

Draft Minutes of the 106th General Service Conference

12-14 Oct 2018, held at St Francis Retreat Centre, Auckland

The meeting was opened with the Serenity Prayer and Paul welcomed new Delegates.

Friday 12 October 7.30pm

1. Welcome
2. Silent reflection
3. Serenity Prayer
4. Reading - Long form Traditions read by Craig B
5. Identification

Paul Donaldson	GSC Chairperson
Christine England	Secretary
Johnny Findlay	Treasurer (Class B. Board Member)
Rowena Watson	Board Chair (Class B Board Member)
Harriet W	1st Year Delegate Central Area
Antonia Scott-Clark	2nd Year Delegate Central Area
Joe McGuire	Reserve Delegate (standing in for Sarah C)
Randal Petrie	Delegate Elect
Jackie Early	1st Year Delegate (Zone 2)
Craig Benjamin	2nd Year Delegate Northern Area (Zone 1)
Frances Munden	Delegate Elect (Standing in for Linda N)
Bebe Frayle	1st Year Delegate Southern Area (Eastern Zone)
Teresa O'Connor	2nd Year Delegate Southern Area (Western Zone) (flight delayed)
Annette Reinheimer	3rd Year Delegate Southern Area (Southern Zone)
Donald Fleck	Delegate Elect SAA (Sth Zone)
Ian MacEwan	Class A Board Member
Ali Holden	Class B Board Member
Julia Hickton	Class B Board Member

Mahesh Lala	Class B Board Member (Legal)
Rachel Collins	Class B - Co-opted Board Member
Mike Quayle	GSO Executive Officer

Apologies:

Sarah Cristaldi	3rd Year Delegate Central Area
Linda Nicholson	3rd Year Delegate Northern Area (Zone 3)
David McKegg	Class A Member
Roger Soulsby	2nd Term WSD
Pip Adam	1st Term WSD

Accept Apologies

Moved	Annette R	Seconded	Antonia S-C	Passed
-------	-----------	----------	-------------	--------

Previous Minutes: (ID 495)

Accept Minutes as a true and accurate record

Moved	Seconded	Passed.
-------	----------	---------

Correspondence:

There was no correspondence received.

Standing Committee Membership

Public Information (PI) -

Sarah C, (chair - absent) Julia H, Johnny F, Teresa O, Jackie E, Jo M, Randall

Cooperating with Professional Community (CPC) -

Linda N,(chair - absent) Ian Mc, Antonia S, Bebe F, Steve S, Francis M (Antonia to chair) Rachel

Treatment and Correctional Facilities (TCF) -

Annette R,(Chair) Ali H, Mahesh L, Craig B , David M,(absent) Harriet W, Don F,

International -

Roger S, (Chair- absent), Rowena, Pip A,(absent) Mike Quayle, Christine E. Paul D

Meeting Closed with Toronto Declaration.

Saturday 13 October 2018 8.30am

Meeting opened with Serenity prayer

Reading - 12 Concepts by Teresa O

Review of Board Advisory Actions from 105th Conference of GSC - (ID 569)

Items in red indicate that this was response to the Board Advisory Actions from 105th AAGSC

- Updates to the HPC guidelines
 - to reflect the EFTPOS and Credit card changes (carry over as Mike absent) (ID 552) This is completed and information is available in this doc.
 - to reflect a very clear timeline and that HPC guidelines are updated in line with feedback and conference discussion. - *David G has completed a timeline and it has been distributed but board have not yet discussed due to flight delays on Friday. In Mikes absence we are not yet clear on current status. This is part of ongoing review process as well.*
- Update the policy on social media - *In Mikes absence we are not yet clear on current status Delegates are asked to review (ID 567 565 564) this will be covered as part of PIC Standing Committee report on Sunday*
- Bylaws - Rules of GSB show some inconsistencies with the Bylaws, Mahesh is proposing to review the Bylaws to ensure they meet the statutory requirements of the act and if they do then they will be uploaded and if not then appropriate amendments are to be made by the Board. It is noted that links from the online version of the New Zealand Service Manual of Alcoholics Anonymous to the Bylaws (ID455) are not in place and the board will follow up on this. *Mahesh identified that the Board bylaws are guidelines not legal obligations but guiding ones and that the constitution is the document identifying legal requirements and the 2 are meant to be separate, but operate alongside each other. The Board Bylaws needed to have DRAFT watermark removed and this has now uploaded to Docstore (ID)*
- Board are asked to check links from the on line version of the New Zealand Service Manual of Alcoholics Anonymous to the Bylaws (ID455) are not in place and the board will follow up on this. *These links are now in place.*
- Meeting Map on the website is not easy to use - suggestions made to adjust the drop down menu to have Meeting List at the top. Also Meeting Locator as mentioned by Pip may be an alternative option to be checked. *This is in place however the drop down menus are causing confusion. This is part of the review that is being undertaken and redevelopment is underway. An example of a workable version is on the Australian website and it was noted that the print version of search is also very serviceable. On going feedback to GSO is welcomed.*
- Questions raised were size of banners for Maori Translations Steps and also a request for Serenity Prayer -the original consideration was larger banners however printable PDF formats can be discussed and the board and GSO will have further discussions regarding this. *Board have advised that all banners are available in a PDF format via GSO. Mike can print minimum run of large banners for Maori version of 12 Steps and Serenity prayer. - sizes 12 Steps 1500mm x 3000mm and Serenity Prayer 1500mm x2000mm.*

Conference were asked to approve the printing of Te Reo Steps and Serenity prayer in all formats as conference approved literature.

Moved Harriet

Seconded Craig

Passed

- Julia as Board Secretary is asked to check there are no copyright issue with using the cover of Living Sober as the logo for the 2020 convention. *This has been completed and there are no issues. This is further addressed in the HPC 2020 Report.*

- Board are asked to review the archivist report in relation to the digitisation of archives and when these will be available to access on website or online. The digitisation of recorded tapes requires more funds and archivist has sought \$6200 incl GST to complete this process over and above the already approved budget. A question was asked about what is in the archives and what is being digitised. The reality is that there is no idea what is on the reels until they are digitised. - Its is thought that primarily they are recordings of old timers interviews and convention meetings etc. Once digitised the uploading of MP3 versions does not carry any additional cost other than the time required by GSO to upload to Website. Conference delegates were asked to consider these matters and make recommendations. - It was acknowledged and agreed that the priceless nature of these historical recordings means that we don't want to loose the recordings. The fellowship have already approved the recording of these tapes.

It was moved that the quote for \$6200 to complete this work be accepted and that the digitisation be undertaken as soon as possible.

Moved Jackie E

Seconded Teresa

Passed

- It is moved that a national guideline for 0800 responders be developed by the board and the 0800 issues the board are specifically asked to address are
 - that a report be provided on a quarterly basis reflecting the volume of activity, peak times and origins of calls.
 - that there is clarification about the redirection of calls via the 0800 as it appears calls are diverted to centres not related to the caller.
 - Could a review of phone structure efficacy be done and errors and deficiencies be corrected.

This forms part of the GSO review being undertaken and updated information will be brought to April 2019 conference.

- Board are asked to review the suggestions from the HPC 2018 Chair and a Board Member to ensure any relevant documents and processes are made available via the website and other relevant formats/ templates for future use. (ID 570)
 - Paul D and Rachel C have spent a large amount of time on this and reviewed the feedback in depth.
 - Delegates from SAA shared their experience of how having the venue templates etc available and that using the same venue as a previous convention has made managing the next convention in the area much less stressful. These factors have made it a much more streamlined and accessible process for both HPC and attendees.
 - Suggestions included forming a resource of regional venues which are accessible be made.
 - The development of a GSO role which could include this list as a one of the resources developed and made available.
 - Concerns were expressed that we may loose the unique experience of the convention if we use same venues rotationally.
 - Some delegates also expressed the idea that the HPC experience of the challenges should not be minimised in terms of our individual recovery journey's.
 - If change is made to structure the Host Planning Committee would still be charged with bring the colour/creativity to the Convention process without the larger worry about the administrative management and strategic planning which have become increasingly more complex.
 - Venues that can cater for 500 plus that include the break out spaces needed for our conventions are increasingly less available. Strategic Planning which allows booking further in advance would be beneficial.

- It is noted that from a Financial Management perspective the Board treasurer is available to provide assistance. Conference do approve the budget and the Board is responsible - whatever comes of this discussion we need to ensure that information is made more readily available to the fellowship. Extending timelines to a full 3 years would potentially reduce some of the stress factors that currently arise. It was agreed that we leave the discussion and revisit in the General Business agenda item.
- Board are asked to action points from the 2018 HPC document as minuted. (ID...from Rachel)
 - Website is under review and this is being addressed as part of the review. It was noted that the availability of early registration is hindered by unavailability.
 - Online registrations and this is a big area of consideration and development - generally works well but there are issues as a result of software glitches. The registration process is taxing and time consuming - additional administration support may be needed to create efficacy in this area.
 - It is noted that external companies would charge \$5,000-10,000 to manage this and our primary purpose for the surplus is to carry the message so it is not felt this is best use of fellowship funds
 - Reinventing the wheel is an ongoing issue in relation to documents/templates - making these available via GSO is an option in an HPC pack.
 - Service sponsor - a board member or a delegate to be a service sponsor to incoming HPC - it is recommended that this be added to convention guidelines
 - Simplifying documentation - it is recommended that the Conference Guidelines be made and that the templates be made available as appendices and that they contain the right information and instructions
 - AFG participation - this is conflicting in the guidelines and we need to create clarity around participation and cooperation.
 - Maori representation - this is very clear in the guidelines and a review for currency is recommended to maintain
 - Timely notification to Area assemblies and incoming HPC is essential and systems to improve this are part of the review. The invitation/information should include that HPC are hosting on behalf of the board.
 - Delegate terms - there seems to be a disconnect in the timeline between the Delegates rotating off before the Convention and that their role may mean they need to stay on in their role to ensure Convention runs smoothly.
 - The guidelines were approved Oct 14 and another in April 17 and then there is an Oct 18 draft which includes latest version with Card and EFTPOS updates.
- GSO are asked to write to CAA and invite them to host the 2021 Convention. CAA is aware of this invitation.
- Carry over from Oct 17 Advisory actions not answered due to Mikes absence - IOS APP that has been under development has been a slow process - Maintaining an IOS or Android app is not a necessarily viable or recommended by delegate for SAA who has knowledge in this area. It is recommended that instead we develop the website to have a mobile accessible version. It is thought this would be similar to what is on the Australian website. We thank the person who has spent time and effort in development of the app to date and understand they are comfortable letting this go.

It was moved that we accept the proposal to include a mobile friendly website version of meeting lists as part of the current review.

Moved Rowena W

Seconded Antonia GC

Passed

Nominations for Board Members - We were reminded that Conference have the responsibility to disprove nominations rather than cast votes. We went in committee to review the board nominations.

Nominations are as follows

Ali H to continue her term for 1 year - to ensure continuity particularly in relation to the HPC review process. The Board are also required to have 3 conference experienced Board members

Disapprove - No - Carried

Rachel C - Co-opted on when Steve S resigned as has proven herself to be capable and has an HR business background and strong organisational skills.

Disapprove - No - Carried

Anne C - Chartered accountant - 30 years sobriety

Disapprove - No - Carried

Russell B - 26 yrs sobriety - strong business background

Disapprove - No - Carried

Sam I - 20 years sobriety - team leader and HR based experience - conference experienced

Disapprove - No - Carried

Reports

General Service Board Reports

(ID 563) Board Chair Report - It is noted that this report was read prior to addressing the advisory actions as there was information in the board report which would make the advisory actions more easily understood

Rowena welcomed Mike back and acknowledged that as a result of his accident and following absence the Board realised that there was a need for a review of all GSO systems; primarily this is to provide simple procedures that anyone can follow. This review is being undertaken by an independent review process and includes:

- The implementation of a cloud based storage system for back up.
- Wages are now done via Flexi Pay.
- Website is under review and this has begun with the survey that has been disseminated to the fellowship.
- The 0800 is a high priority and simplifying this is a focus.
- A new employee is being sought for GSO.
- There have been some changes to the board - Steve S has resigned and Peter C and Rachel C have been co-opted until the AGM.

Ali H, Johnny F and Paul D were particularly thanked for their service during this time. Rowena acknowledged that as a result of recent incident the Board have worked really hard to maintain services and to ensure that the Board has the right people going forward and that these people are aware of the

requirements and commitments of being a Board member. Delegates were reminded that we are all in a position to identify potential Board members.

Other items mentioned in the Board Chair report included

- Ian (Class A) has spoken on our behalf twice to government re the Mental Health review.
- Travel arrangements for conference have been reviewed and Board and Conference members will be expected to manage their travel once bookings have been made. This means that in future Mike will do the bookings using emails and phone numbers of conference members so they can then manage any flight changes, delays etc. It is also recommended that those sharing shuttles ensure they have the contact information for each other.

The Board have not received any nominations for Class A trustees to replace Ian when he rotates of this year. They are still seeking nominations. Feedback from current and previous Class A trustees is being received to identify possible suitable Class A Board members and identify more clearly what skills and attributes are needed. The Board will review the procedures

It is moved that the Board Chair report be accepted

Moved Rowena W Seconded Harriet W Passed

Financial Reports - (ID 555)

The fellowship is in a healthy position and this is evident from the Financial reports. The cash balance does fluctuate with events such as literature purchase and the timing of gratitude week donations; these are reflected in variances. Healthy net assets are seen at this time.

Donations are on track with budgeted expectations.

Mikes accident had a positive impact on expenditure in relation to salaries and wages. This is reflected in Mainstay's small surplus.

Additional costs incurred over the period are Archives digitisation and GSO relocation .The review of GSO that is underway is also covered by the surplus in Wages and Salaries sector.

More detail is available on the Treasurers report and delegates should take this back to the fellowship.

Craig B raised a point re the expenditure of Correspondence poster - Johnny checked and this is a posting error which has now been amended.

Bebe asked if full and final cost of Cutting Edge is recorded - this was confirmed.

This is Johnny's last conference and he was thanked for his contribution and his delivery of financial reports and information which was easily understood and received.

It is moved that the financial reports be accepted

Moved Antonia G-C Seconded Rowena W Passed

GSO Executive Officer Report (ID)

Due to the report from the review process and board reports covering much of what is relevant already, it was agreed between the conference chair and EO prior to the meeting that the EO not present a formal report. Instead the EO would take any questions from the floor re GSO. There were none.

Class A reports (ID)

Ian reported that he had had a 15 minute slot with the Mental Health Review Panel; - however they did not comment or ask questions during the first meeting but they did request a second Skype meeting once they had identified priorities; these were around mental health access, suicide, critical response and family work. Ian spoke of the contribution that the AA fellowship can make within the treatment spectrum. He expressed the hope that the review panel would consider the on going marginalisation of the fellowship in this community mental health professionals. He spoke of the importance of the fellowship within the treatment spectrum. Whilst he felt they heard it he is not hopeful that the planets will align in this regard. An example of the marginalisation is that for 2 years the abstracts submitted by AA for Cutting Edge (to hold an open meeting or a workshop) have not been taken up and the effectiveness of the 12 Step Programme and of the fellowship is minimised. It is felt that this is because many professionals in the field of addiction are only supported by employers to attend if they present at Cutting Edge themselves.

Another focus Ian has had during his time on the Board has been to connect with the tertiary sector in an effort to maintain links via literature and a presence in addressing graduating Health Professionals. Ian visited 8 of the learning centres around NZ in relation to this; overall he felt they were polite but seemed generally uninformed or ill-informed about who Alcoholics Anonymous are. Ian felt there is a disconnect that exists now as a result of the changing face of treatment approaches.

Rowena thanked Ian for his service and he wished us well - he finished by acknowledging the privilege of being on conference.

No report was received from David.

We broke for lunch at 12.30

We reconvened at 1.15 with a reading by Don F - From NZ Service Manual Stimulating interest in General Service page 38

Class B. Reports (ID)

There were no additional Class B reports. (see HPC feedback section)

Delegate Reports

Delegates actions from 105th GSC

Other matters from previous advisory actions which remain incomplete. *IOS App was raised once again and we are advised that this is still in process and its going to take a long time as we have not had any other offers to develop it. As a response Bebe has offered to have conversation with Mike and the person developing IOS App (there is an Android version). Sarah asked if there were any funds available to facilitate the development and Pip mentioned 'Meeting Locator' which is part of of Websites used by AA in USA UK and Spain and perhaps this is an option. She also mentioned that if we develop an IOS App we would need funds to pay Apple alternatively someone who already has developer account with Apple would be a priority. This was addressed as part of the board advisory discussion and it was decided that the IOS App development would cease and that the website redevelopment would include mobile friendly format for meetings lists. Delegates are asked to relay this development to the fellowship.*

- Pip is on the Working with Others committee for AOSM and as part of this is contacting all member countries to increase representation at AOSM and if members of the wider fellowship have attended meetings in any of the countries on the AOSM list and could provide any contacts or information. - please email Pip with this information pipwsd@gmailcom - Pip was very grateful to members of the fellowship who responded she was able to provide AOSM with contacts in 19 new countries who received invitations to the AOSM.
- GSB are seeking nominations for new Board members which need to be in to GSO by August 1st. Terms will commence March 2019.
 - 1 Class A - It is noted that skills in TCIF area would be helpful.

- 2 Class B - 1 Conference experienced and 1 with Accountancy experience to replace Treasurer

Nominations have been received as noted in Board advisories although is noted that we are still seeking Class A nomination for someone with TCIF experience

- AOSM Secretary (James N) has published the AOSM newsletter and this is an informative and useful document - delegates are asked to email Roger if they want a copy as he does yet have approval to upload this - he will seek relevant permissions and advise at next conference. There was no feedback around this in Rogers report
- CAA are asked to take the reminder that they are hosting the 2021 Convention to assemblies and that GSO will formally write to CAA and invite them to begin this process. This has been addressed in 1st Year delegates report and is included in the HPC agenda item which will be considered in General Business.
- Update of a Society of Alcoholics in Action - Delegates are asked to continue to seek information about key changes and developments in the fellowship as they think are relevant or significant in relation to the formation of the board and the AOSM as well as stories of the early days. Progress has been made and others have come on board although progress has been slow over the past few months. Paul will check if things are still on track. The digitisation of archives material may be of benefit to this project.
- Delegates are asked to go back to the fellowship and seek feedback on Conference forming a Calendar Committee and what the fellowship feel are relevant or significant milestones for inclusion in the Calendar. This information is to be brought back to conference. CAA feedback has not been received as yet - (ID 541) Include this in our next list of delegate advisory actions
- A question was asked about limit of bequests and fellowship is advised that currently bequests are limited to \$15,000.00 and donations to \$6,000.00 Per Annum (April 2016). This information has been disseminated to the fellowship
- The development of a MOU with Housing NZ - CPC are seeking endorsement from conference to explore this further and are seeking feedback from the fellowship as a whole. - please refer to the CPC Standing Committee report for more detail. - as addressed in CAA 2nd Year delegate report - feedback has been supportive in CAA - as long as clearance was received in regard to endorsement and affiliation traditions not being compromised. It was thought that this could be part of the usual Intergroup/PI committees in local areas. This matter will be addressed in the CPC standing committee report.
- A new National Correspondent Co-ordinator is needed at the end of this year and expressions of interest are sought. Anyone interested can refer to job description on website and Jeremy is happy to talk to anyone about this role. This is addressed in the TCF Standing Committee Report.

CAA 1st Year Delegate (ID 549)

as submitted - no discussion other than to mention that the 2021 convention offer will be considered during the later General Business agenda items.

CAA 2nd Year Delegate (ID 548)

as submitted - special acknowledgement to Ian M for his contribution at conference.

Proposals/Questions raised by CAA

An issue has come up around the printing and sale of the NZ Service Manual within the CAA structure - in response it was noted that the NZSM was always intended to be an online document so that updates and changes are made easily and to prevent the holding of large out of date stocks.

The Board are asked to look at the following points as part of their advisory actions

- Copyright and where this sits in relation to the Service Manual (including the material made available by AA WS)

- Update the Service Manual to include recent changes
- Reflect on the possibility of making a printed version of the AA NZ Service Manual and establishing the appropriate pathway for this to be available to the fellowship.

CAA have printed copies in response to CAA local area assembly initiative to provide these to the GSR's for each meeting.

A question was asked about locating the Service Manual on the Website - this was answered and it is available with its own category within the Members/Structures/Conference drop down menu.

0800 issues mentioned - have been addressed in earlier Board advisory action.

CAA 3rd Year Delegate (ID)

Jo M presented Sarah's report -

A question was asked about the use of full names of for archiving of historical documents - it was felt that this was a breach of anonymity - it was noted that the brochure for ? Julia what was this one you read we can not include it unless we have permission from the family

When and what is Founders Day was another question - the answer is June 10th and it is US date for beginning of AA ? related to gratitude week for fellowship worldwide. - It was suggested that Wellington CAA contact Auckland Service Centre for ideas around celebrating/acknowledging Founders Day.

Gratitude was expressed to Sarah for her service to AA in her time as Delegate

SAA Southern Zone 1st Year Delegate (ID 553)

taken as submitted - no questions or issues raised.

SAA Western Zone 2nd Year Delegate (ID 554)

taken as submitted - no questions or issues raised.

SAA Eastern Zone 3rd Year Delegate (ID 550)

taken as submitted -

Annette is thanked for her service and her contribution - she acknowledged the commitments of being a delegate

NAA Zone 2 Delegate 1st Year (ID 557)

as submitted and there is an advisory action for the board relating to the Service Manual. There is some feedback included in the report which has been referred to the Board for updating the NZ Service Manual. The Board are asked to review this.

NAA Zone 1 2nd Year Delegate (ID 551)

taken as submitted - it is also noted that a point has been raised about the term ex alcoholic from the Service Manual - and potential differences in the flip version and the PDF version. The Board are asked to review this

NAA Zone 3 3rd Year Delegate (ID 559)

taken as submitted -

We acknowledge the service that Linda has made to Conference

World Service Delegate First Year (ID).

as submitted

World Service Delegates Second Year (ID)

as submitted

It was moved that the reports be accepted

Moved Antonia GC Seconded Jackie E Passed

Convention Reports

Convention 2019 (ID 557)

This was part of NAA 1st Year Delegates report.

3 months till Convention and fortnightly meetings are underway and chairs are in place with committees being formed. A visit to the venue to go through the run sheet is scheduled. Registrations are beginning and 70 Early Bird registrations have been made only 30 places left. It is on track after a wobbly start and the HPC team is making great progress. Jackie's leadership, clarity and direction were acknowledged. The greatest challenge has been getting what's needed when it is needed administratively. The question was asked about Al-ateen costs - should these be the same as AA and AFG does it become prohibitive in this case. Following discussion it was felt that Tradition 7 and Page 10 of current Convention guidelines are clear that AA should not make gifts to AFG and that this includes Al-ateen. It was mentioned that it would be more appropriate for AFG to sponsor directly from their meetings.

Convention 2020 (ID 543 flyer and 544 - Budget)

There is no report however there is a flyer and a budget which have been provided for consideration. These were presented to the Board in June/July and feedback was received. Conversation about special interest meetings at SAA has raised concerns that these could be considered exclusionary, however, conference agreed that it has been common practice for many years and this format will continue to be followed. Permission has been received for using the Living Sober Book cover on flyer and this is approved with the provision that the word Christchurch (as shown in flyer proof provided) be moved away from the title Living Sober. The HPC were asked to make a change to the flyer by *italicising* the quote from Living Sober. A final copy of the flyer will be sent to the board shortly so that printing can take place before Dec to ensure copies can be made available for 2019 Convention.

It was moved that the flyer be accepted

Moved Bebe F Seconded Rowena Passed

Budget is based on 300 attendees and shows a surplus overall. This has been checked with Board treasurer at various stages. The template used is easy to work with and allows for the exploration of various scenarios which has been helpful.

It was moved that the budget be accepted.

Moved Rachel Seconded Harriet Passed

Convention 2021 (ID 571)

The Palmerston North intergroup has shown interest to form a HPC and initial contact has been made to a venue (Palmerston North Conference Centre) and an estimate has been received. Using the Convention Planner timeline this is well on track and the group are asked to liaise with Rachel C on the Board to ensure the establishment of clear processes of moving forward.

It is moved that the convention reports be accepted

Moved Jo M Seconded Rowena W Passed

General Business -

- Conference Convention Committee.(ID 570) - How can conference fit an oversight of conventions meeting into the current structure. This is in response to the feedback from 2018 HPC.

The discussion began with a comment from Conference Chair - It was identified that a potential solution to some of the concerns raised was for the Board to seek a staff resource at GSO who as part of their role could manage aspects of Convention Planning - eg; registrations, budgeting and legal obligations etc.

Jackie identified (she is 2019 HPC chair) that it would have been helpful to have assistance earlier on in the process: for example there is a timeline but no-one mention of who to contact to make it happen. Assistance with Contractual and budgeting elements and registration etc access from information templates, run sheets etc from previous conference as well as Website and bank account availability are all things she felt need to be addressed. Any solution has to be a real collaboration between HPC and resource person/s in ensuring that the process is smooth for all parties.

Craig felt that there needed to be a tidy up of the guidelines and the board commitment to HPC committees. This should include a clear outline of the HPC chair of their responsibilities and identifying the attributes of an HPC Chair as this impacts on the overall effectiveness of the HPC.

Paul commented that if the Board provided a staff resource with a brief to manage aspects of convention planning this would demonstrate board commitment to supporting the convention planning process.

Ali H spoke of her experience as a Board member in relation to Convention planning and she felt that the appointment of a GSO resource person would be of value.

Rachel commented that this appointment does not remove the Boards/Conferences on going engagement and governance relating to convention planning.

It was clear from general comments by delegates that the 3 centre alternative rotation idea is not a preferred option.

Following much discussion

It was suggested that at the April 2019 Conference we trial a Conference Convention Committee which will meet on the Saturday evening; this would be seen as an addition to other supports that the Board is charged with putting in place. Rachel will Chair and Christine will take minutes for this committee. The CCC would be made up of the Delegates that are involved with future convention planning, the Board Treasurer and the GSO EO. The Board chair will also sit in on this first meeting. There will be an option to invite any delegates who it is felt may have recent or relevant HPC experience that may be useful. The committee will report back on the Sunday.

It was moved that an initial Conference Convention Committee meet at the April 2019 Conference.

Moved Harriet Seconded Jackie Passed

- Contingency plan for conference attendees -

This item has arisen as a result of the Boards experience of managing during the sudden absence of the GSO Executive officer. This circumstance identified a real need for a contingency plan to cover the key Conference roles in the event they are unable to attend.

3 possible scenarios have been identified and would potentially require different responses;

- unavailability due to an emergency longer term notice (5-6mths prior to conference)
- unavailability due to an emergency shorter term notice prior to conference (2-3 weeks)
- unavailability due to an on the day emergency.

Conference Chair - A range of possible candidates were identified; - previous Conference or Board Chairs, Secretaries, World Service Delegates and 3rd Year Delegates, GSO Executive Officer. Another possibility presented was the creation of a Conference Chair elect role which they use in World Service. After discussion 3rd year delegate were seen as a good option; as they are on the Agenda committee and are in the flow of the current conference planning. This could be less disruptive. WSD could also be utilised for Chair and Secretarial roles depending on skills. There is no Vice Chair at this time but this is also a possibility, however it would require amendments to Conference structure and incur an increase in costs. The selection of the best replacement might be that dependent on the emergency scenario that creates unavailability.

Another immediate need to be considered is suitable Job Descriptions and the ability to access documents not included in the docstore. It is a possibility that a case by case basis may need to be adopted, however, having people aware and alert ahead of time does create a more cohesive management approach.

It was moved that an interim contingency plan be implemented in the event of the conference Chair being unavailable. The contingency plan is that a 3rd year delegate who has been identified would be asked to step into the role.

Moved Teresa Seconded Bebe Passed

It was moved that Teresa O be appointed to this role for 2019.

Moved Rowena W Seconded Rachel C Passed

Secretary - The Board Secretary could step in this role or alternatively it could be a past Conference Secretary or a delegate with the necessary typing skills - alternatively an independent secretary could be employed. Following discussion

It was moved that an interim contingency plan of the Board Secretary stepping into the role of Conference Secretary for 2019 be adopted.

Moved Paul Second Antonia Passed

Delegates are asked to take the 2019 contingency information back to the fellowship and advise that new Job Descriptions for Conference Chair & Secretary are being developed along with broader contingency plans. These will be brought to the fellowship for consideration following the April 2019 conference.

On Sunday discussion returned to this item as some anomalies in the Guidelines for Appointment for Conference members relating to the Chair and Delegates were highlighted. It was agreed that as we review on going contingency planning these Appointment guidelines need to be considered and adjusted if and when necessary.

- Internet security issue

This will be addressed in Standing Committee reports. (PIC)

Moved Seconded Passed

- Stand down period of Service - what roles does this apply to. Currently the Conference Guidelines (Page 3) define it as service at a National level the intention of this is very broad although the intention was (as gleaned from members of conference at that time) that it applied to roles which are nominated roles on conference via the area assemblies process in other words ; Delegates, Chair, Secretary, Board members, who have had a role on conference. Clarification was sought from conference so that the guidelines can be updated to more clearly reflect the intention.

It is moved that the wording of the first sentence be amended to "Conference requires a stand down period of 12 months between positions of service at Conference or Board level; a candidate may not apply or be considered for any Board or Conference role during the stand down period." (October 18)

Moved Teresa O

Seconded Antonia GC

Passed

Floor Items presented to conference for consideration.

Nominations - Thinking ahead to October next year there will be a need for nominations for a new Conference Chair and Secretary as well as a World Service Delegate first term.

This means nominations will be needed by August and Delegates are asked to alert the fellowship that conference will be seeking nominations following the April 2019 conference. If members of the fellowship are interested or are able to identify a possible candidates then the nomination forms are available on the website.

In line with contingency planning discussions it is noted that Conference Chair and Secretary were due to rotate off that same time and that an adjustment to this is considered prudent. Following discussion it was decided that the current Conference Secretary will cease in April 2019 and new secretary will commence from June 30th and nominations should be brought to April Conference for consideration.

It was moved that Nominations are sought for Conference Secretary. Nominations should be in by March 31st 2019 and be sent to GSO on the nomination form which is available on the Conference section of the members website.

Moved Paul D

Seconded Rowena W

Passed

Ali read an exert from American Service Manual relating to rotation of roles.

2 Class A Board members will be needed as David will be rotating off and a replacement for Ian has not been received. Experience with TCF/CPC is sought

2 Class B Conference experienced Board Members and 1 Class B Board Member

The meeting closed with the Toronto Declaration at 6.00pm

Banner from GSO has been bought and the history of it is sought. Delegates are asked to take a photo of the banner and ask members of the fellowship if they have any information about its origins.

Sunday 14th October 8.00am

Reading - Why do we need a conference - From NZ Service Manual of AA - Page 33-34 Randal P

Standing Committee Reports

PIC (ID 577, 576)

A focus in 2018 has been targeting young people coming into AA and there is now a re-focus on carrying the message to youth - planting a seed - using storytelling, video, you tube ads. Identifying language which might be used on google and internet search. Budgeting requirements for year are \$36,000 and details are given in the report.

We viewed the developed material and listened to the audio information. Discussion was had around the corporate voice over being adjusted to be a women's voice for the young womens story and that possibly the voice overs be a younger voice for both men and women. PIC will consider this further and make a decision about how they move forward with this. We also viewed the 8 sec you tube video ads.

These will be for awareness week.

(ID 557) is a visual summary for delegates to share with fellowship at assemblies

Anonymity and Social Media - (ID 567) this was in response to the Board advisory action - and came out of request to use Facebook etc to promote AA events. Julia provided us with a copy of AA Guidelines - Internet from GSO New York. We are at a point in the evolution of Social media where we need to protect our anonymity and we need to educate ourselves and the fellowship. There is a lot to cover.

Protecting Anonymity - our own and others - we were fortunate to find information developed in the UK (ID564)

Media report (ID 565) The report details breaches and how these occur as well as solutions. The important focus for this to educate; to know what it means and encourage members of the fellowship to check before they create sites or groups and ensure that they are not using AA name and Logo in breach of guidelines. We are tasked to protect the Anonymity of AA members and the Trademark, Logo, Copyright of AA as a whole. There are many issues and the levels of anonymity breaches are varied once social media networks are used. For instance if we as individuals post about our personal recovery on our pages we are then in a position of breaching the anonymity of others in recovery who may be our 'friends'

We were asked to consider examples of 2 Facebook pages which breached copyright and trademark as well as personal anonymity.

Social Media and Anonymity flyer (ID 564) - there is a US flyer and a UK page of helpful do's and don'ts. The board felt that the UK Hints and Suggestions page was very helpful and clarifies what happens when we push a button - how it affects personal anonymity, the anonymity of my friends and the name of AA as a whole.

Delegates are asked to take the Flyer and the Hints & Suggestions on Internet Safety from UK to the fellowship for initial feedback on whether we adopt the Flyer and UK Hints and suggestions as a base from which to develop appropriate materials for AA in NZ. It is hoped that following April conference updated approved versions will be available to the fellowship via website and GSO.

CPC (ID 562)

Antonia chaired the meeting in Linda's absence and she welcomed new members Rachel and Frances and thanked Ian M for his service. He will be missed.

The committee has completed a number of actions and funding has been requested to continue with on going initiatives such as Cutting Edge and Housing NZ MOU. CPC may need support from PI to distribute information on the ground to Housing NZ.

New initiatives - supporting those in recovery who working alcoholism/addiction services - feedback is sought from them and if they are willing to help they should contact their area delegate who will pass on information. Discussion was had around this and Ian M was able to confirm his experience that AA's who work in the field are often penalised for this as boundaries have shifted in employment bodies and members of the fellowship who hold a range of opinions about whether or not they should work in the field of alcoholism. This discussion related to Tradition 8. CPC are wanting to begin a discussion and gather information in the first instance.

Another idea was to reach out to Maori organisations working in alcoholism/addiction services.

Motions - Following discussions the motion was adjusted from the CPC report version to ensure an MOU is developed before the distribution of information to Housing NZ

That Conference supports an initiative for the Board to enter into discussion for an MOU with Housing NZ.

Moved Antonia

Seconded Teresa

Passed

That Conference supports the CPC committee to begin working on an initiative that focuses on thinking about how we can provide information and support to Addiction Services that employ AA's working in the field of alcoholism.

Moved Bebe F Seconded Antonia Passed

TCF (ID 572)

Craig is the new Chairperson.

Prison Correspondence Poster - copied/laminated and distributed to some areas - they are available from GSO

Prison Correspondence Co-ordinator Jerry M has been in role for 2 years and has done a great job and there is a good system in place to manage the letters received. Jerry's term is up and the new co-ordinator is Willy W.

His appointment was presented and disapproval was called for. There was none and his appointment is confirmed.

International

Due to the absence of WSD there are no report to present.

It is moved that Conference approve the changes to the initiatives fund as per standing committee requests. (ID 574).

Moved Johnny Seconded Harriet Passed

We approve the standing committee reports]

Moved Harriet Seconded Craig Passed

Broke at 10.30 for Morning Tea

Opened at 10.50 with Reading from NZ Service Manual - The Final Voice of the Fellowship Page 91

Close the meeting at with the Serenity Prayer.

Delegates Advisory Actions

1. Delegates are asked to take the Flyer and the Hints & Suggestions on Internet Safety from UK to the fellowship for initial feedback on whether we adopt the Flyer and UK Hints and suggestions as a base from which to develop appropriate materials for AA in NZ. It is hoped that following April conference updated approved versions will be available to the fellowship via website and GSO.

2. Delegates are asked to go back to the fellowship and seek feedback on Conference forming a Calendar Committee and what the fellowship feel are relevant or significant milestones for inclusion in the Calendar. This information is to be brought back to conference. CAA feedback has not been received as yet - (ID 541) Include this in our next list of delegate advisory actions

3. Delegates have been given flyers for the 2019 Convention to distribute to Area Assemblies.

4. Delegates are asked to take the 2019 contingency information back to the fellowship and advise that new Job Descriptions for Conference Chair & Secretary are being developed along with broader contingency plans. These will be brought to the fellowship for consideration following the April 2019 conference.

5. Nominations - In October next year there will be a need for a new Conference Chair and Secretary as well as a World Service Delegate first term. This means nominations will be needed by August and Delegates are asked to alert the fellowship that conference will be seeking nominations following the April 2019 conference. If members of the fellowship are interested or are able to identify a possible candidates

then the nomination form is available on the website. In line with contingency planning discussions it is noted that Conference Chair and Secretary were due to rotate off that same time and that an adjustment to this is considered prudent.

It was moved that Nominations are sought for Conference Secretary. Nominations should be in by March 31st 2019 and be sent to GSO on the nomination form which is available on the Conference section of the members website.

- *Stand down period of Service - what roles does this apply to. Currently the Conference Guidelines (Page 3) define it as service at a National level the intention of this is very broad although the intention was (as gleaned from members of conference at that time) that it applied to roles which are nominated roles on conference via the area assemblies process in other words ; Delegates, Chair, Secretary, Board members, who have had a role on conference. Clarification was sought from conference so that the guidelines can be updated to more clearly reflect the intention.*

It is moved that the wording of the first sentence be amended to “Conference requires a stand down period of 12 months between positions of service at Conference or Board level; a candidate may not apply or be considered for any Board or Conference role during the stand down period.” (October 18)

6. Banner from GSO has been bought to conference and the history of it is sought. Delegates are asked to take a photo of the banner and ask members of the fellowship if they have any information about its origins.

Break for lunch at 12.30 and reconvened at 1.00pm - Paul D read - “we are but trusted servant.....

Board Advisory actions

1. The Board are asked to look at the following points as part of their advisory actions (from CAA reports)

1. Copyright and where this sits in relation to the Service Manual (including the material made available by AA WS)
2. Update the Service Manual to include recent changes
3. Reflect on the possibility of making a printed version of the AA NZ Service Manual and establishing the appropriate pathway for this to be available to the fellowship.

In addition they are asked to consider feedback from the NAA Zone 2 Delegate 1st Year (ID 557) and NAA Zone 1 2nd Year Delegate (ID 551) where anomalies in the Service Manual have been identified relating to the flip and PDF versions of the Service Manual.

2. Board are asked to consider the role of Convention planning when advertising for a new staff member at GSO

3. 0800 - This forms part of the GSO review being undertaken and updated information will be brought to April 2019 conference. This is carried over from previous conference and it is moved that a national guideline for 0800 responders be developed by the board and the 0800 issues the board are specifically asked to address are

- that a report be provided on a quarterly basis reflecting the volume of activity, peak times and origins of calls.
- that there is clarification about the redirection of calls via the 0800 as it appears calls are diverted to centres not related to the caller.
- Could a review of phone structure efficacy be done and errors and deficiencies be corrected.

4. Meeting Map - This is carried over from previous conference - Meeting Map on the website is not easy to use - suggestions made to adjust the drop down menu to have Meeting List at the top. Also Meeting Locator as mentioned by Pip may be an alternative option to be checked. This is in place however the drop down menus are causing confusion. This is part of the review that is being undertaken and

redevelopment is underway. An example of a workable version is on the Australian website and it was noted that the print version of search is also very serviceable. On going feedback to GSO is welcomed.

5. The Board are asked to review Convention responsibilities and guidelines and consider how they can best support of HPC committees.

6. The Board are asked to develop a formal MOU with Housing NZ prior to the distribution of information.

Conference closed at 1.40pm with the 3rd Step Prayer

GSC Future Conference Dates

2019	5-7 April	18-20 Oct TBC Labour Day is 28th
2020	3-5 April TBC Easter is 10-13 April	17-19 Oct TBC - Labour Day is 26th
2021	9-11 April TBC Easter is 2-5 April	15-17 Oct TBC - Labour Day is 25th