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**Minutes of the Orange County/Greater Long Beach  
Intergroup Service Representative (ISR)  
Meeting of  
April 20, 2022**

Call to order and Serenity Prayer – by Carol G. at 7:30 p.m.

Reading: Twelve Traditions were read by Suzy V.

Service Board Election: Nominations/Historian Chair, Amber E., opened the voting period. Members were reminded to only vote for the candidate in their District. Voting is open until 8:00pm.

**PRESENT:**

Officers: Chair – Carol G., Ex-Officio – Amber E., Chair-Elect – Laura B., Treasurer, Sarah G.; Secretary, Chip G.

Committee Chairpersons: Alateen – Keli M., Institutions (absent) - Ginger C. (absent), Nominations/Historian – Amber E., Orange Blossom - Rachelle A., Nancy R. (absent) - Public Information - Marni C., Mary M., Fundraising and Phone Coverage - Lauren H., and World Service - Isabel C.

Non-Voting Liaisons: Farsi Language Liaison – Ben P. (absent) and Spanish Liaison (position vacant)

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

**REPORTS:**

Quorum: A majority (43 of 84 registered ISRs) were present to satisfy the quorum requirement of 15% = 9.6.

Secretary – Chip G. – The minutes of February 16, 2022 were reviewed and upon motion made by Sharon D.S. and seconded by Lisa S., approved as presented.

Summary of Motions from March 16, 2022 Service Board meeting:

- **Motion** made by Rachelle A. to develop a turnover report archive detailing procedures, observations and recommendations for incoming Board positions. A binder could be kept in the AIS Office. Seconded by Lauren H.  
**Decision**: Y=8, No= zero, and Abstentions= zero. **Carried.**
- **Motion** made by Keli M. to make it a policy to post the Service Board Agenda and associated documents on the website prior to the meeting. This policy will be in effect until we go back to live meetings. Seconded by Lauren H.

**Decision:** Y=8, No= zero, and Abstentions= zero. **Carried.**

Spiritual Guidelines for Al-Anon Business Meetings: (Adopted October 20, 2021, from World Service Conference procedures for use at our intergroup meetings. Read by Laura B., Chair Elect.

**Old/Unfinished Business** – There was no Old/Unfinished Business.

**New Business:**

**Announcement of voting results for Service Board Members and Chair-Elect**

Amber E., Ex-Officio & Nominations Chair conducted the voting process. Voting was closed at 8:00p.m. The Chair-elect who will become chair in June 2023. Service Board terms are for two years. The following members were elected:

Sarah G. for Service Board Chair-Elect

District 57 No nominations

District 60 Alejandra M. for Service Board

District 63 Theresa M. for Service Board

District 66 Sam M. for Service Board

1. Al-Anon's Spiritual Principles of Respect and Safety:  
Reading from Hope for Today, page 86 by Sharon D.S.

**Motion** made by Lisa S. to adopt the World Service Conference meeting format not only for the Zoom meetings, but also for in-person meetings. The format calls for members to stay silent until recognized to take their turn at the microphone, to stay on topic, to keep their remarks brief so that necessary business can be conducted, and to speak with courtesy for others. Seconded by Sharon D.C. Ayes = 38, No votes = 2, Abstained = 2.

2. Correcting Out-of-Date Group Manual Information:  
It was recommended that members approve the removal from the Group Manual of topics addressed in the Service Manual, which is updated regularly. Monitoring for changes needed to make the Group Manual content reflect Service Manual content would be a labor-intensive process for which neither office staff nor Board members have the time.  
**Action:** Topic tabled.

**REPORTS:** The following reports were presented:

Treasurer – Sarah G. - see report appended to these minutes. Monthly reports are linked under calendar of events on the website. As of March 31, 2022, the total Service Office income was \$9,541.36. Total Service Office expenses were \$9,206.59, comprised of payroll, literature, rent and other office expenses, producing a net income for the month of \$334.77. We have had a negative cash flow for most of the pandemic, so this is a step in the right direction. Group contributions totaled \$3,831.10 for the month. Annual income and expense reports for July 2021 through March 2022 showed a total deficit for this period of -\$40,235.72. Total assets from checking/savings/other equals \$122,821.96.

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.

Office Coordinator – Kevin O. reported that there is a monthly fee of \$60.00 for our Zoom account. There are no guidelines for hybrid meetings. Meetings can stay with zoom through the end of the year. Kevin is diligently seeking volunteers prior to his departure. We currently have nine volunteers to take 12-Step calls and three new office volunteers. He added that we need more bi-lingual volunteers.

Chair-Elect – Laura B. provided information on how to make changes to meeting information. A form is available through the Orange County AI-Anon website that is used for all changes. There is a link on the website that takes them to the SCWS website and the form. It can be completed by the Intergroup Service Representative (ISR), Secretary, or other designee. The goal is for WSO to have the same information as everyone else, allowing 3 websites to share information. Contact the AIS Office for additional information.

Ex-Officio – Amber E. – No report.

Alateen Activities Chairperson – Absent – No report.

Spanish Liaison - Position open.

Farsi Liaison - Ben P. – Absent – No report.

Fundraising and Phone Coverage Chairperson – Lauren H. reported that the Orange County Alathon Planning Committee will have a turnover meeting on Saturday, April 23, 2022 from 10:00 a.m. – Noon. Contact Marque H. for additional details. Lauren H. also announced there will be a Round Robin Speaker meeting on June 6, 2022, via zoom at 6:30-7:30 p.m. to benefit the OC/GLB AI-Anon Office.

Institutions Chairperson –Ginger C. – Absent – No report.

Nominations/Historian Chairperson – Amber E. – See election results reported.

Orange Blossom News Editors – Rachelle A. and Nancy R. (absent) – No report.

Public Information Chairperson – Marni C. and Mary M. – Marni C. reported that we have a Google ads report while Mary announced that she had sent an application for an AI-Anon booth at the OC Fair.

World Service Liaison – Isabel C. voiced concern about having accurate meeting information. There are only a few Alateen meetings and if the information is not current, it could discourage Alateens from going to meetings. She also urged members to take the WSO membership survey.

Chairperson – Carol G. reported the following items:

1. Applications have been received for the OC/GLB Office Member Services Representative positions. They are being reviewed and interviews with eligible candidates will start soon.
2. The Service Board is continuing to look for ways to cut costs. One includes emailing the Orange Blossom which saves about \$2,000.00 a year in addition to staff time. Non-profit organization regulations were researched regarding a requirement to mail the publication because of our non-profit status. None could be found. A survey of members is being conducted to determine preferences and how to address ISR copies, credit for members who have paid ahead for subscriptions, etc. Results of survey will be reported.

Announcements: None

Birthdays for March and April 2022:

Linda T. = 38  
Theresa W. = 7  
Cindy R. =14  
Brian B. =25  
Beverly K. =13  
Sam M. =13

**Motion** to close by Irene L. and seconded by Suzy V. was carried with unanimous vote.  
Meeting adjourned at 9:02 p.m. with Carol G. leading the Serenity Prayer.

Respectfully submitted,  
Chip G., Secretary  
(As edited by board members)