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**Minutes of the Orange County/Greater Long Beach  
Intergroup Service Board Meeting of  
March 16, 2022**

The Intergroup Service Board meeting of March 16, 2022 was called to order at 7:06 p.m. by the Chair, Carol G. Serenity Prayer was recited.

Reading: Twelve Traditions were read by Chip G.

Spiritual Principles and Bylaws Reading: Isabel C. read from the Al-Anon/Alateen Service Manual 2018-2021 (version two (2), pages 52-53, "Group Problems and Solutions". Lauren H. continued with bylaws reading from Article VIII, Page 24, through Article XIII, Page 26

**PRESENT:**

Officers: Chair – Carol G., Ex-Officio – Amber E. (no vote), Chair-Elect – Laura B., Treasurer, Sarah G.; Acting Secretary, Chip G. (no vote).

Committees: Alateen – Keli M., Institutions - Ginger C., Nominations/Historian – Amber E., Orange Blossom - Rachele A. and Nancy R., Public Information- Marni C. (absent) and Mary M., Fund Raising Liaison & Phone Coverage - Lauren H., and World Service - Isabel C.

Non-Voting Liaisons: Ben P. - Farsi Language Liaison (absent); Spanish Liaison – Vacant

Also present: Kevin O., Office Coordinator – Al-Anon Information Service Office of Orange County/Greater Long Beach. Julia G., Zoom Assistant.

Quorum: A majority of the Service Board (11 of 14 voting members) were present to satisfy the quorum requirement.

Acting Secretary – Chip G. – After review of the minutes of January 19, 2022, motion made by Lauren H. and seconded by Nancy R., minutes were approved as presented. Yes = 9, No = 0, and Abstentions = 0. **Carried.**

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Treasurer – Sarah G. - see report appended to these minutes. Monthly reports are linked under calendar of events on the website. Since February was a short month, a 3 month review was also presented. As of end of February 2022, the total Service Office income from Group contributions was \$2,357.43. Total Service Office expenses were \$7,584.04, comprised of payroll, literature, rent and other office expenses, producing a shortfall of \$2,523.59. Total assets from checking/savings/other equals \$122,089.62.

**Action:** It was suggested that members continue to present the financial report at meetings. Tell members what the money is for. Contributions need increasing across the board.

7<sup>th</sup> Tradition - Please continue to make contributions through ocalanon.org. There is a button to click for contributions. Please include meeting information where indicated.

OLD BUSINESS: There was no unfinished business carried over for discussion.

NEW BUSINESS:

1. Create a Turnover report Archives  
Begin a turnover report archive detailing procedure, observation and recommendations for Board positions. The archives would give incoming chairs a broader background of possible projects and procedures.

Action: Motion made by Rachelle A. and seconded by Lauren H. to start a turnover report archives including a written copy to be handed off at the next meeting.

Decision: Yes = 8, No = zero, and Abstentions = zero. Carried.

2. Posting of Board Agendas

**Action:** Motion made by Keli M. and seconded by Lauren H. to make it policy to post Service Board agenda and associated documents prior to the meetings. Policy not to be continued when the meeting goes person to person.

Decision: Yes= 8, No= zero, and Abstentions=zero. Carried.

REPORTS:

Acting Office Coordinator– Kevin O. gave an oral and written summary of items.

- We have 9 people (including 3 bilingual) volunteers to take 12<sup>th</sup> Step calls. It has allowed us to refer newcomers to individual members who have the time for a conversation and to answer questions. Continue to encourage volunteers to call the office to volunteer for 12<sup>th</sup> step work.
- AISO now has a full stock of CAL literature. “How AI-Anon Works” is back in stock. Remind your literature chair people to call the office for orders.
- The AISO has a Copier/Scanner that has unlimited copies available. Since World Service Office is no longer printing some titles, we can duplicate them.
- We can also use outdated pamphlets/books that are no longer in print.

Chair-Elect – Laura B. – Speaking as chair of a task force considering the question of continuing to meet on Zoom vs returning to in-person meetings, Laura reported that our

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insurance for meetings does not cover communicable diseases. Waivers are not legally binding.

Ex-Officio – Amber E. – No report.

Alateen- Keli M. – Kelly reported on a meeting with school administration and a school counselor about plans for an on-site Alateen meeting. They are still waiting for approval of insurance policy. There is a lot of positive energy. We are meeting the kids where they are.

Alateen Liaison – Position open.

Farsi Liaison - Ben P. (not present)

Spanish Liaison - Position vacant.

Fundraising Liaison/Telephone Coverage – Lauren H. – There seems to be a lack of interest currently for Round Robin meetings. We will continue to present the option.

Institutions –Ginger C. – No report.

Nominations/Historian – Amber E. –No report.

Orange Blossom –Rachelle A. and Nancy R. – Rachelle A. requested that the PDFs for the Orange Blossom be submitted by the 5<sup>th</sup> of the month.

Public Information – Marni C. (absent) and Mary M. – Mary M. reported that no information for the County Fair has been received. Earlier in the meeting Board members brainstormed ideas for participation in the O.C. Fair without spending much more than the booth fees. One idea was to use the unlimited copy feature of the office copier to reproduce member-created documents as well as old literature that WSO no longer prints. Isabel C. suggested we use business cards. Print labels with the QR code and put on the back. Nancy R. suggested members donate literature or money.

World Service – Isabel C. reported that District 66 has a lot of outdated literature and is being given to newcomers. Requesting volunteers to put labels on pamphlets.

Service Board Chairperson – Carol G. presented items from her written report which is appended to these minutes:

Oversight/Continuity Committee - Julie S. was named as Chairperson for the committee. The Committee was created on a 3-year trial basis to assist the Board with office operations oversight and to provide continuity for staff. Reports will go to the Board.

Next scheduled Intergroup Service Board Meeting is May 18, 2022.

**Motion** to adjourn the meeting of the Intergroup Service Board at 8:29 p.m. was made by Keli M., seconded by Nancy R. and passed by majority vote (7).

Respectfully submitted,  
Chip G., Acting Secretary  
(As edited by Service Board members)