been written in confidence to the Editor could appear in print and cause problems to the author.
- Items received which contain reference to either the writer's relatives, or to other Al-Anon members by specific names, should ALWAYS be edited out, for anonymity's sake, e.g. the words 'partner', 'spouse', 'son', etc. instead of a given name. In the case of Al-Anon members, reference to be made to 'my sponsor' or 'my fellow group members' instead of specific names. With the exception of A.A., other fellowships and outside agencies should not be referred to by name. e.g. 'a treatment centre, rather than 'Hanmer Springs'.
- Experience has shown that it is not advisable to print poetry, firstly for reasons of space, and secondly, because its highly personal nature makes it almost impossible to edit without distorting its composition, thus risking upsetting the author.
- Calendar of Events for forthcoming Al-Anon, Alateen, A.A. Conventions/Seminars/Workshops should be brief; this space is not intended to advertise events organised by members, such as holidays, discussion weekends.
- Generally this information will come from GSO. In keeping with the Sixth Tradition, the 1981 World Service Conference approved the following policy: "Al-Anon newsletters and bulletin boards should not be used for publicizing activities of other organisations with the exception of AA"
- It is the responsibility of the committee to submit, to the Chairperson of the Board, any amendments or additions to the guidelines which experience shows are necessary.

Archives

Recording our Oral History

Chris W –NZAFG Archivist

What is Oral History

History provides accounts of the past through memory, pictures, documents, artifacts and monuments. Events and stories from the past help provide perspectives that allow for thoughtful decision making today. However, memory is fallible, and if significant events or stories are not captured, we can lose parts of the past.

Oral history refers to the process of recording and preserving of oral testimony of an individual's own experiences. By joining our efforts to collect and preserve oral testimonies, you are helping to conserve New Zealand Al-Anon history for present and future generations.

This presentation provides basic suggestions for conducting and preserving the valuable historic treasures of long serving NZAFG members

Pre-interview Preparation

Preparation is vital to a successful interview.

Before the interview, contact the interviewee via regular mail, email or phone to introduce yourself and express the purpose of the interview. Your explanation should be brief and clear. Discuss the time commitment involved and you may wish to give the interviewee a list of topics and/or questions you might cover, in addition to their own experience, strength and hope story. These materials, given a week or so in advance of the actual interview, may stimulate an interviewee's memory. Indicate that any other related topics which he or she can think of will be useful for the interview.

You may wish to do a biographical sketch of your interviewee to give you some pre-direction for your interview

The Interviewer's Equipment and Documentation

Remember to fill out a oral history release form and interview information form

Most modern cell phones have built-in data or voice recorders, or you may have access to a digital data recorder. If these are unavailable or too technical, the old faithful tape recorder will do. Ideally, the device should be small so that it's presence is inconspicuous. To avoid disruptions during the interview become familiar with your equipment, run some trial recordings

Take along paper and pens, batteries or charging units, an extension cord, question sheet and research material.

Note taking during the interview is discouraged as it could be tedious or distracting to the interviewee. However, taking a few notes is ok if it is not too distracting. Write down names and places or questions that come up unexpectedly.

The Interview

As the interviewer, you should be active in setting up arrangements. This includes confirming a date, time and location. Ideally, the location should be a quiet place where the interviewee feels comfortable. The interviewee's house is a great option.

When setting up avoid sitting near windows, air conditioners or fans, place the recorder near both you and the interviewee. You may want to run a test prior to the actual interview to check the sound quality in your particular environment.

You may feel uncomfortable conducting your first interview. To ease anxiety, it is advisable that the first person you interview is someone who you are comfortable with or interview a group of "old timers" together. These group interviews can be both fun and informative. The interaction that occurs as a matter of course serves to spark memories of the participants. One story leads into another, one interpretation brings cries of "but that's not really the way it happened at all!" The end result of such an interview will differ greatly from private interviews with the same individuals.

The interview should be conducted within parameters agreed upon by both parties.

The following tips should be helpful while conducting the interview:

1. Begin the recording by stating your name, the date, time, interviewee's name, and place of interview.
2. Exhibit self-confidence and enthusiasm, remain aware of your body language and make eye contact with the interviewee.
3. Ask easy questions first until a rapport develops between you and the interviewee.
4. Once a comfortable environment is attained, begin to ask questions that will prompt a detailed response.
5. There will be some information that the interviewee will not wish to disclose. Don't pry. This information is personal
6. Ask for examples to support general statements or explanations as these might be critical to the interview.
7. The sample interview questions, are only intended as a general guideline. You are encouraged to adapt the questions as you deem fit.
8. Although going into an interview with a prepared list of questions is vital to a successful interview, deviating from that list is okay and should be encouraged. The interviewee should feel welcomed to go off on tangents. Create an environment that encourages the interviewee to elaborate. Try ending the interview by asking if the interviewee has anything else they would like to share. It is possible that your prepared list of questions did not allow the interviewee to address a topic they wished to discuss.
9. If necessary, use props such as photographs, scrapbooks, letters or other objects that may stimulate memories.
10. Do not stop and start the recording unless requested. Turning it off and on periodically is not only distracting but it gives the illusion that the material is not worth recording.
11. Interviews should be scheduled at a convenient time and place for the interviewee. If the interviewee begins to feel fatigued you may consider ending the interview. It may be possible to continue the interview at another time.

Post Interview

1. Immediately following the interview, secure a signed "Release Form" from the interviewee. Be sure that the interviewee understands:
 - That either the recording or transcription produced thereafter may be used for the subject of research by members of Al-Anon or scholars and researchers, unless access restrictions are stipulated otherwise. Permission must be secured via a signed release.
 - His or her rights, including the transference of all literary and copyrights to NZAFG Archives
 - He or she can, at any time in the future modify or withdraw their permission for this material to be held or accessed in the Al-Anon Archives.
2. Be sure to thank the interviewee for his or her willingness to participate in the project. Maybe follow up with a written "thank you" letter or card
3. Send copy of interview along with release form and interview information form to NZAGF Archives. The best format to send to archives is MP3 via email or post using CD or Memory stick, cassette tapes will be accepted as well
Post: NZAFG Archives C/o NZAFG GSO P O Box 68124, Auckland 1145, NEW ZEALAND
or email to nzafg.archives@gmail.com

Summary

The art of communicating histories orally is not new, it was how generational history was communicated even before the written word, fathers to sons, mothers to daughters.

Putting people's experience, strength and hope into Al-Anon history and a workable media.

To overcome privacy and legal permission to use recordings, the recording must be accompanied with an Oral History Release Forms for all persons speaking on the recording.

Send unedited recording.

For the best interview know the interviewee or something they are passionate about. "Personal Currency" Oral recordings may be used for people who can't get to meetings (Lone members).

Anyone who had info/important pieces of history please contact the Archivist.

Any deceased members – is there stuff that could be archived?



New Zealand Al-Anon Family Groups Archives

Oral history Release Form

I, _____ (name of interviewee), hereby give this interview recorded on _____ (insert date) to the New Zealand Al-Anon Archives as a donation. With this gift, I transfer to the New Zealand Al-Anon Archives legal title and all literary rights, including copyright.

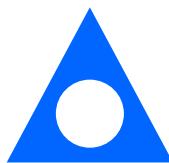
I understand the interview may be made available for research and such public programming as the New Zealand Al-Anon Archives may determine. This includes right and license to reproduce, copy, modify, display, distribute, perform, broadcast, transmit, and create derivatives from the recording. This may include use of the interview material in print and in live or recorded programs for radio, television, or any electronic publishing medium.

I transfer all of the above rights without limitation, to support the mission of Al-Anon and to disseminate information about Al-Anon, upon the condition that I, and any other Al-Anon or A.A. members I identify, remain anonymous at the level of all public media.

This gift does not preclude any use that I may wish to make of the information in the recordings.

_____ Signature of Interviewee	_____ Signature of Interviewer
_____ Name (printed)	_____ Name (printed)
_____ Address	_____ Address
_____ Town, City, Postcode	_____ Town, City, Postcode
_____ Date	_____ Date

NZAFG Archives
C/o New Zealand General Service Office
P O Box 68124, Auckland 1145, NEW ZEALAND
www.al-anon.org.nz
Email: nzafg.archives@gmail.com



New Zealand Al-Anon Family Groups Archives

Oral History Interview Information Form

Narrator (interviewee) _____

Address _____

Telephone No. _____

Email address _____

Interviewer _____

Address _____

Telephone No. _____

Email address _____

Date of Interview _____

Place of Interview _____

Length of interview _____

Format: Digital File name _____

Oral History Release Form Signed _____ (date)

Unrestricted ____ Restricted ____
Nature of Restrictions, if any:

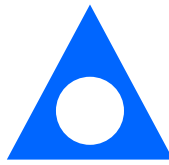
Transcribed ____ Yes ____ No

Reviewed by the Narrator

Yes _____ (date) No ____

Abstract of Interview _____

NZAFG Archives
C/o New Zealand General Service Office
P O Box 68124, Auckland 1145, NEW ZEALAND
www.al-anon.org.nz
Email: nzafg.archives@gmail.com



New Zealand Al-Anon Family Groups Archives

Sample Interview Questions

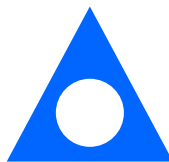
The following are typical questions one might ask when conducting oral histories for Al-Anon. These are intended as general guides and are encouraged to adapt the questions as you deem fit.

Before Al-Anon

- ☞ Please tell me a little about your life before you found Al-Anon. When and where were you born? What kind of childhood did you have?
- ☞ As a child, what did you want to be when you grew up?
- ☞ When were you first affected by someone's drinking?
- ☞ What was your turning point, that brought you into Al-Anon

Recovery

- ☞ When did you first hear of Al-Anon and from what source?
- ☞ How and when did you get started in Al-Anon? Where did you go to your first meeting? What did you think of it?
- ☞ Can you tell me about your early days in Al-Anon, your work through the Steps, and problems you had in those first days of learning the Al-Anon way?
- ☞ What was Al-Anon's "reputation" in the community? How was it different or similar from what you encountered through your initial introduction?
- ☞ What was your perception of Al-Anon's success in the general population when you were first introduced to us? How has that perception changed over time?
- ☞ Did you have a sponsor when you first came in? What type of sponsorship did you have?
- ☞ How many groups or meetings were in existence?
- ☞ Can you recall the formats used at some of these early meetings? How were they run?
- ☞ When was Al-Anon started in your town or area? How often were meetings held? Who were some of the people playing important roles in the formation of new groups? What else do you know about the growth of Al-Anon during that period of time?
- ☞ Which individuals were especially prominent in your Al-Anon sobriety
- ☞ How were new members contacted? What kinds of Twelfth Step work were going on? Are there any Twelfth Step anecdotes that stick out in your mind that you'd care to share?
- ☞ Would you tell me about your experiences sponsoring others?



New Zealand Al-Anon Family Groups Archives

Sample Interview Questions Cont.

Unity - Group issues and community perception of Al-Anon

- ☞ Today, Conference approved literature is a lot more diverse and more readily available to help Al-Anon members, in your early days how diverse and available was “CAL” literature?
- ☞ Can you talk at all about the differences that led to new groups being formed in your area
- ☞ What kind of relationships did Al-Anon in your area have with local authorities? (Police, judges and corrections officers) Has this changed over time?
- ☞ Treatment facilities today frequently host Al-Anon and other Twelve Step meetings. Did treatment centres exist in your area when you came to Al-Anon? Did any of them use a Twelve Step format or incorporate Al-Anon meetings into their structure?
- ☞ Did you seek the cooperation of other local community or professional agencies?
- ☞ Today, radio and television public service announcements for Al-Anon as well as internet web sites, are becoming commonplace. In your early Al-Anon days how did Al-Anon interact with the media? Have you had any profound experiences sharing your relationship with alcoholics with the public? What cautions might you have for Al-Anon today regarding media exposure?
- ☞ During your early years in Al-Anon, how did the community receive Al-Anon?
- ☞ Do you think your group(s) has had an influence in your community? If so, how?

Service

- ☞ How and why did you get into service work?
- ☞ What contributions did you, yourself, make to the growth of the fellowship?
- ☞ What do you remember of early conferences, assemblies, and conventions?
- ☞ Who made the initial outreach to you; in what manner and in what year
- ☞ What was your first impression of Al-Anon Trusted servants, GSO staff, delegates? Describe your first encounters.
- ☞ What was your first impressions of your first General Service Conference? What year?
- ☞ Describe some of the major decisions and Advisory Actions that involved your direct participation, as well as your committee activities over your years of service
- ☞ Is there anything you regret? Any mistakes you believe you made? Any plans that failed that you wish had been successful?
- ☞ What special occasions do you recall during your time of Al-Anon service?
- ☞ How has Al-Anon changed (if it has) since you first found it?
- ☞ Do you see any particular changes in the Al-Anon Fellowship and its service processes, since your start in service?

Transforming NZAFG-GSO

Review

Knowledge Based Decision Making Paper

John B/ Ruth

Introduction

In September 2012 the NZ Al-Anon Family Groups General Service Board (NZAFG-GSB) formed a taskforce to look at Transforming the NZ Al-Anon Family Groups General Service Office (NZAFG-GSO). The purpose of the Taskforce was to look at the function of the NZAFG-GSO, in the light of the then financial situation and resourcing issues and recommend actions.

The three primary objectives of the Transformation were:

- We live within our financial means
- Office structure meets the current needs of the fellowship
- A communication system that meets the current needs of the fellowship

In January/February 2013 the NZAFG-GSB took action, based on the recommendations and due process from the Transformation Taskforce, to:

- Disestablish the existing part time employee roles (a General Secretary and an Office Assistant)
- Hire an Office Manager for 15 Hours a week with a greater skill level than two existing employees
- Implement a project to move to electronic communication with the groups, including the NZ Messenger.

The NZAFG-GSB have now requested a review of the Transformation to see if it was successful.

Background

The basis for this Knowledge Based Decision Making (KBDM) paper developed by, a member of the original taskforce interviewing:

- Executive Chairperson
- Treasurer
- Board Chairperson
- One member of the Executive committee
- Office Manager
- One Volunteer (who was not otherwise involved in the Transformation)

This paper was then drafted and then circulated to the original Transformation Taskforce (which included the Transformation Taskforce Chairperson, the Conference Chairperson, Executive Chairperson, Treasurer and a co-opted member) for review.

Discussion

The following provides a summary of the responses provided by interviewees to the questions shown:

1. Is NZAFG-GSO rebuilding the ample reserve? Is NZAFG-GSO performing better financially?

There is clear evidence from the Profit and Loss Statement from 01 April 2013 to 31 January 2014 that the NZAFG-GSO is performing much better (with an apparent surplus of between \$10,000 and \$14,000 year to date). The improvement is partly accounted for in the savings in Office Administration (wages) as a result of the Transformation. The Profit and Loss also shows increases in the donation level from fellowship likely to be as a consequence of the Helicopter appeal of 2012, which increased the fellowships awareness of the need to support NZAFG-GSO with regular donations.

Interviews showed all believed NZAFG-GSO was performing better, that it was essential to keep up the focus on NZAFG-GSO financial performance while not losing sight of our primary purpose in Tradition Five and managing expenditure sensibly.

2. Does the office structure suit the fellowship's needs?

As it has not been possible to survey the fellowship (due to time constraints and the likelihood that a survey may not reveal a useful response because of the variable nature of the fellowship), this is hard to determine.

Anecdotal evidence suggests the fellowship appears to have adjusted to the changes the Transformation brought about (particularly the NZAFG-GSO being open only three days a week). There were initially some complaints but recently there has been positive feedback from the fellowship on the service they receive from the NZAFG-GSO. It is clear the fellowship want NZAFG-GSO to provide a clearing house and literature distribution centre but within its means, which is now happening.

One significant change has been a decline in the number of Twelve Step calls that are now handled within the NZAFG-GSO. This has improved the efficiency of the NZAFG-GSO. However, further discussions at the NZ AI-Anon Board would be appropriate as to how to ensure Twelve Step calls to the 0508 free phone are answered in accordance with Tradition Eight (i.e. by voluntary resources).

It was identified that having NZAFG-GSO open only three days a week means time frames are tight (adequate but tight). It was suggested that perhaps as the financial performance has improved it would be possible on an exception basis only to pay for additional hours when a project or task arose that warranted extra time. This has recently been successfully trialled with the completion of a stock-take outside of normal hours (using a mixture of paid employees and volunteers).

3. Is there a good flow of communication between the NZAFG-GSO and the fellowship?

The regular communication from the NZAFG-GSO (monthly NZ AI-Anon News) has continued on as always and is effective for many members of the fellowship. However there are still groups and members who are not getting regular updates from the NZAGSO, this has remained unchanged by the Transformation. Ad-hoc communication (particularly emails) are flowing freely between the fellowship and NZAFG-GSO.

As a bi-product of the Transformation the role of General Secretary has been vacant. It was suggested by some that a person in the role of General Secretary would assist with communication (particularly at the group level). It should be noted that a separate review will be completed on the need for a General Secretary.

4. Does the current structure work for the interviewee?

There is general agreement that the current structure meets the needs of the Board Chairperson, Treasurer, Executive Chairperson, Executive Committee, Office Manager and the NZAFG-GSO volunteers. Much of this improvement has come about as a result of NZAFG-GSO operating more efficiently on a day to day basis and with an improved atmosphere as a consequence of the new Office Manager. Again it was identified that the re-inclusion of a General Secretary would improve the structure and would make the role of the Office Manager easier (as some of the work of the role of General Secretary falls to the Office Manager by default).

Additionally, at the time of the Transformation it was decided the Office Manager would not be a signatory to the bank accounts (this was to protect both the fellowship and the Office Manager), during interviews it became clear the structure is settled and inclusion of the Office Manager as a signatory would make day to day operations of the NZAFG-GSO much easier for both the Office Manager and the Treasurer.

5. Do you feel that the Transformation has been successful? Is more required?

Feedback from all suggested the Transformation has been highly successful (particularly in terms of finances and efficiency). Suggested that the “good work” needs to continue and that a regular revisiting of the efficiency and function of the NZAFG-GSO would be good, perhaps something similar to an annual inventory could be initiated by the Executive/Budget Committee.

One of the major indicators for how well the NZAFG-GSO is running is how many volunteers and volunteers hours are being used. Since the Transformation volunteer hours have increased and volunteers are reporting that the NZAFG-GSO is a happy place to go to work. However the pool of volunteers remains small (but dedicated).

From March 2013 a small number of errors or difficulties have arisen (varying from business process issues, double headed management as a consequence of the lack of knowledge, through to stock management issues), during the review it was clear that some of these were a consequence of a new Office Manager, a relatively new Treasurer and an experientially young Executive/Budget committee all at once. These difficulties are reducing in number, as knowledge across the parties increases but it highlights the need for better succession planning and better office procedures.

It was also identified that the shift to an electronic monthly mail-out has only been started and a focus to complete this is required of the Executive/Budget Committee.

6. Any other recommendation?

As a part of this review a number of suggestions related to the operation of NZAFG-GSO were suggested, they were:

There is a clear suggestion that there is a definite need to have a person in the role of General Secretary. This role is important in assisting with communication from both the NZAFG-GSB and NZAFG-GSO to the fellowship. Additionally it was identified that this

person would significantly assist the Executive/Budget Committee to manage the NZAFG-GSO and assist the Office Manager in their functions.

Another common suggestion was succession planning. The three areas that might benefit the most from it would be: the Executive/Budget Committee; then the monthly mail-out volunteers (as mail-out is moved to an electronic mail-out) to continue their involvement in the NZAFG-GSO; also the Treasurer ideally needs to live in Auckland and have the skills in MYOB (NZAFG-GSO accounting software) to work alongside the Office Manager, this would ensure there is a degree of a back up for the Office Manager and the Treasurer is well placed to manage the NZAFG-GSO finances.

It was also noted that there is a lot of co-operation between the Office Manager in the NZAFG-GSO and the Office Manager in the AA Area Information Service. It was then suggested that this co-operation be fostered and increased where possible.

The last suggestion was that this review in itself had the advantage of a kind of Inventory for the functions of the NZAFG-GSO. The lack of a regular review may actually have contributed to the financial crisis that spurred the NZAFG-GSO Transformation to occur. Therefore a regular review of the NZAFG-GSO would benefit the fellowship, the NZAFG-GSB, the NZAFG-GSO, the Office Manager, the Executive/Budget Committee and the NZAFG-GSO volunteers.

KBDM Analysis

The following questions answered with a view to establishing if there is something else to do in the Transformation; if new model is working.

1. What is known about our members' wants, needs, and preferences that is relevant to this decision?

The Al-Anon Family groups fellowship would like to have the NZAFG-GSO available full time if not 24 hours a day, 7 days a week. However this is not feasible with the current income (i.e. donation) levels and the fellowship do require the NZAFG-GSO operate within its' means, which it is now doing and it appears to have started re-building the ample reserve.

2. What is known about the capacity and strategic position of the organisation that is relevant to this decision?

NZAFG-GSO is a non-profit operating largely off the donations from the fellowship (and some income generated from literature sales). Globally NZAFG-GSO is a head of the game in securing the majority of its' income from donations rather than being (solely reliant) reliant on literature sales. The strengths and functions of the NZAFG-GSO are largely determined by this funding and voluntary support. Recent history (over the last seven years) shows that income particularly from donations will drop without careful management and communication to the fellowship.

It is clear from the review, volunteer resources are being used to keep NZAFG-GSO functioning (they have now become essential as a consequence of the Transformation), volunteers seem to be happy and enjoying the opportunity to contribute more. During the review great appreciation was given for the voluntary support provided to the Office Manager, making the NZAFG-GSO a pleasurable place to work.

3. What is known about the current reality that is relevant to this decision?

Information gathered about the perception of the NZAFG-GSO Transformation suggests that it has been highly successful. However not all the recommendations of the Transformation have been completed and a focus on making the monthly mail-out from NZAGSO electronic needs to be established to complete this work and further reduce costs.

4. What are the ethical implications of these choices?

It is clear that the Transformation of NZAFG-GSO was a long project which required careful management, sustained effort and seriously affected employees involved. Ethically the Transformation has been completed with adherence to the Twelve Tradition and Twelve Concepts of Service. It has also resulted in little controversy (any of which seems to now have passed).

5. Do we need more information, has something come up that we would benefit from knowing before a decision can be made?

The only true unknown that the NZAFG-GSO faces is the future and how funding will be affected, particularly with the advent of electronic literature sales directly out of the World Service Office. The income model needs regular reviews and monitoring to continue the financial improvement seen to date, this reinforces the need for succession planning at the Executive/Budget committee and careful selection of Treasurers with the right skill set.

Summary

The Transformation of NZAFG-GSO initiated in December 2012 has been very successful and has definitely started a recovery of the ample reserve.

The NZAFG-GSO is now a pleasurable place to work for both employees and volunteers. The Transformation means volunteers have become an even more essential part of daily operations.

The new structure is working well and all involved including the fellowship have adjusted to the changes brought about in the Transformation (with perhaps the exception of the General Secretary role being vacant).

There are a small number of recommendations of this review as follows:

- The Executive/Budget committee establish a focus making the monthly mail-out electronic.
- Acknowledge the number of paid hours in NZAFG-GSO is small and from time to time allocate more to complete projects or where a demand has arisen.
- The Executive/Budget committee look at making the Office Manager a signatory to the NZAFG-GSO bank accounts.
- Establish an annual inventory of the NZAFG-GSO to prevent the crisis that occurred in 2012 that in part triggered the Transformation of the NZAFG-GSO.
- Begin working on succession planning for the Executive/Budget committee, mail-out volunteers and the Treasurer roles. The NZAFG-GSO relies on all of these and the structure is only as strong as its' weakest link so succession planning, management and resilience are all essential

Summary

Q&A

Did you use a taskforce for the Transformation?

- There two taskforces involved, one was irresponsible for the review of GSO and the other had the responsibility for the recruitment of office manager.
- The appointee had to have the ability to multi task and be highly skilled, for this reason all applicants were tested which included behavioural, math and typing.

How did you find your Office Manager?

- We listed the job with Seek a popular recruitment website and advertised internally. We had a lot of interesting people apply.
- We used a spreadsheet to track the range of computer skills and we had done a lot of homework to work to determine which skills would be useful.

Anything on the website that you'd like to change?

- When I went to look at Hamilton groups there was only one group that showed up. The pointer wasn't correct. We have to make a correction on the days.

Comments

Taskforces have done a fantastic job.

I am wondering about the General Secretary and where we'll have the next one.
(Topic for Presentation 3)

Volunteers are given a range of jobs to do depending on their ability and time.

Area One: The office is very very helpful, when a parcel was missing it was tracked down and delivered really quickly.

Area Four: Book orders still taking as long to receive as previously, cutting the office hours hasn't changed the service.

We regularly review complaints and try to rectify as many things as we can. We need the feedback.

Motion: that the Executive/Budget Committee establish an annual inventory of the NZAFG-GSO, and report to the GSB in September each year (coincides with the Strategic planning meeting) *Carried*.

The items for inventory are:

- Does the office structure continue to meet the needs of the fellowship?
- Are the needs of the volunteers & fellowship being met?
- Are the ample reserves continuing to be rebuilt?
- Has the office manager has a satisfactory annual review.
- Are there any issues/recommendations arising from the above questions?
- Are all decisions and agreements being made with our sustained willingness to practice spiritual principles in all our affairs?

Al-Anon NZ Has no General Secretary Update

John B/ Sally-ann M

REVIEW – Background history

We have had a General-Secretary as a paid employee and servant of the Board until February 2013.

The General Service Board (GSB) in line with its obligations to look after Al-Anon New Zealand was concerned at the continued operating costs to keep Al-Anon New Zealand running and in particular Al-Anon NZ's financial position, which was deteriorating.

GSB set up a task-force that reviewed the operation of Al-Anon New Zealand and recommended a different employment model: General Secretary to become a voluntary role and that a more highly skilled Office Manager be employed

The GSB decided to restructure the General Service Office (GSO) and both employees were made redundant

GSB appointed an Office Manager for 15 hours per week (3 days per week) to manage GSO

Conference 2013 decided "That the Board continue to have no General-Secretary for a trial period." (The trial to continue until March 2014.)

A Transformation Review was completed this year on success or otherwise of the transformation of GSO. In general feedback received by the reviewer was that the Transformation had been very successful. It was identified in the review "that there is a definite need to have a person in the role of General-Secretary"

Context - KBDM Questions

1. What do we know about our members or prospective needs that is relevant to this discussion?

Our members need a GSO that meets their needs and Al-Anon Groups, which includes the registration of Al-Anon groups, sale of Conference Approved literature, maintenance of a list of meetings and Al-Anon events, approval of AMIASs', liaison with AA and the maintenance of the Al-Anon and Alateen website.

Prospective members need to know where to find groups that they can attend, this information is available on the website and in many areas there is a contact phone number. However calls can be made to 0508 free number, although these have decreased these can still be an issue.

2. What do we about the capacity and strategic position of the organization relative to this position?

We have an Office Manager who is employed for three days per week for a total of 15 hours per week. We have volunteers who willingly give of their time to assist in GSO. The Areas now deal more enquiry calls from members and prospective members than previously.

It was noted in the Transformation Review that a General-Secretary could assist in communication at Group level

An important area is the relationship of Al-Anon with AA, where the General-Secretary has historically played an important role.

3. What do we know about the current realities (membership, culture), evolving dynamics of the world and fellowship environment (technology, our legacies and spiritual principles that is relevant to the discussion? What are the pros and cons?

Pros

The employment of an Officer Manager has in general been a great success, with improved accounting information for the Board and a happy and efficient office and also a decrease in salaries.

Savings have been made with the new structure that has improved Al-Anon's financial position.

Cons

Not having a General-Secretary for Al-Anon in New Zealand for over 12 months has raised issues of communication from GSO and GSB to the membership (Transformation Review.)

The appointment of a General-Secretary could raise the potential for "double headed management".

4. What are the critical implications of our choices (pros and cons)? In other words will our decision be consistent with our spiritual principles?

The prime function of GSO is to support the AI-Anon Family Groups, the appointment of a General-Secretary as a volunteer for a fixed term with a specific role would be of benefit to the membership.

The role would need to remain as a voluntary role because of the fellowship's financial position.

The appointment of the "right person" would be critical to the successful implementation of this role

5. What do wish we knew but don't

NZ AI-Anon's future financial position and membership.

Conclusions

The Transformation review identified the advantage to the fellowship of having a General-Secretary and pointed to the need for improved communications with our membership. Although AI-Anon NZ's financial position has improved we still need to increase our reserve, which does not give the fellowship the luxury of making this a paid position.

The role of Office Manager has been successful and this has had a positive effect on GSO. This position was created to provide improved financial information to GSB, which it has done.

The New Zealand AI-Anon Alateen Handbook provides for the position of General-Secretary to be the Secretary of GSO to be a full member of the GSB with voice and vote, it is recommended that the Handbook be amended to make this position a voluntary position.

GENERAL SECRETARY AL-ANON NZ

Al-Anon NZ has for a period of twelve months has trialed not having a General-Secretary, it has been decided that there are advantages for the fellowship of appointing an experienced member to the position. The position will be voluntary.

Description

The Secretary of the GSO is called the General Secretary and is a full member of the GSB with voice and vote. This position is a voluntary position for a trial period of 6 years. Actual and reasonable costs will be reimbursed. The appointee must have a minimum of 10 years experience in Al-Anon with extensive experience in service, both at Area and GSB. The term of office is three years and the appointee may serve two consecutive terms. The General-Secretary will report to the Chair of GSB.

Job Requirements

- Must be a current member of Al-Anon for over 10 years, with extensive experience in service at Area and Board level.
- Have good verbal and written communication skill.
- Have good computing skills and access to a computer.
- Have an Al-Anon sponsor.

Responsibilities

- Support effective functioning of the Executive/Budget Committee and Board working with each in preparing the meeting agendas
- Work with the selected Committee Chairpersons in helping to see their roles and functions and act as a guiding force
- A member of the Executive and Budget Committees and is an ex-officio member of the selected committees
- Attends NZ Al-Anon Service Conference with an Annual Report for inclusion in the Conference Brochure. (Report to be presented to the Board before the Conference)
- Serves as the initial contact between WSO and the General Service Office (GSO) in all matters affecting both fellowships
- Co-operates with the Office Manager regarding all correspondence received by GSO which relates to the fellowship (excludes administrative functions of GSO)
- Ensures the confidentiality of the fellowship records within the General Secretary's control
- Will be responsible for the taking of the Board minutes and the keeping of the official record

Summary - Transforming NZAFG-GSO Review

Q&A

Is the General Secretary going to do the Exec minutes?

- Discussed by the Board. Not the best use of the Board members time to take the minutes. Could hire a minute taker. May get a General Secretary who has all the skills but does not want to take the minutes. We may decide other skills are more important - this is clearly not a black and white situation.

Have you calculated the hours per week that this role will entail?

- No. It will develop and evolve over the trial.
- Start with the correspondence then develop the role - a lot of liaising with the Board.

Do we at this stage have anyone in mind for this position? How long will this position will be open?

- Board wants to put this "voluntary" position out to members & shoulder-tap prospects..
- Want to set up a committee to review candidates and interview to ensure they have the skills and willingness to commit to 3 years.
- It's a voluntary role and candidates will have to decide what commitment they can make.

Comments

Communication between Committees and Groups hasn't been happening. e.g. the keys needed to get in and out of the office. Historical knowledge is lacking e.g. a group that opened was put in the wrong area. Having a General Secretary is pivotal and critical to the success of a lot of things.

Without a General Secretary is like working with gaps. We are all volunteers. Don't want Office Manager to work overtime unpaid. She's been picking up the gap from not having a General Secretary. We have to be self-supporting completely and it starts with getting that position filled.

The Board has carefully designed this position as a voluntary position. If it is a paid position then it becomes an employment situation - this is extremely dangerous. A voluntary role allows for an entitlement for a fixed term despite the very high criteria for the role.

Absence of this position has allowed the Board to figure out what this role performs. Everyone on the Board is voluntary and so it makes sense that the General Secretary is also voluntary.

Response: We will ensure we avoid "double headed management." The better way to get information is to read the manuals. If we can copy the lines of communication that are there we would "cut out the fat." The boundaries would be clearer. We've already implemented 50% of the Board review. We aren't perfect and we will learn as we make progress.

It's important that we find the right person for the role. There will be somebody out there who will fill the criteria.

MOTION: That the role of the General Secretary for AFGNZ be a voluntary role for a term of 3 years and the appointee may serve 2 consecutive terms. **Carried**

MOTION: That the role of General Secretary for AFGNZ be for a trial period of 6 years **Carried**

MOTION: That the Conference approve the revised *New Zealand Al-Anon/Alateen Service Handbook* (PN-27) in the draft form presented to the Conference. **Carried**

Abundance of - FUNRAISING

(having fun whilst raising money)

Ruth

Many members of Al-Anon don't have fun, didn't grow up having fun or find it an unusual activity.

"I didn't want to go back to school, but she said she'd kill me if I didn't. So I go. Everybody makes fun of me or feels sorry for me. So I come home right after school. I don't mind so much if it will help my mom not to drink."

How Al-Anon Works page 4

"Years ago I challenged myself to learn to play once a week. I really didn't have any idea how to do this, but I was willing. I started by discussing the subject with my sponsor."

Hope for Today page 25

A healthy group has fun by:

- Celebrating birthday meetings and member birthdays
- Bi-annual appeal events
- Raffles
- Blind auctions (buying items you can't see)
- Selling food (single biscuits or larger items)
- Serenity weekends
- A meeting on wheels – filling a car with members and going to an event (GN-22)
- Public Outreach meetings – hearing a guest speaker
- Open AA meetings
- Combined meetings with AA at Area Meetings or Conventions
- Workshops

Auction ideas

- Services for members e.g. eating lunch together, mowing lawns, baking, cleaning houses and cars, days in holiday homes

Strategies to Strengthen Personal Connections

- "Hold social functions such as: luncheons, dances, pot luck suppers, picnics, fundraisers, or after-the-meeting coffee clubs"
- 2013 World Service Conference Summary page 70

Other Advantages of Fun

- Some people find it difficult to come to an Al-Anon meeting but will come to a family fun event. Some people need to come to several different events before they come to an Al-Anon meeting
- Encourages Alateens to feel part of a bigger group
- Removes barriers between AA and Al-Anon
- Specific jobs get done

NZ AL-ANON NEWS

April 2014

"We Pass Along Understanding"



Howick-Pakuranga AFG had a celebration for their 35th birthday and 60th Anniversary of Al-Anon in NZ on 17 March. They had guest speakers a raffle, shared trading table and delicious supper. Fun and fellowship was enjoyed by all.

Abundance of - FUNRAISING

Summary

Funraising ideas

- Something to help the friends and family of alcoholics
- Easy and as varied as our members
- Doesn't have to be expensive and can create a lot of fun as well as necessary funds

Auction

- Blind auction - buying something you can't see, you can guess what it is but you won't know what it is until you buy it
- Silent auction - writing down a price and your name on an item. Someone else comes along and writes down a higher number. The winner has the highest number.
- Hire a hubby services - good way to encourage our men to participate
- Auction your time - clean windows, doing housework,
- Mystery bottles - covered bottles anything from tomato sauce to olive oil
- Mow lawns and other necessary jobs that you would pay someone to do

Fun

- Go with deal i.e. movies - often members need someone else to go somewhere. The winner goes with a member to do something they will both enjoy
- Swim in a pool
- Lunch out or in a member's home
- Pass the parcel - each person gets something when they take off a layer (pamphlet, bookmark)

Raffle

- Leftover food from large meetings or Area Assemblies
- Baskets with a range of family items: groceries, chocolate, something seasonal
- Groceries
- Art and craft: knitted hat, paintings
- Homemade jams, flowers, garden veggies
- Al-Anon literature (especially a new book)
- Bake a cake or biscuits (could be done by Alateen or eaten by Alateen)

Seasonal events

- Cheese rolls and soup bake sale
- Garage sale
- Movie night at an old town hall, starting off with a potluck tea - entry by donation

Recycling

- Making bags from cloth banners (that had incorrect information) instead of throwing them out
- Bringing back old raffle prizes and reselling them
- Contributing presents that you don't want that someone else will want

Outreach to the Public

Media Action Plan for New Zealand Delegates

Sally-ann M

Public Outreach informs the general public through the media, professionals, facilities and organizations about who we are, what we do and how to get in touch with us. Our goal is to attract to our programme those whose lives are, or have been, affected by someone else's drinking so that those who need our programme can find the help and hope we offer. We also strive for name recognition and credibility as a community resource. Public Outreach includes outreach to the public and media, outreach to professionals and outreach to institutions.

Delegates

Your area may combine these service areas under Public Outreach or may maintain separate coordinators and/or committees.

All those in Public Outreach are encouraged to work together to avoid duplicating efforts and to make sure our message is the same across all channels. Where we can, it is best to utilise the Public Outreach tools for New Zealand created by the National Public Outreach Coordinator.

Who Can Do Public Outreach?

Any willing and active Al-Anon or Alateen member with an understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service can do Public Outreach. It is a way for us as individuals or as a group, to grow and develop in our recovery and to practice Step Twelve by carrying the Al-Anon message.

What Is Outreach to the Public/Media?

Outreach through the media, ie, newspapers, television, radio, magazines and the Internet; plus other means of reaching the public directly such as poster placement, health and community fairs etc, are known as Outreach to the Public/Media or the Public Information Service (PI). The 'public' refers to the general public. They may be families and friends of alcoholics, or may know of someone who is. Professionals are also members of the public who may see our posters, media efforts, etc.

Activities

- If your district or area doesn't already have a Public Outreach Committee, consider starting one! Use suggestions in *The Best of Public Outreach* on the Members' website as a foundation:

www.al-anon.alateen.org/members.

Concentrate efforts on one or two projects at a time!

- Provide speakers and literature for community events.
- Participate/exhibit at health fairs. Use the Al-Anon/Alateen DVD *Al-Anon and Alateen's Role in Family Recovery* (AV-31dvd).

- Plan a poster campaign. Posters can be placed in public places such as community centres, libraries, laundromats, store windows, supermarkets, schools etc, with the permission of the facility.
- Distribute supplies of *AI -Anon Faces Alcoholism* and other literature with meeting lists to public places, with the permission of the facility.
- Make sure a local AI -Anon number is listed in every local phone book and resource directory in the community both printed and online.
- Stamp literature with a local contact phone number and/or meeting time and place.
- Invite community leaders and media contacts along to open meetings.
- Include a Web address or telephone number in all stories and announcements.
- Use television and radio public service announcements (PSAs), available from the WSO. These contain suggestions for using the media to carry the AI-Anon message. Work with your Area Delegate, local AI -Anon Information Service and Area Public Outreach/Public Information Coordinator on this.
- Send *AI -Anon Faces Alcoholism* to all local media. Include your local contact information and offer interviews with local members (maintaining anonymity) or professionals who recommend AI -Anon and Alateen.
- Contact all local talk shows on radio and television and offer to be interviewed, or arrange for interviews with alcoholism professionals who recommend AI -Anon and Alateen.

Activate your Area Public Outreach Coordinator

Why do we need to work with an Area Public Outreach Coordinator?

The Area Coordinator can help to get maximum results from the work of AI-Anon and Alateen members involved in outreach projects in the area. By sharing projects implemented nationally by the WSO, the Area Coordinator can provide “how to” information that will help local members avoid duplication of effort.

Contact with the Area Coordinator also gives them the opportunity to share your efforts with other members in your area.

Form an Outreach to the Public/Media committee. As with any area of AI-Anon/Alateen service, the more the merrier. Get a group of members together to come up with a plan for reaching out to the general public and the media. Use *The Best of Public Outreach* available on the Members’ website, for ideas.

Once you have your committee in place with an Area Public Outreach Coordinator to lead them, look back at the activities list and utilise the Public Outreach calendar for ideas to move forward.

Resources and Service Tools for You To Use

- Your Area Public Outreach or Public Information Coordinator(s)
- *Area Public Outreach Coordinator Guideline* (G-38)
- *The Best of Public Outreach* on the Members' website
www.al-anon.alateen.org/members
- *Members Interested in Speaking* (G-1)
- *Attracting and Cooperating* (S-40)
- *Al-Anon and Alateen's Role in Family Recovery DVD* (AV-31dvd)
- Media Centre on the Public Outreach website: www.al-anon.alateen.org
- Local meeting schedules
- Create cards with local and WSO website addresses
- S-15 catalogue for a full list of "carrying the message" materials
- Read the *Al-Anon/Alateen Service Manual* (pp 24-27)
- *Digest of Al-Anon/Alateen Policies*: section on Public Outreach.
- The updated 'road sign' files for use in New Zealand
- The updated PSAs for use in New Zealand

Let's get visual

We have a budget of \$2,000 per year for Public Outreach in AFG. What would you like to see? What would help you and your area to carry the Al-Anon message in an effective and wide-reaching manner?

Please come to Conference with some ideas.

Here are some Public Outreach ideas happening throughout the world:





How to attract others to work on AFG Public Outreach:



Then help carry the message to others who are still suffering from the effects of someone else's drinking.

District 5 Al-Anon needs your help with public outreach projects in **your** Central Oregon town.

- committee volunteers & project ideas
- distributing posters
- stocking schedules at medical centers
- contacting professionals and the media
- updating various contact lists
- and more!

Public Outreach informs the general public through the media, professionals, facilities, and organizations about who we are, what we do, and how to get in touch with us. Our goal is to attract to our program those whose lives are or have been affected by someone else's drinking, so that those who need our program can find the help and hope we offer. We also strive for name recognition and credibility as a community resource.

Get involved in a step 12 project!

Please contact Allen S. – allen@progmktg.com or 541-728-0644 or
Lisa S. – lisas3575@gmail.com or 541-480-3981 to sign up. www.afginfo.org



Summary

Public Outreach and Carrying Al-Anon Message :

- Al Anon Family Groups is a not for profit organisation.
- Do not need to disclose you are an Al Anon Family Group member.
- Some people find PO too hard and overcomplicate it, the solution is using the tools and having faith.
- People have difficulty when they think they have to create tools.
- Tools are readily available and PO people can be creative in distributing tools, amending the sizes of existing PO materials (i.e. posters, banners) to place in various places (bus, library, internet) instead of re-inventing the wheel.
- If you make a new piece of PO WSO may have to approve it before you can use it. Our new PO posters/files are WSO approved.
- Media outlet – thank the media outlet for their stories in media (i.e. letters to the editor).
- Some successful PO stories in *35 years of Celebration* booklet.
- Important to follow KN17 guidelines and the P90.
- Important to choose people with a smile, good recovery, positive attitudes, and happiness.

Where are our New Al Anon Members?

- How Al Anon Members in Conference Room were introduced to Al Anon is shown in table below:

Counsellor	AA	Doctor/Nurse	General Public Person	NA	AFG Member	Magazine/ Newspaper
2	7	2	2	1	3	2

- Where are our new members? - AA, Medical, and Institutions (i.e. Police, Counsellors, CADS).
- AA is potential biggest market to carry the message to.
- Al-Anon members encouraged to attend AA functions and invite AA members and their family members to attend. AA members to attend open meetings only.

Suggestions for Public Outreach Budget of \$2000:

- Al-Anon National PO Co-ordinator to liaise with AA National Public Outreach person and discuss ideas to see if we can piggy back.
- Pop Up banner - \$199 (costs to be negotiated and agreed upon). Use internally at our own events and public events
- Use Internet /Website/Social Media – search function to use key words such as “problem” “drinking”.
- Internet Link
- Bumper Stickers
- Back of Buses
- Screens (such as ANZ) for non profit.

Discussion After Public Outreach Presentation:

- Get more up to date PO material.
- Victim support – good PO
- National PO Co-ordinator, Sally-ann – needs help from Delegates.
- Delegates can help by showing power point at next Area Assembly.
- Anonymity – spiritual solution is working well.

2013 WSO Conference Summary Page 22

The Best of Public Outreach: *The Best of Public Outreach* how-to-do-it service tool on the Members Web site is now available in Spanish and is almost ready in French. Links and downloads are being added and improved to keep *The Best of Public Outreach* meaningful and effective for all the Coordinators and members who would like to conduct local Public Outreach projects.

New media outreach messages are beginning to find their way into our Public Outreach efforts:

There have been six feature releases to media outlets on the Internet since January 1, 2013, reaching an estimated audience of 290,000.

There have been 68 inspirational postings on www.Facebook.com, producing an average of 25,000 exposures per week.

The WSO has placed 64 recovery messages on www.Twitter.com for 1,804 followers, resulting in 204 “re-tweets” and favourites.

22 general sessions World Service Conference

There are six new podcasts posted on the Public Outreach Web site in two series:

First Steps to Al-Anon Recovery.

Using Al-Anon’s Twelve Steps in Our Personal Lives.

The Associate Director of Communications—Media finished his staff update by asking Delegates to extend the following WSO message to all of the Public Outreach Coordinators and volunteers in their Area: “Thank you for helping us change ‘me’ into ‘we!’”

Also see

<http://al-anon.org/members/pdf/bestofpublicoutreach.pdf>

Panels in New Zealand

Paula B

Background: Delegates attending the conference are divided into three panels, remaining in the same panel throughout their term. In this way one panel will always consist of experienced members (p68 NZ Handbook)

Conference 2010 asked that the Board examine the archives to learn about the historical place of panels in New Zealand. The Board was asked to also look at how panels can work more effectively. The conference decided to write the panels up on the white board and Conference members were asked to put their names on the board under whichever panel they would like to volunteer for rather than being allocated to a committee that the Delegate didn't have a passion for.

In 2010 Delegates voted that: "Area Delegates volunteering on to selected committees and other work groups of interest. Trial: choosing their selected panel/committee to continue for two more years.

This process is also in keeping with the Idea that New Zealand Al-Anon (GSB) adopts the process of Succession Planning, and when delegate rolls off, that they have had an idea of the Select committee's and how they work. This idea is more in keeping with concept 4 Participation is the key to harmony.

The Select Committees are: Public Information (Outreach)
Conference
Literature
Messenger
Alateen.

The idea was reported and discussed at Conference 2012. (See page 32 in the 2012 Conference Summary)

I would like to introduce you to the Select Committee Chairs for feedback of fun and fellowship that is part of being a Delegate on a Select committee.

MOTION: That Delegates are able to volunteer for various Select committees at Conference that may interest them in an ongoing way. **Carried**

Alateen Chatroom Report

John B

As most of you will be aware GSO has been advertising for a Supervisor and moderators for the proposed Alateen Chatroom. There has been some interest from members in the position of moderator.

It has also been suggested that we could contact Australia who also tried to establish and Australian Chatroom and have had similar problems to New Zealand.

Hopefully by the time of our Conference I will be in a position to report positively on our progress.

It is good to note the numbers of members who are now an AMIAS, including the Alateen Committee and myself. It is also pleasing to note the establishment of an Alateen meeting in Wellington.

Summary

- Job role defined, all paperwork has been completed
- Two moderators (preferably AMIAS's) moderate at any one time. Protects Alateen users accessing chat rooms.
- Everything that goes in and comes out must be monitored through moderator.
- Anonymous – no names, telephone numbers to be exchanged.
- The Alateen Committee is considering a different model for the supervision of the Chatroom, as there have been no applicants for the position of Supervisor. The Committee will report back to the Board with its recommendations.

Chat Room Supervisor

Al--Anon New Zealand will be launching the NZ Alateen Chat Room Service in TBC. The Chat Room Service is intended to provide a safe online environment for Alateens to work the Al--Anon programme. A schedule of Chat Room sessions will provide Alateens with regular online meetings. As in all Alateen meetings, the teens chair the meeting, select the topic and “read” the opening and closing. Two Chat Room Moderators must always present to supervise each Chat Room session. The World Service Organisation provides technical support, advice and training for operating and maintaining the Chat Room.

Description

The Chat Room Supervisor has overall responsibility for the operation and maintenance of the New Zealand Alateen Chat Room. The Chat Room Supervisor will lead the team of Chat Room Moderators and is the primary point of contact for the World Service Organisation on all Chat Room related matters. The Chat Room Supervisor is a 3 year position appointed by the General Service Office and accountable to the Board -- but will not become a Board member.

Job Requirements

- Must be a current Al--Anon Member in Alateen Service (AMIAS)
- Must be actively working the Al--Anon programme with an Al--Anon Sponsor
- Ideally have experience as an Al--Anon Sponsor
- Have good computing skills
- Have experience with the simple database software where Alateens will register to attend meetings

Responsibilities

- Set up and maintain the schedule of Chat Room Sessions
- Set up and maintain roster of the Chat Room Moderators to supervise each session
- Respond to emails regarding Chat Room user registration problems
- Facilitate arrangements for back up moderators to ensure two Chat Room Moderators are present for each session
- Provide on--going support and advice to Chat Room Moderators on how to correctly operate the Chat Room service
- Liaise with the Word Service Organisation to arrange training sessions for newly registered Chat Room Moderators
- Perform a limited amount of data entry and conduct maintenance of the Chat Room system, liaising with the World Service Organisation where required

Additional References

- Alateen Safety Guidelines GN--34
- Al--Anon Guidelines for Al--Anon Member in Alateen Service GN--35

Chat Room Moderator

Al--Anon New Zealand will be launching the NZ Alateen Chat Room Service in TBC. The Chat Room Service is intended to provide a safe online environment for Alateens to work the Al--Anon programme. A schedule of Chat Room sessions will provide Alateens with regular online meetings. As in all Alateen meetings, the teens chair the meeting, select the topic and “read” the opening and closing. Two Chat Room Moderators must always present to supervise each Chat Room session. The World Service Organisation provides technical support, advice and training for operating and maintaining the Chat Room.

Description

The Chat Room Moderator is responsible for ensuring users comply with Chat Room rules and the principles of Al Anon. Each Chat Room Moderator will be roistered on to regularly supervise Chat Room sessions. The World Service Organisation will provide training on Chat Room operation and supervision for all newly registered Chat Room Moderators. And the Chat Room Supervisor is available to provide on--going support and advice on how to correctly operate the Chat Room. Each Chat Room Moderator will be registered by the Chat Room Supervisor -- through the authority of the New Zealand General Service Office.

Job Requirements

- Must be a current Al Anon Member in Alateen Service (AMIAS)
- Must be actively working the Al--Anon programme with an Al--Anon Sponsor
- Must be willing to use your discretion and knowledge of the Chat Room rules and principles of Al Anon when supervising a Chat Room session

Responsibilities

- Screen user postings on the Chat Room to prevent inappropriate or abusive postings from being published
- Where required, use of your discretion to:
 - ◊ Warn a user about non--compliant postings
 - ◊ Coach a user on appropriate Chat Room use and postings
 - ◊ Put a user on ‘time out’
 - ◊ Suspend or terminate a user’s account
- Arrange for a replacement Chat Room Moderator whenever you cannot supervise a session you are roistered for
- Raise or address possible abuse -- see Alateen Safety Guidelines GN--34

Additional References

- Alateen Safety Guidelines GN--34
- Al--Anon Guidelines for Al--Anon Member in Alateen Service GN--35

Outgoing Sharing

Ruth – Exec Chair

I was on the Exec / Budget committee and thought that I had better become Exec / Budget Chair, because we needed rotation of service and no-one else was available, because they had family commitments, and since I was happy in my new marriage, and everything was calm in my life, I should take on this position.

My one hesitation was that I was thinking of changing jobs, after I had been threatened with redundancy, and I was worried I might be working away from Auckland city, and might find it difficult to get to meetings, at the office in Pitt Street, Grafton.

I am still at that job and I'm still thinking of leaving (but there hasn't been a good time to leave)! My experience on the Board has allowed me to see my bosses as people, rather than managers that hire and fire. I ask them questions at meetings when they invite questions because I know that I have the right to be treated as an equal and they need to hear my point of view. This has influenced other staff and managers have become more accountable.

I have worked as a secretary for most of my life so enjoy the Exec part, but have never enjoyed the Budget part, of the Exec / Budget committee. Before one of my first Board meetings I was given about nine spreadsheets detailing several different items about Conference. One spreadsheet compared one year's costs against two other years and it was utterly dull. I had no interest but I read everything and tried to understand everything. There were many reports and emails and lots of detailed data.

Like everything in life I learned valuable skills I really needed. Through Linda's graphs and analysis I learned a lot about money, budgeting and where our money was being spent.

My calm life disappeared soon after joining the Board and I have had a difficult time with my mother. She has Alzheimer's disease and is living in a rest home. She's currently in hospital after suffering a stroke. I did a budget for her years ago, which she hasn't approved, but she is living much better.

This put a lot of financial stress on me and my family but I managed to spread the responsibility to my family and was strong enough to work with three lawyers and two accountants to send an archive box full of information to the government to organise funding for her rest home care because she has no money and she had a very complicated financial structure and very bad administration. The process took 10, debilitating, months.

I have been to Conference several times as a Scribe but the first time I attended as the Exec Chair I started to add everything up. How much do the cheese scones cost? How many attend? What will everything cost? I was very worried when I was asked to sign some cheques for Delegate expenses and was told that the Auckland supplier cheques wouldn't be posted because they were likely to bounce because we didn't have enough money in the operating funds account. Soon after Conference we needed to break an investment to transfer money to cover the cheques. That was very painful and I never want anyone else to be in that position!

Thanks to the Transforming the GSO Taskforce we have money in safe investment accounts as a reserve.

I have had regular contact with the staff at our New Zealand Al-Anon General Service Office over ten years. They have all worked very hard, did overtime, were very healthy and have been totally reliable.

Outgoing Sharing

Evelyn D. Area 9.

Hi to you all,

It is hard to believe that three years have past already and it is now time for me to retire from Service in Al-Anon and hand the reigns over to Dawn C our alternate Area Delegate. I have found Area 9 geographically challenging in trying to get around all the groups each year. We have 3 Area Assembly's, SAA assembly's and had Hanmer Fellowship gatherings as well so it has been difficult to juggle work commitments and my own business to enable adequate time for travelling as the groups meet on different nights/days. Living in a remote area also has its disadvantages. The positive is that we do all have a lot of contact during the year and usually able to discuss any issues that arise.

My first time at conference many years ago coincided with the change over from Districts to Areas. It was quite a daunting task for me to convey the wishes of Area Nine to conference. I remember the hot debates and especially remember being "bailed up" in the tea break from a conference member who did not agree with our stand of being against the change. Thankfully for me Marlene (SRB) at the time came to the rescue. 'As long as I keep my marbles', I will never forget that conference, I wondered what on earth I had let myself in for!

One change in Al-Anon meetings I have noticed over the past 36 years is the progression from Loving Interchange Meetings to the more Formal Meeting Format.

The many young faces when I started in Al-Anon are now the 'Golden Oldies' of our groups, Areas and Conferences with not so many younger members coming in, staying, and willing to commit to Service.

I often wonder if this "Sea of Maturity and Wisdom" has an influence on whether or not a young newcomer stays. I say this because of a comment made by a young member at an Area Assembly business meeting. Without judgment, he asked us to look around the room at the absence of young members in Service.

When I first started in Service, in our Area, the age balance was a reversal of what it is today.

As this conference comes to an end it will be my 7th time here at the Friary. I have noticed a huge difference this time around. Overall I feel the conference has improved a lot and is more welcoming and supportive. The buddy concept is great especially for first timers. The between conference contact from the Board is great also as there was no computer contact my first time around.

As we are all here for the betterment of Al-Anon as a whole, I feel the changes overall have been very positive.

Thank you to everyone who has helped my time in Service be so rewarding.

Without this wonderful program and the people working it, I would not be the person I am today.

Outgoing Sharing

Southern Regional Board Member

Marlene G

Life in Al-Anon over the past thirty three years has shown me a wealth of personal riches that money could never buy. It has gifted me a strength to use in my daily life without which I'm sure I'd never have been able to cope. I must say that there have been times when I've thought enough is enough. It is at those times that my Al-Anon family have been there quietly supporting, listening not judging, not asking questions, just letting me know that they are there for me.

It is knowing and receiving that unconditional love of your Al-Anon Family that is a priceless gift that few are lucky enough to receive in a life time. I there for consider myself a very grateful member of Al-Anon. No matter how much service I have done over the years to show my gratitude I am still left owing a debt. How lucky I have been to be accepted into this wonderful fellowship. To be trusted as your servant and have the honour of being able to serve you to the best of my ability.

I feel I have not contributed so well this last term and for that I apologise, as I step down from this role my shoes will be filled by Melda from Area One. I know she will serve you to the best of her ability, her passion for Al-Anon it's Principals, Traditions and Structure are very close to her heart.

For me it is now time to take care of myself, enjoy my new marriage,(now eighteen months old) I have given up on work and now looking forward to enjoying the so called twilight years with great gusto.

Thanks to Al-Anon for enabling me to make good and healthy choices, to which I can enjoy life today.

Delegates Report

Area One

Colleen H

Area One covers a large area from Oamaru south. We have ten meetings. In Invercargill - three, Gore - one, Maitua - one, Dunedin - three, Alexandra - one, Queenstown - one. Cromwell and Wanaka are in recess.

Highlights

The AA Convention with Al-Anon participation in Dunedin in January was a huge undertaking by a small team in Dunedin. We in Invercargill supported where we could. The weekend was a success, with members coming from far and wide within New Zealand and from overseas. Our biggest meeting on Saturday had 40 attendees, which was heartening, after much chair shuffling!!!

All meetings were chaired by willing Al-Anon members, thanks to all.

The literature and sales table were profitable for GSO, making approximately \$400.

Al-Anon CEO Ric B Visit

We had two meetings in a little country hall in the middle the week, not a good mix, but what a great day with 40 people at each meeting. Ric covered the steps in plain simple language and that had the effect of sorting out any issues we might have had. He was willing to sit and talk between meetings so everyone heard the same message. The day was very empowering, what an opportunity. The meetings were called: "Making Al-Anon a Household Name" and "Want Serenity, take the 12 Steps" A very humble man who carries the Al-Anon message well.

Serenity Weekend

The Serenity Weekend at Pounawea run by the Gore group is eagerly anticipated every October. It is a great fellowship weekend with money raised by a blind raffle and the leftover food is sold off. Only 14 people can sleep over because of bed space and our lone member from Te Anau always attends.

Concerns

There was fallout over Ric's trip because one of the organizing committee had her photo in the newspaper. Tensions rose and I found what great support can be had by people who have walked this path before me. My service sponsor suggested all groups in Area One do a Tradition Eleven workshop.

Another concern is that AA literature and principles are creeping into some meetings. Newcomers are led to believe that this is Al-Anon, by strong personalities. I find this challenging.

Summary Area One

Questions and Responses:

Q: Will the conflict that arose from Ric's visit be problematic in the Area?

Response: Yes, tensions are still growing.

Comment: There is a message from Ric's talk which included not picking up the rope when there's a river in between.

Q: How do you handle AA literature coming in to the Al-Anon meeting?

Response: See Ask It Basket Notes; It hasn't been seen in the meeting but it's been referred to. Members have changed and are referring to it as the "original source".

Q: Is it the same people coming to the Serenity weekends every year or is there a change in registrations?

Response: There is a core of people who don't change plus about half the registrations differ to prior years.

Q: How many Assemblies do you have? Since tensions are building do you have any opportunities at Assemblies to train Group Reps to handle it? What about Inventories for Area Committee or the group?

Response: It's taken on board on the day but then the issue is swept under the carpet. It's not being acted on.

Comment: GSO. P104 Service Manual gives guidance on AA literature in Al-Anon meetings

Al-Anon/Alateen Service Manual 2014 - 2017 p 124.

Dilution of the Al-Anon program: Outside therapies: Our Al-Anon experience helps us to understand we are powerless over another persons drinking. This makes us aware at a meeting of the danger of being diverted from our own recovery by techniques that are focused on the recovery of the alcoholic.

Further the Sixth tradition suggests, that there be no promotion or endorsement of any outside therapies. At an Al-Anon/Alateen meeting in keeping with the Al-Anon/Alateen focus the groups do not announce or discuss activities of other anonymous Twelve Step programs. Al-Anon/Alateen Area newsletters and local bulletins may publicize activities of Al-Anon/Alateen groups and those AA activities along with Al-Anon participation. Publicizing other organizations activities creates an appearance of affiliation.

Area Two

Teresa H

Area 2 covers Kaikoura to Waimate in South Canterbury an area of 789km. In Christchurch there are ten Al-Anon Family Groups meetings: one of which is an Adult Children of Alcoholics meeting. There is one Al-Anon group in Kaikoura and two new Al-Anon groups have started in Rotherham and Waimate. The Ashburton group is practically closed as they have only two members that go and one is unwell at this present time.

Area Assembly: Our Area Assembly was held in Kaikoura on 2nd November 2013 at the invitation of the AA Assembly Committee. We held our business meeting there and enjoyed the other sharing meetings we participated in. It was a warm and sunny day with a seafood barbeque lunch. It was an exquisite experience.

Public Outreach: Last year our Public Outreach coordinator set up Public Outreach Olympics 2013, to help stimulate group participation with distributing literature in the community. Each group gains one point for every piece of literature distributed. The groups keep a tally of their points and share their accumulated total points in their group report at the next area meeting. The group with the most points wins the trophy for three months until the next area meeting where it will come up for contention again. This idea has taken off well!!

Highlights: Ric B's visit was definitely a highlight and we had a great response from our area. Lots of goodies were gleaned from Ric's talk; especially the importance of sponsorship and the reminder to keep Al-Anon pure and separate from AA. We need to be clear about what our purpose is and not get caught up doing things that come from AA or therapy groups. Ric's great sharing of his personal journey was inspiring. His visit was a great success and thoroughly enjoyed by many. Serenity weekend was another success and has become an annual event enjoyed by all. The organising for the Team event started in February 2014. This is to be held on 3rd May 2014 with Paula B and Linda H as guest speakers. We have a full day's program including workshops on "Working the Steps" and "Sponsorship". In the evening a Public Meeting is planned with three speakers: two Al-Anon speakers and one AA speaker. We will finish the evening with a cake to celebrate 60 years of Al-Anon in NZ.

Concerns: As Area Delegate, I was called on to visit one of our groups that was having strong personality clashes. I attended this meeting twice taking along a second person to observe. My solution was for the group to use the new flip card booklet that helps with conflict resolution - "Conflict Resolutions using our Twelve Traditions" (S-72)

Other items: Regular GR meetings before our area meetings are working well. The Area Secretary position is filled

Summary Area Two

New Meeting started two weeks ago at the University. Had Team meeting at the beginning of May.

Regarding the group with a dominant member – this member has now passed away.

Questions and Responses:

Q: Was the new university meeting initiated from within the University and what age range is the membership?

Response: Initiated by some existing members doing university courses. The membership is young.

Q: How are things going generally in Canterbury with so much media attention and their particular problems?

Response: Seems to be the same as the rest of the country now although some meetings have grown in size.

Q: Could you please explain the TEAM event?

Response: It was to bring the group together especially since there is no central office since the earthquake. There were a couple of workshops with sharings from more experienced members.

Area Three

Lynne C

Area three is part of the Central Region and covers the Wellington region, Kapiti and Wairarapa. There have been some changes in the area, the group in Otaki has closed and the one in Masterton in the Wairarapa.

Highlights

We had our regular Serenity Weekend in May. As always it was a wonderful opportunity for sharing, recovery, fellowship and relaxation.

Another highlight of the year would have to be the visit from Rick B. Our afternoon seminar was held at Plimmerton School, a regular meeting venue on Sunday the 15th September and started with a shared lunch and lots of catching up. We had three sessions, the first was Ric talking about his story and his 'best tips' for recovery. There was a wonderful atmosphere in the room, he is a captivating speaker and natural storyteller. What struck me was how he referred to the words of wisdom 'you' gave me all the time. My favorite being 'You believed in me before I believed in myself'.

Next a session on 'What's happening in the WSO and Al-Anon worldwide - the opportunities and the challenges'. Afternoon tea next and many people flowed outside to enjoy the beautiful sunny afternoon and then back for the final Ask it Basket session. People came from all over the area and I counted about 66 people at one point.

After the seminar Ric was taken back to the hotel, especially chosen to give him a view of the harbour, and the next day he was taken for a coastal walk to enjoy Wellington's beautiful scenery. The feedback was overwhelmingly positive from those who attended, definitely a day to remember.

Area Assemblies/Workshops

We have had Area Assemblies in Wellington (two) and Upper Hutt all of which have been well attended with on average around 25 members.

Area committee

Almost all our Area Committee positions are filled but our Secretary has just finished her term so we are looking for replacement there. We are also still advertising for Public Outreach and Institutions Co-ordinator. We find that the role of Institutions Co-ordinator is a particularly challenging one to keep filled.

Public Outreach

One of our groups that meets in Wellington City Library has been taking advantage of their location to put up displays about Al-anon on the Community Notice area. Whilst it is always difficult to gauge success in these matters, the group reported that almost all of the leaflets were taken the two times they have had the displays. Time will tell, most groups ask newcomers how they found out about AFG so we may get feedback at a later date. The large banner we had made three years ago is still continuing its travels, stopping at council and private owned fences around the area.

Alateen

Our Alateen co-coordinator has recruited a fair number of AMIAS. Alateen faces the dilemma of 'no meetings so no teens' and so the area has agreed to sponsor the hire of a venue for 6 months to offer an Alateen meeting in the Wellington area. Details are still being worked out.

Concerns

There are now no meeting at all in the Wairarapa area and with Otaki recently closing the outer regions of the area are now without the benefit of meetings. But that is just the way it goes, meetings open and meetings close.

In Memory

It is with sadness that the area acknowledges the passing in January this year of Richard C, a longtime member of Al-anon and a former Area 3 Delegate.

Conclusion

It has been a successful year in Area 3, with much fellowship, love and laughter.

Summary Area Three

Area three has agreed to fund a venue for an Alateen meeting for a 6 month trial. Considered meetings in schools.

Questions and Responses:

Q: When setting up Alateen meeting are you holding it the same night as an existing Al-Anon meeting or as a separate night?

Response: In the past a group had the Alateen meeting alongside their meeting. The current proposal is for the Area to sponsor it so all groups will be looking for Alateen members. It will be a different model to the past. There's a possible venue available for the time directly after AMIAS finish work and before Alateens need to be home.

Q: Have you promoted your Alateen meeting through your Al-Anon groups? Getting the children of existing Al-Anon members and children of AA members builds numbers.

Q: Have you thought of holding an Alateen meeting after school hours to avoid issues of holding it at night or within the confines of the school enrolment?

Response: Issue is getting the AMIAS if they meet in schools or during school hours. We really need have to get AMIAS committed first.

Area Four

Margaret J

Area Four covers the area from Gisborne in the north to Woodville in the South. Cities are Gisborne, Napier and Hastings. Smaller towns are Wairoa, Waipukurau, Waipawa and Dannevirke.

The area has two groups, Napier AFG, which meets on Tuesday night at 7.30pm and Wairoa AFG who meet on a Friday evening at 6.00pm.

There are no Alateen groups.

Two social fundraising events were held. We had a shared lunch at a member's house to watch the film, "When love is not enough" giving a donation to watch the film, and another member shared lunch with Battensup". Between them we raised \$100.00.

Most of our members are actively into Public Outreach by putting Al-Anon book marks and meeting lists in public areas. The addiction centre in Napier is kept up to date with information. Al-Anon book marks are also left in library books when the book is returned.

Area Four assemblies are all well attended by our Napier members. No Wairoa group members have been present, no donations or reports for the past three assemblies. However the assemblies have been very successful having workshops with good discussion groups and sharing.

July 2013 the topic was "It's an everyday programme in all our affairs" nine members attending. November 2013 was 'How important is it' with eight in attendance (a very wet day)

March 2014 "Carrying the message," Sally-Ann came and did a presentation on Public Outreach, all enjoyed it, there were 12 members present.

After much discussion, we decided to drop the local phone line, saving us \$33.17 per month. However this will happen slowly, so we can replace literature and notify all organisations that have our information and advertising, probably in about six months.

We are self-supporting, paying for advertising, rent, telephone, and have a good supply of Al-Anon literature on hand for sale and group use.

Lots of newcomers are coming to our meetings, and some keep coming back.

Summary

No participation from Wairoa at all – had some Al-anon on demand, when needed – no financial report.

Napier – had steps study group, finished the steps and are now moving onto traditions.

Canadian visitor wanting a ride to meeting – was organized, it was great to see them.

Looking to start a group in Gisborne.

Maybe opening a lunch time meeting.

Have to find new meeting rooms – present place is up for sale.

Questions and responses:

Q: Wairoa – why not participating?

Response: Roads terrible, area small and poor, no computers and cell phones

Q: with no phone line – considering using a cheap mobile

Response: Yes considered cell phone

Q:skype with Wairoa? –

Response: no computers in Wairoa group the Area Delegate is setting up her skype

Q:have you any AMIAS?

Response: no, teenagers are welcome and literature available

Area Five

Esta S

AREA Five stretches from Levin to New Plymouth. We now have Seven Al-Anon Groups.

Al-Anon Groups

Palmerston North Thursday Evening, Palmerston North Tuesday Evening
Whanganui Tuesday Evening, New Plymouth Wednesday Evening
New Plymouth Friday Lunchtime, Inglewood Monday Lunchtime
Levin Wednesday Evening

Highlights during the year...

Two new groups in our area this year, Inglewood AFG began on the 2nd September 2013 and Levin Serenity AFG in November 2013.

The "Salvation Army Bridge Program" have formally asked us to be one of their Guest Speakers in their Health Unit every two months. We feel this is a step forward as "audience" change every 8 to 12 weeks. They ask lots of questions and we hand out

Al-Anon is: and Al-Anon is not bookmarks, these are always well received.

Jan F has been voted in as Alternate Area Delegate and will look after Palmerston North, Levin and Whanganui while the Delegate will have N.P. and Inglewood.

Public Outreach

Palmerston North (PN) had an "Auction and Pot Luck Dinner" and have now been to 3 Radio Stations with Literature and a contact phone number. (Is your life affected by someone else's drinking?) Al-Anon Literature is regularly taken to Foxton, Fielding, Levin and P.N. Libraries.

N.P. Wed. night group have had a display at Puke Ariki.

We visited Harmony House, a service supporting people with mental illness or addiction. We visited Like Minds, left literature and were interviewed for their newsletter which is printed in the April Messenger. We also visited Progress to Health and participated in a workshop run by the Gambling Ass. Where there was an opportunity to introduce AFG and literature.

Went to TPC Taranaki Primary Connections and spoke with health practitioners about AFG. Interestingly about half the people had heard of Al-Anon.

Inglewood Monday

Personally visited 3 Dr's and left leaflets and bookmarks

Visited 2 Police Stations, plan to do others,

Had a display in the Inglewood Library.

A fundraising event was held at Anne's by having a pot luck lunch with a Gold coin donation \$30 was sent to GSO.

New Plymouth (NP) Friday.

Social Event, was a Pot lunch at a members new home, had a lovely time. No money raised but all had a good Al-Anon afternoon, with lots of laughs.

Concerns with member in the Inglewood Monday group

We had an extra conscience meeting with the solution coming from Tradition One "Our common welfare should come first: personal progress for the greatest number depends upon unity."

A very long time member who comes occasionally is very disruptive by interrupting and repeating the same issues she had all those years ago, involving drugs and police. Unfortunately she has a mental health issue and upsets the group. She has not progressed at all and the group feels that our personal progress and our common welfare are being put in jeopardy. One member has been delegated to take her aside discretely to suggest that she seeks professional help as our group is unable to help her.

AA Convention

Unfortunately only one member was able to attend this meeting, however she was able to distribute literature and keep Al-Anon alive in their minds.

All positions for Area Five have been filled. We have three Assemblies a year rotating between Palmerston North, New Plymouth and Whanganui, which is working very well as more members are involved.

Summary Area 5

Nothing to add since report but no Alateen & no AMIAS. Have asked Stratford News about running an advert. Journalist came out, met them all, interviewed them, planned to run an article. However she did nothing, possibly as they wouldn't allow a photo, despite a follow-up. Would like to know what they could do about this situation.

Addressed a problem with a member using Tradition 1. The member has stopped attending.

Rent for the meeting room has been home-baking. Alternate Delegate covers Whanganui and Palmerston North

Questions and Responses:

Q: Interested in the potluck events. How were they organised?

Response: In New Plymouth all brought a plate plus paid gold coin minimum. Didn't talk Al-Anon. The other was a potluck lunch at some-one's new home. Had a lot of fun.

Talked a lot to about 4pm. Felt like family.

Response: When media wants a photo you can use people not concerned with anonymity and you can ask them to hold an Al-Anon book. Remove any identifiable items such as rings. There are stock photos available on the WSO website using hands and tables, people sitting in circles. Encourages working towards a solution with the journalist. Area 4 Had an article on the front page using a photo of the backs of the heads. Didn't use their own names and it attracted new members.

Q: Re the Alt. Delegate and the split of the meetings- is this new or has it only been used with the current members holding the positions?

Response: Had an Alt. Delegate which was surprising, so split after her appointment. She's made a big impact in Whanganui.

Q: Could the photo be of the logo?

Response: OK.

Q: Regarding AA Assembly, do you need some help? Are you getting the invitations from GSO?

Response: They invited Al-Anon by word of mouth and there weren't many who could go that day. Person who did go handed out many leaflets. Good communication directly from AA.

Q: Regarding the two new groups are they break-away groups? or are they in new places and made of new members?

Response: One was a break-away and needed less travelling but it came from a different Area so didn't impact this Area's numbers. The other happened as people

Q: Sounds like you've explored the issue of no AMIAS and Alateen. Is there anything planned for the future?

Response: Considered having an Alateen meeting at the High School but thought they should wait until the Chatroom was up and running to see how they could work alongside it. Plus there are no members able and willing to meet teens at night. Keen but no AMIAS candidates.

Comment: John B Goes to Whanganui sometimes. They have regular AA Assemblies with Al-Anon participation. The message is not getting spread throughout the Area.

Historically there's been strong AA and Al-Anon participation in the Area however there is nothing now in Areas 3, 4 and 5.

Area Six

Rosalind M

I am in the early stages of finding my feet with this role and the expected responsibilities. The transition from old to now was a little mucky but with the help of Helen and Cherie and going to my first committee meeting has helped me feel more confident.

I have talked to the group reps of most of the groups and the common themes were that there was a strong inner core of people keeping the meetings going.

It was good to hear that there are new people coming to the groups and some were quite young. I thought that this was a good sign because it meant that people are hearing about Al Anon and making the choice to attend.

Thanks have to go to these people who are constantly coming to the meetings. Without that core of "old hands" the groups would be closing.

I look forward to the Conference and learning more about the "big picture of Al-Anon".

Summary

It's great to be here and am a newbie. Numbers are growing especially with younger people coming through. Have three Assemblies each year but numbers are dropping. Used to have Alateens. Nothing since it closed. A couple of Group Reps have raised problems of member dominance so would like help with that as it is causing members to leave.

Questions and Responses:

Q: Visited a Wellington meeting that was having a problem with high rent for meeting room. Are rents higher in the country than the cities?

Response: Her group is free, relies on donations of books to the library (host). Another meets in a church but unsure of rent cost. The other is managing.

Q: Is the dominance coming from long-serving members or new members?

Response: Two long-serving members. Now crucial as another Group Rep. is being contacted.

Q: Suggestion for dominance is to use "Alcoholism is a family Disease" which states the three obstacles to recovery and these are read out every month. This maintains a healthy group rather than fixing it. A Group Inventory could be used to address the problem.

Refer- p24 Al-Anon Alateen Service Manual 2014-2017.

Area Seven

Sam Mc

Area Seven covers the area from the Bombay Hills, south of Auckland, to Dominion Road in Central Auckland. There are now 12 groups within Area Seven with a meeting in the area every day of the week, including three on Wednesdays. The men's meeting on Wednesdays was started during the year and a representative from that group attended the most recent Area Assembly. Sunday Sharing Alateen AFG in Balmoral started on June 24th 2013 and is the most significant change for Area Seven over the past year.

Groups are participating in a number of public outreach activities individually as well as collaboratively, with three city groups continuing to pay for an advertisement in the local paper once every few months at a cost of around \$190. Free community notices in newspapers are still being overseen by some groups in other parts of the area, namely south and east Auckland.

There are eight AMIAS in Area Seven, with five members attending meetings and occasional visitors. Area Seven had not had Alateen meetings for a while but with some great encouragement from a board member, Al-Anon members really stepped up and there is a growing group of AMIAS available. A GR from the Alateen meeting attended the November Assembly and it was great to have participation by Alateen at area level.

Another development for Area Seven, has been the opening of a residential centre based on AA – The Retreat in Otahuhu. Area Seven has organized two speakers every Sunday for The Retreat as it is a great opportunity for public outreach to family members. A member has taken on the role of Retreat Coordinator, to roster speakers. Members of a South Auckland group continue to speak at The Bridge and Area Seven also participates in speaking at Higher Ground, in Area Eight.

Intergroup meetings continue on the third Wednesday of every month, except January. There are two Al-Anon speakers and one speaker from another fellowship, usually Alcoholics Anonymous, but occasionally from Narcotics Anonymous, Debtors Anonymous, or others.

As a way of attracting more attendees at Area Assemblies, the area decided to run workshops at assemblies. These have been very successful and have included topics such as public outreach, GR responsibilities and service roles. There has been great participation and groups have taken responsibility for running these. Area Seven's Recovery Weekend Steps 6, 7 & 8, is at the end of March. 60th anniversary celebrations are starting with groups using their own anniversaries as a way to celebrate. Area Seven is participating in a joint celebration initiated by Area Eight, in June. There was the advertising on buses campaign with free advertising on 750 buses for 2 weeks last year, organized by Areas Seven and Eight. As a new delegate, I am grateful for the alternative delegate Julie M and her valued support. We look forward to visiting the groups.

Summary Area Seven

Serenity Weekend held in March at Aio Wira. Ric B's visit was at a very large venue so not full but still a great day. Alateen has developed with a large number of AMIAS. They had seven members at an Alateen meeting recently. There's an issue in succession planning getting members to serve at Area level. Want to make service roles sustainable. Plug for next AA Assembly with Al-Anon participation on July 12. Had a hiccup with Alt. Delegate as they elected a GSO employee so she had to step down and now have a new Alt Delegate – Sheryl, not Julie as per report.

Questions and Responses:

Q: How's the men's group going? There was one in Christchurch for a bit but it closed as they decided it was better to come to mixed groups.

Response: Going well now, it was a bit up and down. There's an Alt. GR as GR goes overseas periodically. Not sure on numbers maybe ranging from two or three to six members. Another member in the room could answer more fully. It is participating in the Area.

Q: Bus campaign – how did you do that, inside or outside and what sort of signs?

Response: Paid to get a poster printed and shared the cost with Area Eight as the campaign crossed both Areas. The bus company has a community service section. An A3 poster went inside the bus, some facing inwards, some faced outwards. It was free for two weeks. Posters can't be used again. Don't know how successful it was.

Area Eight

Tracey B

Area Eight comprises all of Auckland west of Dominion Road and all of the country north of the Auckland Harbour Bridge. We currently have 14 groups of which two are Alateen groups and one is an Adult Children group.

Alateen

- Our two Alateen groups are served by nine approved AMIAS actively involved in sponsoring the Alateen groups. We have an additional six approved AMIAS available if required. We have an Area Alateen Coordinator.
- The Pt Chevalier Alateen Group continues to struggle to attract Alateens, but the AMIAS are committed and continue to hold the meeting so that it is always available. The Browns Bay Alateen Group continues to flourish with older members attending reasonably often.
- Our Alateens continue to speak to guidance counselors at schools and one of their older members frequently agrees to speak to community groups and is on the roster to speak at the Higher Ground treatment centre.

Highlights

- In September we held a hugely successful Serenity Weekend at Mangawhai.
- Our area fundraised more than enough to comfortably meet our share of the cost of hosting Ric B's visit, in partnership with Area Seven. Numbers attending were disappointing and were much less than had indicated they would attend.
- After the election assembly in November we had a full Area Committee with many people in new roles. The change seems to have worked seamlessly.
- Our monthly Sunday afternoon speaker style Intergroup meeting is self-supporting, but small.
- A daytime group continues to hold occasional "Alateen Friendly" meetings during school holidays.
- A few dedicated Area Eight members continue to support and participate in AA Northern Area Assemblies, whether within or outside of our area. Some of our members supported the AA National Convention in Dunedin and assisted in enabling Alateen meetings to be offered.
- We continue to work hard to maintain a close relationship with Area Seven as our immediate neighbours.

Public Outreach

- Our Area Public Outreach Coordinator works enthusiastically on a variety of projects.
- We provide three speakers every four weeks to the Higher Ground Drug and Rehabilitation Centre to speak to the residents. We have a public outreach notice board at Higher Ground for their use during their weekly family support group meetings and occasionally have to remind them to continue putting it out.
- Some of our Area Eight members are supporting Area Seven by offering their services as speakers to residents of a new rehabilitation centre on a roster basis.
- Groups regularly provide literature to branches of CADS, to schools and libraries and Victim Support staff.
- 60th birthday celebrations are underway, with an event planned for Saturday 14th June 2014 from 9am to 4.30pm. This will include two public meetings and celebrations, with invited guests from many different professional sectors.

Area Eight cont.

Area Assemblies

We hold four area assemblies each year and usually most of our GRs are engaged and enthusiastic. Our assemblies are fun and interesting. We ran a workshop on Anonymity as part of our February assembly.

Concerns / Solutions

Some of our smaller groups continue to struggle to survive. We have lost one group, however we have been in contact with our most remote group and established that they are still functioning in a limited capacity due to very small numbers.

Service still seems to fall to a small minority. We have welcomed a few new members to our service pool however members are still reluctant to give themselves the gift of the recovery available from commitment to service.

We continue to encourage all of our members to lift their donation level and some of our members prefer to make donations directly to GSO through the internet.

Summary

Thank you to Chris for help in handling the information. A group has closed recently so we now have 13 groups. There was a bit of controversy but it is now rectified. It was a daytime meeting. We had a Serenity weekend in September and hold these approx. every 2 years. About 30 people attended and raised money for GSO too. We participate well in AA Assemblies. Even in Opononi we had eight members attend despite a cyclone. We had Alateen workshop at last Area Assembly. This was well received and very worthwhile. The Area is considering telephone contacts which are not effective and efficient so looking at alternative methods.

Questions and Responses:

Q: Service is falling to a small minority. Is there rotation of service roles?

Response: There is a relatively new committee at the moment, some new people have come into service. Yes, we are trying. We have done succession planning to avoid a large number of roles changing at the same time. Have used shoulder tapping.

Q: I liked the Alateen workshop. How was that structured, was it entirely up to the Alateen member?

Response: This was discussed at Area level. Topics were chosen for workshops at that level. An Alateen volunteered to chair and also chaired jointly with an Al-Anon member. They particularly answered what the teens wanted from the Al-Anon members.

Q: Problems getting service members – are you getting newer members coming into the Area Assemblies to get exposure to how it works?

Response: A few members come to the gallery but they tend to be long-serving members. Only occasionally get new members to Assemblies but find car-pooling helps as does the new venue which is warm and child-friendly.

Area Nine

Evelyn D

Area Nine encompasses Nelson, Marlborough, Golden Bay and Westland. We have eight groups in total: one group in Motueka, two groups in Nelson, one group in Richmond, one group in Blenheim, one group in Reefton, one group in Greymouth and one group in Hokitika.

We meet three times a year for Area Assembly's, alternating between Nelson district (Richmond, Nelson, Motueka), Westland district (Greymouth & Reefton) and Blenheim. We have a two day format which has been successful for many years. By alternating the assembly we meet more members who do not usually travel. This has enabled those members who do travel the opportunity to get to know each other socially outside of meetings. Our fun times break down barriers and enable members to 'let their hair down' and have fun in a safe environment, while the extra sharing meetings are valuable for those not attending the business meetings.

Area Nine have planned an Al-Anon 60th Anniversary weekend to be held in Hanmer Springs from 9th to 11th May. The theme for Saturday evening is "The 1950's". This promises to be a great weekend of fellowship and sharing: remembering our beginnings and journey till now.

Most of our groups have around 5 to 6 regular members fluctuating up to 10 or 14 at times. We have had new members come in, some stay and some don't. There are also several dual members in Area 9.

At Conference last year, we learned that group representatives are the weakest link world wide. We are working towards every group having a Group representative and an Alternate Group Representative. Our group rep meetings at assemblies give the group reps an opportunity to discuss any concerns outside of the business meeting. This forum continues to be successful.

There have been several SAA's in quick succession. These are great weekends, however proving to be costly for those members who travel. I was unable to attend the March one in Hokitika, so our Alternate Delegate took my place.

As this is my last conference I wish you all the best for the future of Al-Anon in N.Z.

Summary Area Nine

After conference last year they had their Area Assembly with a workshop on Al-Anon A Household Name. Did a PO plan. The Alt Area Delegate put it together. It was a good workshop. Hanmer has just done their 60 year celebration with 1950s clothing theme for Area 9 only. Elvis visited as he started recording in 1954. They had a dinner as well. The area now has a PO person. One group now in recess but may reform in summer.

Questions and Responses:

Q: What are SAAs?

Response: Yes they are Southern Area Assemblies. Format for AA has changed in the top of the South Island which leads to extra Assemblies.

Q: You used to have a system of groups visiting other groups to chair their meetings. Is this still continuing?

Response: Yes some groups still 'tag' but not all. A comment was made that maybe they should have been tagging the group that went into recess.

Comment: The costliness of travelling to Southern Area Assemblies. It is hoped that costs for Area Delegates are met within the Area as this meets the requirement to be self-supporting.

Q: explain "tagging".

Response: "Tagging" is where a group decides to invade another group. They prepare supper and arrive and say "You're tagged" and run the meeting. It could be challenging where there are issues of dominance.

Q: Are you having one or other attending the Assembly rather than both? It's important that any member can do service without cost. One person with car gets costs met then fills the car with members who don't need to pay.

Response: Not aware that Area is helping with costs with SAAs so will take that on board. The other element of the cost is the time taken off work.

Board Reports

Board Chairperson

Paula B

This last year we have cemented the idea “Al-Anon a household name”. We continue to work in harmony with a common theme of “helping friends and families of alcoholics” As a board we continue to be available and transparent to all the fellowship. We continue to send out a summary of our discussions to delegates so they are informed of our activities as they arise.

Over the last year the board saw the need for gender balance with Arnold H leaving the GSB and has invited Chris H on to the board he is currently working on our behalf to renew the lease at NZAGSO and is assisting on the Literature committee see the updated NZ Handbook.

The board recognizes the importance of a Regional Board Member and invited the nomination from Area 8 Robyn M to be the interim NRBM until conference when the conference nomination committee will vote.

This conference we have an Alternate Conference Chair Robbie F she will assist Joan G. We have a member taking over the Archives role Chris W. Chris is a valued member of the Conference committee over the past years and is involved on the Literature Committee

Area 2 is hosting the 3rd TEAM Event in May 3rd in Christchurch attending are Paula B Linda

I have attended Exec Budget Committee meetings and have enjoyed the process

Thank you to our National Treasurer Linda H as this is her last conference she has worked tirelessly and has been a valued member of the GSB.

Treasurer Report

Linda H.

Area and Personal Donations

I am pleased to report that after the “Helicopter Appeal” for extra funds in 2012, the fellowship responded with increased donations and has kept up the momentum over the 2013-2014 financial year! There was a decrease in donations while Areas were undertaking fundraising for the visit of Ric B - the Executive Director of the World Service Office (WSO) - and then donations increased again. The financial year runs from the 1st April one year until the 31st March the following year.

The reporting of finances in the NZ Al-Anon News has been changed

On page 4, the profit and loss year to date, has the Budget for the 2013-2014 year placed alongside each item, so that members can see how their Areas are doing with donations, and how expenditure is tracking along with the budget.

On page 3, each Group’s monthly donations are credited to their own Area and personal donations are credited to their Area they came from. Members can see how their groups are progressing doing with donations. Thank you to those areas, which have taken on the responsibility of their donation contribution in the budget, for the financial support of the New Zealand Al-Anon General Service Office (NZAGSO). Some areas have sent in way above their suggested share and this is very much appreciated.

On page 2, there is an “Under the Spotlight” section for groups to share what they have been doing for fundraising and this may act as a catalyst for other groups. The idea is to encourage areas and groups to undertake fundraising to cover expenses, when there is a shortfall in their expected group donations, and to raise extra to donate to their Area and to the NZAGSO.

Please do not stop this level of income coming from donations. It needs to be ongoing to keep the NZAGSO serving the groups and undertaking tasks, which a group alone cannot manage for itself.

The NZ Al-Anon Family Groups and the Alateen groups own the NZAGSO and it is very much part of each Group’s Financial Plan (Budget) to include in the Group expenses, a share of their Area expenses and a share of the NZAGSO expenses.

Ample Reserve

At the 2013 New Zealand Al-Anon Service Conference (NZASC) a decision was made: “That Al-Anon members aim to increase the NZ Al-Anon Reserve to \$25,000 by June 2014 and then to \$35,000 by June 2015.”

To achieve this, the total of the funds in the bank needed to be consistent each month, at around \$25,000 throughout the 2013-2014 year and will need to be at around \$35,000 each month throughout the 2014-2015 financial year.

In the 2013-2014 financial year, the bank balance each month varied (as usual) as income and expenditure fluctuates throughout the year.

In April 2013 the balance was \$23,000, however from May onwards the bank balance each month remained steadily above what it was in the previous year and remained higher than \$25,000 with the maximum being \$46,000.

At the end of each financial year a prediction of the large expenses for the financial year ahead needs to be considered and the funds put aside before any extra expenditure on something out of the day-to-day running of the NZAGSO is to be considered.

Note: There is approximately \$14,000 still to be paid for the 2014 NZASC and the 2014 IAGSM in the USA.

The NZAGSO expenses are approximately \$4,000 per month.

Audit

An Audit was completed on 6th August 2013, for the 2012-2013 financial year, and another audit was completed on 24th May 2014, for the 2013-2014 financial year.

The auditor was very pleased with the presentation and accuracy of the accounts.

A saving on Expenditure:

The New Zealand Al-Anon General Services Board (NZAGSB) undertook a transformation of the NZAGSO with the aim that our two fellowships live within their financial means.

The transformation of the NZAGSO has halted the increasing administration costs, with a saving of approx \$8,000 achieved in the 2013-2014 financial year. Volunteer input has increased to compensate having one staff member for fewer hours.

Some trends in NZ Al-Anon/Alateen statistics from 2009 onwards

Donations from the membership have continued to increase each year since 2009, when the treasurer reported that donations had been down in the 2008- 2009 financial year and that there was a loss for that year of \$11,400.

The membership has steadily decreased and today there are approximately 700 members in 90 groups in New Zealand with an average of 8 members per group.

In 2001 there were 111 groups and in 2009 there were 95 groups.

This means that fewer members than in the past are relied upon to produce larger donations each year to keep up with the rising expenses.

“The Messenger” brings in very little income because the decreasing number of subscriptions each year and the increasing printing and postage costs make it a fine balance to keep “The Messenger” self-supporting. The on-line subscriptions do make a small profit.

Literature profit has decreased steadily each year, mainly because of the rising freight and customs costs of importing Conference Approved Literature (CAL) from the WSO.

In the 2009-2010 financial year, literature profit was approximately \$14,000 and it will probably be only half of that amount for the 2013-2014 financial year.

(Update: It is in fact less than half- with a profit of \$6,891).

There are fewer members than in the past, and most groups are well established. The sales are mainly new publications and literature for newcomers and new groups.

As literature becomes available in electronic form the NZGSO will not be able to rely on the income currently generated from literature sales and will become even more reliant on member donations.

The cost of holding the annual NZASC has increased steadily each year from 2009. This increase is very difficult to keep up with unless donations increase at the same rate. The NZAGSB is very aware of this and is looking into other options around the NZASC.

The costs of sending delegates to the International- Al-Anon General Services Meeting (IAGSM) are increasing and will continue to do so because the subsidy by the WSO decreases by 5% each year. By 2020 the IAGSM will be fully self- supporting. For the 2014 IAGSM all participating countries will pay 85% of the cost (equalised out) and the WSO will pay the other 15%.

In Conclusion

The members of the NZ Al-Anon Family Groups and the Alateen groups are donating increasingly well, despite falling numbers and sharply rising expenses of the services. However, donations are not increasing enough to keep up with the loss of other income from dwindling literature sales and the Messenger subscriptions along with rising costs across the board.

The NZAGSB is continuing to look for ways to prune expenses.

On a personal note

I am finishing my service as the NZAGSB Treasurer at this NZASC.

The previous treasurer completed a three-year term and then did an extra year. I have completed the last two years of that second term and I feel that the time is right for me to have a break and to hand over to someone else.

I have been privileged to have the opportunity to undertake this service and I have learnt so much to help me in my personal life.

I will be forever grateful to the members of the NZ Al-Anon Family Groups for the encouragement and support that I have been given.

Northern Regional Board Member Report

Robyn M (*Board Member elect*)

Area Six

I attended the Area Six assembly in Tokoroa, my 1st gig as Interim NRBM, with the Board Chair, so benefiting by lots shared experience on the trip plus guidance at the assembly. I found a full, willing and enthusiastic committee. They plan to combine a 60th celebration with their serenity weekend in October, dressing up in costumes from 60 years ago.

Area Seven

Area Seven Recovery Weekend –Fri 28th Mar – Sun 30thMar 2014 at Aio Wira. Theme is 'Who Am I?' covering Steps seven, eight, nine. The area provides 2 speakers every Sunday for The Retreat in Otahuhu. A newly created coordinator role has relieved the Public Outreach Coordinator of this task and expanded the Area Committee too.

Area Eight

I attended area February assembly, a good turnout with many new people in committee roles. All service roles filled. AA Northern Assembly on 15th March at Pakanae Marae, Opononi. Flier is out themed "We pass along understanding". So far I am aware of six Area Eight people attending. Al-Anon NZ 60th Anniversary Celebration on Sat June 14th, 2014. Convened by Area Eight with Area Seven participation. The day will take place at Grey Lynn Community Centre, beginning with 2 open meetings inviting a wide range of professionals in the morning, lunch, & Al-Anon celebration meetings and activities in the afternoon. This promises to be a great day. Last but not least – Area Eight will have a serenity weekend later this year – September. Details to be advised.

Conclusion

I plan to be in regular contact with all three Area Delegates, all new to the role this year, the purpose being to provide any support needed. Areas Seven and Eight have Alternate Delegates, a great resource and structure for leadership succession. My vision is to have abundant free flowing communication shared across the three areas, providing an easy path for interaction and participation across the region.

Central Regional Board Member Report & Public Outreach Report

Sally-ann M

Public Outreach

The digital file of the road sign artwork has been updated for New Zealand AFG through my design contacts and now looks like this:

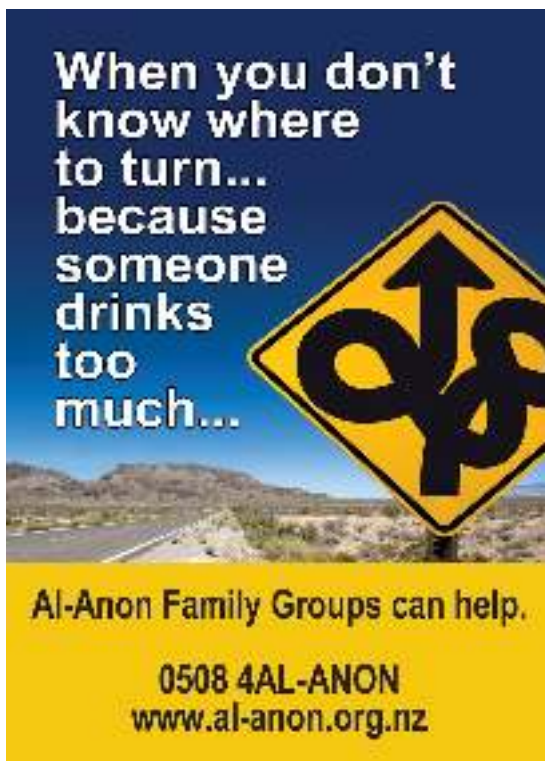
Version 1) has the website and the 0508 number:



Version 2) has only the website:



Version 3) I have had a portrait version made as this lends itself better to magazine placement and more importantly to A4 posters.



I have sent these files back to WSO and received sign off confirmation that they can be used within New Zealand. These files can all be updated to include local numbers and are available in a larger file size for printing. The files are available for any member to use/distribute reproduce/print for Public Outreach. I have asked for this to be put on the members part of the website.

I also think that GSO should have a copy on file to email out to people. People can also contact me direct to be emailed a copy. (I wonder if it would be wise to put in place a requirement that if changes are to be made, the Board requests that either GSO or National PO approve any changes – let's discuss)

I was able to have these files created at no cost.

TVC's

After repeated requests and unmet promises spanning six months, WSO finally responded to my queries about the visual campaign they have on TV and on the internet re: AFG.

I was asking if we could have the rights to use these in NZ. They have come back to us and said "yes". What I feel we will need to do now is have them "re-voiced" as the accents are clearly not kiwi and this affects the message. (I believe) I am investigating, through my media contacts, having these re-voiced using exactly the same scripts for free. If this were possible I would aim to have them ready to use by Conference.

Press release

The release went out just prior to Christmas and was picked up on Scoop. The Dominion Post lifestyles editor asked me to contact her again in March so I have done that and am waiting for a response.

Website

Here are the latest website stats:

Monthly history

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2014	2048	3516	12781	68678	682.26 MB
Feb 2014	1973	3269	11896	64365	615.19 MB
Mar 2014	1150	1831	7222	28554	260.07 MB

Days of week

Day	Pages	Hits	Bandwidth
Mon	559.50	2541.50	24.89 MB
Tue	500	2591	24.54 MB
Wed	499.50	2492	22.39 MB
Thu	428	2047	17.80 MB
Fri	228	899	8.57 MB
Sat	1033.50	2028	16.09 MB
Sun	362.50	1678.50	15.74 MB

Day	Number of visits	Pages	Hits	Bandwidth
01 Mar 2014	108	394	1284	12.45 MB
02 Mar 2014	100	295	1299	12.89 MB
03 Mar 2014	150	481	2195	22.35 MB
04 Mar 2014	172	511	2632	24.78 MB
05 Mar 2014	150	592	2534	21.56 MB
06 Mar 2014	112	352	1620	12.64 MB
07 Mar 2014	119	381	1590	15.01 MB
08 Mar 2014	125	1673	2772	19.74 MB
09 Mar 2014	140	430	2058	18.59 MB
10 Mar 2014	190	638	2888	27.44 MB
11 Mar 2014	157	489	2550	24.30 MB
12 Mar 2014	142	407	2450	23.22 MB
13 Mar 2014	144	504	2474	22.96 MB
14 Mar 2014	22	75	208	2.14 MB

South Africa 60th image:

I contacted the SA AFG people and heard back from them regarding the use of the 'bottle' image. Sadly the rights that they paid for (in regards to the use of the image of the model) were only for use within SA. The rights to use it internationally cost upward of \$10k. We simply cannot afford that.

What the SA AFG has agreed to is that we can use the 'idea' of the image. So that means that we are able to re-create the look and feel of the material using our own model and our own designers. I think this is a good idea and much more cost effective. What do you all think?

I ask if you are all happy for me to investigate getting this done and the costs. I imagine that as it is 'print work' we will need to find a professional model and pay the rights to use this in print media. If it is all-simple and falls into place, then I would aim to have them ready to use by Conference.

Area Four

I enjoyed a wonderful visit to Area Four for their area assembly. They have an enthusiastic group of people who are very keen to carry the message. They were very happy to hear my public outreach report. It was good to make face-to-face contact.

Area Three

I attended the Area Three assembly on March 22 and was able to share my report from the board meeting the week before in person, which was great as the info was all fresh. They were interested in the new public outreach materials & new literature and they are working towards creating Alateen meetings.

Area Five

John B visited this area for me as their meeting was on the same day as the Area Three one. He delivered my report. This area have some great ideas for celebrating the 60th anniversary.

General Updates

I'd like to take this time to encourage delegates to encourage members/groups to look at the sign for their group (outside the meeting) and suggest that the sign has the full name of Al-Anon Family Groups on it as well as the triangle and circle logo. I won't be able to effectively work on Public Outreach if we aren't consistently using the full name and logos nationwide.

I'd also like to suggest that locally you could use the road sign poster as a poster in your local CAB, and on the community noticeboard of where your group meets announcing the date & time of your meeting.



2014 Outreach plan

- 1) National outreach tools: a file that can be accessed nationally from our website. This will give us consistency. Members can use local phone numbers where required. This file can also be used online in banner ads. DONE
- 2) Poster (portrait) shaped file that can also be downloaded. - DONE

- 3) Media placement – contact national media outlets to utilise free NFP placement e.g.: newspapers, TV, radio & internet ONGOING
- 4) Create NZ specific press release (following the lead of WSO) – this can also be on our website. -DONE
- 5) Generate editorial stories TV, press, online. ONGOING
- 6) Fit in with any 60th celebrations – where possible to generate media leads re: editorial. ONGOING
- 7) Update the public outreach section on our 'member' website to better reflect how simple and easy public outreach can be. (Put the resources here to make public outreach available to everyone) ONGOING

Media release

I have begun work on a new media release re: our 60 year activities.

DRAFT MEDIA RELEASE:



Media Release

New Zealand Al-Anon Family Groups celebrate 60th anniversary.

Since 1954 Al-Anon Family Groups in New Zealand have been offering help and hope to families and friends who have been affected by the problem drinking of someone close to them. This year they are celebrating 60 years since the first support group meeting was held in Dunedin.

The groups are holding events, open days and open meetings across the country, inviting professionals, counsellors, doctors, clergy and anyone interested in hear how these groups bring comfort to the lives of the friends and families of those struggling with the disease of alcoholism.

The aim of AFG in 2014 during their 60th year is to increase awareness of the help that they offer and to become a household name, much like Alcoholics Anonymous is already.

For every Alcoholic it is estimated that up to ten people including friends, family, colleagues and others, are negatively affected by the person drinking and behaviour. Because increased drinking creates family problems and stress.

Al-Anon Family groups offer help and hope to those affected by a loved ones drinking. Visit the website to find out the days and times of an open meeting or a 60th anniversary event near you: www.al-anon.org.nz

ENDS

For all media enquiries contact: Al-Anon Family Groups New Zealand Public Outreach Co-Ordinator – Sally-ann on 021 1237596

About Al-Anon Family Groups

Al-Anon Family Groups are for families and friends who have been affected by the problem drinking of someone close to them. Started in the USA in the late 1930s as informal meetings by a small group of the close relatives of recovering alcoholics, Al-Anon came to New Zealand in 1954 with the first group being formed in Dunedin. Members help each other by practicing the Twelve Steps of Alcoholics Anonymous themselves, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

Over 100 local groups meet every week throughout New Zealand with nearly 28,000 meetings worldwide. Al-Anon Family Groups meet in more than 130 countries, and Al-Anon literature is available in more than 40 languages.

Al-Anon Family Groups have been offering strength and support to families and friends of alcoholics since 1951.

For inquiries from those who need help or want information about Al-Anon Family Groups and Alateen, its program for teenage members or for more information about Al-Anon Family Groups, go to <http://www.al-anon.org.nz/>, or read a copy of "Al-Anon Faces Alcoholism 2014."

Find a local meeting by visiting their website www.al-anon.org.nz or by calling toll-free: 0508 4 AL ANON or 0508 4 2666

Southern Regional Board Member Report

Marlene G

My term as Region Board Member will terminate this year. The three years have gone quickly. Unfortunately I haven't managed to visit all Areas in the region this term. However I feel it is an important part of the Regional Board Member's role to be seen and heard throughout their term. A voice on the end of a phone or an email doesn't give a true representation of the Board or the inner running of an area. In the twelve years since I was last serving at board level the areas would be lucky if they saw a board member a handful of times, unless they were lucky enough to have that member living in their area. I feel this is not a healthy situation for Al-Anon to be in. I managed to get to an Area One assembly, also had two trips as chairperson of the Convention Committee. Unfortunately I was unable to continue on that committee. I did however have time to meet members and attend group meetings. From that I was able to talk to a past Area Delegate who has shown interest in being nominated for the vacant position coming up for a SRBM. It would be beneficial for that region to have a board member in it. Plans were in place for me to visit Area Two, however a SAA assembly changed their plans and I was unable to visit. Area Nine has been swamped with SAA Assemblies since the top of the South Island left the Central AA Region and joined with the rest of the South Island. Since they do not use the AA assemblies to host their area assemblies it is quite a feat for the host groups.

I don't feel that I have contributed in full this term, I have missed the interaction with the areas and feel that the fellowship at large is missing out by not having their Regional Board Member visit at least one area assembly per year.

Areas Two and Nine have plans for a sixtieth celebration; Nine is planning a weekend at Hanmer Springs in May with the theme being The Fifties. Nelson is having a birthday party in June. No doubt there will be lots happening in all areas. I haven't heard what Area one is doing, that will be discussed at their next area assembly to be held in Dunedin on the 22nd of March.

May the spirit and principles of Al-Anon be with you all as you work for the betterment of the fellowship as a whole.

Committee Reports

Conference Chair Report

Joan G

This year as my final year of Conference Chair it is my pleasure to be working with an excellent team of willing helpers again. It has made Conference so much more enjoyable to plan and deliver knowing I've got a wonderful group of people helping out.

We have an Alternate Conference Chair this year for the first time. This enables our new candidate to try the role on for size and see if it is something she wants to do. This is a good example of shared leadership and a method of giving the Conference Chair a break.

We have worked to make our exchange of documents work efficiently this year so that the brochure is prepared quickly. Using email and pdf's has it's challenges but with a new team on Proof readers pre reading all the material before it goes to the Desk Top Publisher we are working to have a more relaxed printing and distribution session.

Chris H our Conference Host, this is his fourth conference and he will be doing his usual efficient job in the background. Chantelle P as the scribe coordinator will make sure that everything we say and do will be recorded accurately for the Conference Summary, Doug A, our transport organiser, who will have brought you here from the airport or bus station and will make sure you get to the right place to get home again on Sunday. We must not forget the scribes, the drivers and the staff at GSO, all who have worked hard to make Conference happen.

The Conference also acknowledges the Friary staff for their support and the wonderful meals.

All these people have worked hard to make your stay enjoyable and comfortable, and along with the Board we have worked to present a programme that covers the requests made from the previous year. Welcome to Al-Anon a household name.

TEAM Event Report

Area 2 Joanne

If you had asked me beforehand I would have said I was a nervous wreck and all I wanted to do was run however, I learnt a lot, was challenged quite a bit but conquered my fears (mostly).

Working alongside al-anon members I previously hadn't had much to do with was also enjoyable. We all had something to share and give to the TEAM Event. Giving service in this way has done nothing but enrich my life and helped me to 'trust the process'.

I believe the people who arrived throughout the day enjoyed their experience too. We had a full day of workshops which was tiring and we ran out of time on all presentations. The people there were really supportive of us and from the feedback I got, they had been challenged in one way or another and learnt something which I think is a very good outcome.

I would do it all again, it was a hugely wonderful learning curve for me as I learned about the structure, the day to day workings of and financial breakdown of GSO – in other words how GSO ticked and where do I as an Al-Anon member fit.

I now have a little bit more understanding and a little bit more perspective on the overall running of GSO. I was also really pleased to meet Linda and Paula, put a face to the name and realise that they are good ole Al-Anon members just like us – part of the family.

Having the 60th Anniversary in the evening was a lovely way to end the day too and what better than to be amongst Al-Anon family. As for the supper, considering I am not a chocolate cake gal, the birthday cake was divine, thank you Zahra. Last but not least we covered our costs and were pleased we were able to donate to GSO.

The end result for me being, I loved it and can't wait for the next one. I'll put my hand up for the next TEAM Event, who will join me?

New Zealand Al-Anon General Service Office

Book room

We are continuing with a book special every month, included in the NZAGSO News. We also advise the Groups when new literature is available from WSO. Groups have been responding well.

Top Book Sales April 2013 to March 2014

WSO code	Title	Number sold
B16	Courage To Change	116
B22	How Al-Anon Works	50
B27	Hope For Today	48
B06	One Day At A Time	51
B24	Paths To Recovery	27
B30	Discovering Choices	24
B04	Dilemma Of Alcoholic Marriage	18
B29	Opening our Hearts	21
P92	Reaching for Personal Freedom	117
KN10	Newcomers Packs	592

Web page

NZ phone list - a webpage filled with Area phone numbers and member home numbers. This has helped to direct newcomer calls when the office is closed and allows staff to focus on administration.

Al-Anon Days / Weekends – lists any weekend events and 60th birthday events.

New Zealand Meetings – a map of NZ shows the locations of our meetings with links to Google maps.

It is important that Groups let us know if there are any changes to Group details so the web page can be updated. If you notice an error on the webpage or if the update does not appear to have been noted please let us know. We have had a few cases where newcomers going to groups have not been able to find you. Is your meeting well sign posted?

Many members order their literature via the web site and deposit the funds into our bank account. When direct crediting our bank account please ensure your name and literature order number are included in the details so we can match the amount deposited to the appropriate order. When it is a Group ordering please ensure the Group number and literature are included in the details. The up-to-date literature list is available on the website if members wish to print it off to send it with a cheque.

The Calendar of Events is updated every month on the website. We are pleased to report that we have been receiving up-to-date information from Areas so all can be kept informed of upcoming Assemblies and Recovery weekends. We also have links to overseas events that may interest members.

Birthday Club

There are currently only 26 members and we are looking for another volunteer to make the cards and post them.

Groups

We are currently drafting a letter to be sent out with the Group Registration forms to all groups. We will ask Groups to provide an email contact address so correspondence can be sent via email. (This was also done last year). This is a part of the process to go digital which improves efficiency in communication and costs. The letter and form will be sent out in June. Can groups who have not provided an email contact ask their members if they would be willing to be the email contact person?

Groups listed below have changed since the last Conference 2013

New Groups

Sunday Sharing Alateen
Levin Serenity
Dunedin Hope for Today AFG
Dunedin Wednesday AFG
Waimate AFG
Rotherham AFG
Inglewood AFG

Disbanded Groups

Rolleston AFG
New Lynn AFG
Al-Anon Adult Children, Blenheim T
Wanaka AFG
Cromwell AFG
Otaki AFG

	2011	2012	2013	2014
Al-Anon Groups	86	85	83	84
Al-Anon Adult Children	3	3	3	2
Alateen	2	2	2	3
AIS	1	0	0	0
Loners	11	10	8	7
Institutions	0	0	0	0

Volunteers

A reliable group of volunteers regularly come to NZAGSO. They make a valuable contribution and services would be cut if they didn't come. More experienced volunteers are training new volunteers which works well. They are also able to take Twelfth Step calls during office hours.

General Secretary

We don't have a General Secretary at the moment and so any glitches (eg needing keys to get into NZAGSO outside office hours) are recorded by the Exec / Budget committee every month to pass onto the Board who has reviewed this role. Any mail for a selected committee is forwarded for the committee to action.

Donations

When making donations to NZGSO could groups ensure they use their Group number so we can allocate the donation to the correct Area. When a member makes a donation via direct credit to our account please ensure they know to advise where the receipt should be posted and let us know the name of their Group.

Improvements

Please contact us when your group details change. We had problems when we have passed on incorrect details.

Purchases

A new photocopier has cut down maintenance costs and works very well. A new PC will also be needed. The office equipment was old and becoming unreliable.

Projector and screens are available for the Areas to use. This equipment was used for the TEAM events in Greymouth and Christchurch.

Archives

The position of archivist has been filled. The cupboard is orderly and our records are stored well. We haven't had an Archivist for several years so there is plenty to do. Documents are being made digital and are being stored on USB sticks.

Convention Report

Colleen H

The AA Convention with Al Anon participation in Dunedin in January was a huge undertaking by a small team in Dunedin. We in Invercargill supported where we could. The weekend was a success with members coming from far and wide in NZ and overseas. With our biggest meeting on Sat having 40 attend was heartening after much chair shuffling!!!

All meetings were chaired by willing Al Anon members, thanks to all.

The literature and sales table were profitable for GSO by approx. \$400.

Literature Committee Report

John B

Handbook

Chris H has completed the review of the New Zealand Handbook, which has been a major task. This required an extensive re-work. Peter A and myself have reviewed the draft Handbook and there are still some discussions to be had concerning Areas and Districts and the General Secretary's position, which will be an item at this year's Conference.

Electronic Literature

"How Al-Anon Works" can now be purchased as an Apple iBook.

CN14 (N.Z. AL-ANON COMMITTEE GUIDELINES -EDITORIAL regarding death of Al-Anon members was reviewed as requested by the 2013 New Zealand Al-Anon Service Conference.

The only reference in the guideline is the paragraph "Items submitted of an obituary nature should be tactfully avoided - what you do for one, you might have to do for many. (A general reference from time to time is adopted by WSO) Annually in the December issue under "In Loving Memory" list deceased Conference Members: name them, along with their title and time of service. Archivist to arrange an article on long standing service members to be included in the issue soon after death, clearly stating underneath *this article requested by Archivist.*" The Literature Committee sees no reason to edit the paragraph in any way – whether as a consequence of the discussion at the 2013 New Zealand Al-Anon Service Conference or otherwise."

Board Appointments

Board Chairperson	John B
Alternate Board Chair	Vacant
2015 AA Convention Committee Chairperson	Sally-ann M
Archivist (non Board)	Chris W
National Public Outreach Coordinator	Sally-ann M
National Alateen Coordinator	John B
Editorial Chairperson (non Board)	Patti
General Secretary	Vacant
Literature Chairperson	Chris H
Treasurer	Chris H
Executive/Budget Chairperson	Ruth
Northern Regional Board members	Robyn M
Central Regional Board members	Sally-ann M
Southern Regional Board members	Melda T
International AI-Anon GSM Delegate	Paula B/Joan G
Conference Chair	Vacant
WEB oversight	Sally-ann M

Conference 2015

Theme : **Empowering each other.**
Venue: The Friary, 50 Hillsborough Rd, Hillsborough, Auckland.

Convention 2015

Theme: A special quality of joy

Conference Goal for the year.

Together empowering AI-Anon members.

Motions & Trials

1. That Robbie F be seated at Conference as Alt Conference Chair, with voice and no vote. **Carried**
2. That Robyn M –Interim NRBM and Melda T, Interim SRBM be seated at Conference with voice and no vote until their service positions have been ratified. **Carried**
3. Proposed Motion for 2014 NZASC “That the Conference approve the revised *New Zealand Al-Anon/Alateen Service Handbook* (PN-27) in the draft form presented to the Conference”. **Carried**
4. That the role of the General Secretary for AFGNZ be a voluntary role for a term of 3 years and the appointee may serve 2 consecutive terms. **Carried**
5. That the role of General Secretary for NZAFG be for a trial period of 6 years **Carried**
6. Motion: that the Executive/Budget Committee establish an annual inventory of the NZGSO, and report to the GSB in September each year (coincides with the Strategic planning meeting) **Carried**

The items for inventory are:

- Does the office structure continue to meet the needs of the fellowship?
 - Are the needs of the volunteers & fellowship being met?
 - Are the ample reserves continuing to be rebuilt?
 - Has the office manager had a satisfactory annual review.
 - Are there any issues/recommendations arising from the above questions?
 - Are all decisions and agreements being made with our sustained willingness to practice spiritual principles in all our affairs?
7. That the audited annual accounts for the financial year ended 31 March 2014 be accepted. **Carried**
 8. That the draft budget for the financial year ending 31/3/ 2015 be accepted. **Carried**
 9. That Delegates are able to volunteer for various Select Committees at Conference that may interest them in an ongoing way. **Carried**
 10. That the Board appointments be accepted as listed. **Carried**

2011	Team event instead of RSS for a trial period of three years	2015
2013	That a workshop on abundance be held at each Conference for the next five years focusing on people into service, attracting people into meetings, attracting more money, more love and support in the fellowship. Working together towards making Al-Anon a household name.	2018
2014	That the role of General Secretary for AFGNZ be for a trial period of 6 years.	2020

Conference Members 2014

Board Members

General Secretary	Position Vacant	
IAGSM Delegate Board Chair	Paula B	1 ST year 2 nd Term
Literature Committee Chair National Alateen Coordinator	John B	3 rd year 1 st term 2 nd year
Treasurer	Linda H	3 rd year 2 nd term
Southern Regional Board Member	Melda T	
Conference Chairperson Board Member IAGSM Delegate	Joan G	3 rd year 2 nd Term 2 nd year 2 nd Term 2 nd year 1 st Term
Executive/Budget Committee Chairperson	Ruth	3 rd year 1 st Term <i>Voice & no vote</i>
National Public Outreach Central Regional Board Member	Sally-Ann M	2 nd year 2 nd year 1 st term
Board Member	Chris H	1 st year 1 st Term
Northern Regional Board Member	Robyn M	
Archivist	Chris W (Non Board)	1 st year
Editorial Committee	Patty (Non Board)	1 st year

Conference Members 2014

AREA DELEGATES

Area One	Colleen D	3 rd year 1 st Term
Area Two	Teresa H	2 nd year 1 st Term
Area Three	Lynne C	1 st year 2 nd Term
Area Four	Margaret J	3 rd year 2 nd Term
Area Five	Esta S	3 rd year 1 st Term
Area Six	Rosalind M	1 st year 1 st Term
Area Seven	Sam M	1 st year 1 st Term
Area Eight	Tracy B	1 st year 1 st Term
Area Nine	Evelyn D	3 rd year 1 st Term

PUBLIC OUTREACH CALENDAR

Remember: We are all responsible to tell: Who we are • What we do • How to find us.

Use the full name "Al-Anon Family Groups" rather than just "Al-Anon"

(This helps eliminate the confusion that Al-Anon is another way of saying Alcoholics Anonymous)

August	Places of Entertainment – anywhere and everywhere. Leave posters or pamphlets at video stores, movie theatres, cafés or restaurants. A poster can be left on the inside of a toilet door. Visit www.coffee.news to add an advert in your area.
September	Magazines and Newspapers – participate in the FREE community advertising available, write letters to the editor. Write a response to articles you have read or topics in the Media. Send a copy of publications with Al-Anon Family Group articles to your PO person or delegate. Show gratitude by sending a letter of thanks to publications that have had Al-Anon Family Group articles.
October	Hospitals and Health Clinics – leave some reading matter, update or replace old posters. Include Church, Community and Whānau Health Centres; medical training establishments. 'Remember to Forget' a pamphlet in a place or magazine or leave 'Al-Anon Faces Alcoholism 2013' somewhere.
November	Cooperating with Professionals – visit Lawyers, Counsellors, Doctors, Spiritual Leaders, Police. Offer to speak at their meetings. Make new contacts, update existing contacts. Use suggested letters, literature and guidelines from the NZ Al-Anon Service Guidelines (KN17). The 'Al-Anon Faces Alcoholism Magazine' is ideal for waiting rooms, reception etc.
December	Poster Campaign – from letter boxes to supermarkets, car park drops to doctors surgeries, use your imagination. Ask permission, use local phone numbers, replace faded posters, include www.al-anon.org.nz . Put the 'Sad House' poster out to show.
January	Personal Outreach (one-to-one) – recognise a need in someone and share your experience, strength and hope. Attraction not promotion (be a good Al-Anon example). Meet them for coffee and take them to their first meeting. To lead another person from despair to hope and love blesses us in turn.
February	Cooperating with AA – communicate with the local AA Outreach person and offer Al-Anon Family Group speakers to accompany AA speakers during this month. Send a letter of thanks to AA for their time and cooperation with Al-Anon during the past year. Invite your local AA group to your meeting or visit theirs (don't show up unannounced).
March	Focus on Schools – check their library resources; offer books, pamphlets, tapes and videos. Offer Al-Anon/Alateen speakers for their classes on addictions, alcohol or social issues. Visit the counsellors, offer Al-Anon and Alateen information and literature with up-to-date contacts. Posters are useful for Primary, Secondary, Tertiary and Universities. Pay to put an advert in their Newsletter. Suggest Al-Anon be on their list of 'Local Support Services' they supply to their students.
April	Radio Stations – Read and utilise the Media & Public Outreach Kit with CD. Fax your meeting details and use free community announcements. Respond to Talk Back Radio by sharing about your growth in Al-Anon when related topics come up.
May	Open Meetings (birthday month) – celebrate by telling your story at your meeting, at an AA meeting, at an open Public meeting or to a group of professionals. Explain what your life was like before Al-Anon, how you found Al-Anon and how it has helped you. Open your meeting to the public – use local paper to invite visitors.
June	Community Groups (prepare for displays in July school holidays) – Visit libraries, CABs, Sports Facilities, RSAs, Community Centres – ask where best to display Posters and Table Display cards to be most effective, and listen to their suggestions. Leave 'Sad House' bookmark in a book when returning a book to the library.
July	Other Recovery Agencies/Groups – offer Al-Anon Family Group speakers, ask if starting an institution meeting is appropriate for their facility, provide meeting lists and information, and donate the Al-Anon videos, tapes, books and pamphlets.

Add local phone numbers and www.al-anon.org.nz to literature.

Al-Anon Declaration

Let it begin with me.

When anyone, anywhere, reaches out for help

Let the hand of Al-Anon and Alateen always be there,

And let it begin with me.

