

**NEW YORK NORTH AREA 39  
AWSC MEETING  
May 19, 2017 8:00 PM**

1. **Call to Order:** By Susan A. at 8:05 PM with a moment of silence followed by the Serenity Prayer.
2. **Traditions:** Mary Ellen D12 **Concepts & Warranties:** Patti M. D3.
3. **Announcement** – Ruth to act as Time keeper
4. **Roll Call:** Note: Some people were representing more than 1 position.

<i>District #</i>	<i>Name</i>	<i>District #</i>	<i>Name</i>	<i>Officers &amp; Coordinators</i>	<i>Name</i>
1	Tim G	15	Cathy W.	Alateen	Walt S.
2	Not present	17	Not present	Archives	Kevin M
3	Patti M.	18	Louise F.	Convention	Nancy H
4	Not present	19	Not present	Group Records	Lynda S
5	Linda A.	20	Not present	Literature	Not present- Connie D to represent
6	Not present	21	Not present	Newsletter	John O
7	Bob C.	22	Rosemary B.	NYNAC	Leslie C
8	Kevin M.	23	Not present	Presentation Committee	Sarah R
9	Susan A.	24	Not present	Public Outreach	Pat H
10	Cerise H.	25	Sally S.	Website	Molly C
11	Not present	26	Mike R.	Web Technical	Not present
12	Molly C.	27	Not present	Delegate	Diane C.
13	Not present	28	Not present	Alt Del/Forum	Not present
14	Not present	29	Elaine R.	Imm. Past Del	Ruth S.
				Secretary	Pam A.
<b>AIS REPS</b>	<b>Name</b>			Treasurer	Linda A.
<b>Western</b>	Not present			Chairperson	Susan A.
<b>Rochester</b>	Not present			Past Delegate (s)	Anne F, Connie D, Elaine R, Bob C.
<b>Syracuse</b>	Ruth			Trustee/Past Trustee	Anne F

5. **Secretary's Report:** Minutes from April 8, 2017 AWSC read by Pam A. M: to accept as presented: Walt S. Alateen, 2<sup>nd</sup> Louise F. Dist 18. Passed by voice vote.
6. **Treasurer's Report: Linda A.** Deferred to Assembly

7. **Delegate: Diane C.**

- Thanked all for the cards, letter and flowers while at the WSC. Asked for time at Assembly to be able to show a video created by Delegates.

8. **Two Minute Hot Topic Reports: Officers & Coordinators:** all reports were deferred until the Assembly unless otherwise noted.

- **Archives: Kevin M.** Asked question about what to do with duplicate items found in archives. Does NYN feel comfortable with Kevin determining? Suggestions: keep, raffle off literature or donate literature to libraries.

9. **AIS Reports and Ad-Hoc Committee Reports:**

- **AIS Western:** has no current chairperson - no representation
- **AIS Rochester:** not present
- **Syracuse –** deferred to assembly
- **Insurance: Walt S.** – no report
- **Finance: Elaine R.**
  - The finance committee recommended that the Assembly decide on whether or not NYN to pursue legal action in Buffalo Small Claims Court to recover \$1,500.00 of unaccounted for NYNAC funds. The committee felt the decision on how to proceed should be the decision of the Assembly and not the decision of the Finance committee.
  - A written recommendation from the Finance Committee to be prepared and read to the Assembly asking that a vote be taken on the following. ***“NYN to pursue legal action in Buffalo Small Claims Court to recover \$1,500.00”***. The recommendation will include a historical synopsis since NYNAC 2015 and the committee’s attempt to recover the unaccounted for funds. *(An outline of the time-line follows at the end of the minutes)*
- **Web:** deferred
- **Policy Review:** Susan, Kevin & Ruth are reviewing old minutes.
- **AWSC Restructure: Tim G.**
  - Reported on the response to a poll of the Officers & Coordinators to see if they felt the AWSC was supporting them in their position. Response - no one had any issues.
  - Working on workshops for DR breakout sessions at next stand-alone AWSC.
  - Has 1 more item/goal to review and will have a status update at the stand-alone AWSC meeting.
- **Split the Alateen Coordinator into 2 positions: Walt**
  - At the April 2017 AWSC meeting a motion was made and passed to establish a new position to handle the certification of new AMIAS’s and the yearly recertification process of AMIAS’s. ***(Motion: The AWSC recommends to the Assembly to create a separate position of Area Alateen Process Person(AAPP) Motion passed VV.***
  - Walt’s take-away as a result of that motion and to be presented to the assembly was to create a Service Position description for AAPP and revise the Alateen Coordinator description to reflect the responsibilities that would transition to the AAPP and to incorporate into both descriptions the motion passed at the April AWSC relevant to retention of the AMIAS paperwork.
  - Both position descriptions were reviewed by the AWSC.
  - Consensus, both descriptions were acceptable and to proceed at Assembly with the vote on the motion passed at the previous AWSC meeting to create the new position and vote on the

service position descriptions, noting that the new position would be filled at the Fall Election Assembly.

- Additionally, Walt reported that WSO retains all AMIAS documents permanently.

➤ **AMIAS Thought Force:** held first meeting prior to this meeting

10. **Additional Items :**

➤ **Reduce the number of Newsletter published annually from 10 editions to 6 yearly.**

- An AWSC member sent the chairperson an email asking to discuss reducing the number newsletters from 10 editions to 6 yearly.
- Discussion about relating articles to service topics.
- NYN publishes more than any other area. Most are quarterly.
- Hard to write on monthly topic.
- Hard to get individuals interested at group and district level in reading the newsletter.
- Need at area to promote service.
- Determine what the newsletter is supposed to be before discussions. Look at the purpose, mission and how often to publish.
- Chairperson, Susan asked for Thought Force to be formed. Volunteers: Nancy H, Diane C, Connie D, and Cerise H. Cerise will chair.

➤ **Solution for ability to edit documents archived in PDF format.**

- Chairperson received an email from Web Technical, asking that the AWSC be thinking about the best method to archive our documents in a non PDF format as PDF requires specialized programs to edit.
- It was suggested that NYN could purchase a software program.

11. **Announcements:**

12. **Adjournment:** Motion to close at 9:40 PM by Louise F. Dist.18 2nd Tim G. Dist. 1 Passed: VV.

**Closing:** Al-Anon Alateen 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.

### **NYNAC Funds Timeline**

- Feb 2016- Finance Committee Chair notified the NYNAC coordinator of the need for the NYNAC financial report. Service position description states that by March 1<sup>st</sup> of the following year a NYNAC financial report be given to the NYN Treasurer and the Finance Committee. The NYN Treasurer asked the NYNAC Coordinator for any excess funds per the guidelines be turned over to NYN.
- NYNAC Coordinator sent a few figures and then resigned just prior to the 2016 Spring Assembly. No funds, financial report or bank statements were turned over.
- After 2016 Spring Assembly, Finance Committee discovered NYNAC bank account was overdrawn. In order to close the NYNAC account the bank required the overdraft amount and associated fees be paid. Finance Committee requested funds from NYN and the account was closed.
- Bank provided copies of the NYNAC bank statements. Finance committee discovered discrepancies/unexplained expenditures and checks written to NYNAC were not deposited into the NYNAC account but were cashed. It was discovered that a debit card was used for unexplained expenses that did not appear to be related to NYNAC 2015.
- Determined that at least \$1,500.00 was unaccounted for.

- NYN Chairperson attempted to make contact with the former NYNAC coordinator in person, via email and left several voice mails. All attempts were unsuccessful. Certified letter was sent and returned not delivered.
- Oct 2016 – NYN sought legal opinion. Recommendation was that NYN Chairperson reach out to authorities in Buffalo area on how to proceed, which was done. Detective in Buffalo in-turn reached out to the former NYNAC Coordinator explaining the consequences.
- Oct 2016 - NYN Chairperson received email communication from former NYNAC Coordinator expressing a desire to make amends. She agreed to sign a contract stating she would pay back NYN a small amount on a monthly basis.
- January 2017 - NYN Area Chair mailed the contract to be signed. It was not returned and have not heard from the former NYNAC Coordinator.
- Finance committee is currently working on safeguards to prevent similar incidents in the future from occurring.