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ORANGE COUNTY/GREATER LONG BEACH AL-ANON INFORMATION OFFICE:  
[www.orangecountyalanon.org](http://www.orangecountyalanon.org)  
SOUTHERN CALIFORNIA AL-ANON WORLD SERVICE: [www.scws-al-anon.org](http://www.scws-al-anon.org)  
AL-ANON FAMILY GROUPS HEADQUARTERS: [www.al-anon.org](http://www.al-anon.org)  
LOS ANGELES COUNTY AL-ANON CENTRAL OFFICE: [www.alanonla.org](http://www.alanonla.org)

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

The Intergroup Service Board meeting of November 16, 2022 was called to order at 7:03 p.m. by the Chair, Sarah G. The Serenity Prayer was recited.

Read Traditions – Nancy R.

Read Bylaws Excerpt – Tabled.

Spiritual Reading – Concept One: The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups. Read by Sarah G. and Ajit S.

**PRESENT:**

Officers: Chair –Sarah G., Interim Chair-Elect – Ajit S., Ex-Officio - Carol G.,– Secretary, Chip G., Treasurer, Sam M.

Committees: Alateen – Theresa M. and Tawny T., Institutions – Alejandra M., Nominations/Historian – Julia G., Orange Blossom - Nancy R., Public Information – Mary M. and Linda T., Fund Raising Liaison & Phone Coverage - Lauren H., and World Service – Kay W.

Non-Voting Liaisons: Ben P. - Farsi Language Liaison

Spanish Liaison – Open Position

Quorum: A majority of the Service Board (12 voting members) was present to satisfy the quorum requirement.

Treasurer – Sam M. - see report appended to these minutes. Monthly reports are linked under calendar of events on the website. As of October 31, 2022, the total sales were \$10,519.24. The total cost of sales was \$5,003.11, which is slightly higher than last year. The total Service Office income for the month was \$5,516.13 from various sources. Total Service Office expenses were \$5,441.71, producing income for the

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month of \$ 74.42. Total assets as of October 31, 2022 from checking/savings/other equals \$144,818.04. The operating expenses are stable and we are not having to draw from savings to maintain them.

Members discussed the issues that abound with identifying where donations come from. The office doesn't have a Zelle account and it's sometimes difficult to pinpoint an unidentified contribution. It takes a lot of research and is onerous for the staff. Lauren H. suggested a dropdown box on the website might be helpful.

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.

Secretary – Chip G. – The minutes of September 21, 2022 were reviewed.

**Action:** Motion made by Sarah G. and seconded by Linda T., to approve the minutes as presented.

**Decision:** Ayes = 12, Nays = zero, and Abstentions = zero. **Motion carried.**

There was no old (unfinished) business, new business is listed under the Chairperson's report, and there were no motions from the September 21, 2022 Service Board meeting.

Office Oversight & Continuity Committee (OCC) - Julie S. (absent) –

Ajit S. and Theresa F. commented that there are approximately 160 meetings being transitioned to WSO numbers. Sarah G. reported that meeting names should be added to the website in January. The OCC meeting occurs regularly every three weeks and reports to the Service Board.

REPORTS:

Service Board Chairperson – Sarah G. reported a few updates:

- The Office is doing well. Literature is nearly fully-stocked.
- Al-Anon loses money when you order online. We have to pay the third party hosts so we lose revenue. Buy Literature from the office whenever you can.
- The OCC has met at least once a month since February 2022 and has become an integral part of office operations. The OCC handles decisions regarding the office, so the Information Service Board and Meeting Representatives can focus on local meetings, events, and 12<sup>th</sup>-step work.
- The Annual Holiday Alathon is back in person this year, Saturday, December 3<sup>rd</sup>. Have your meeting donate a basket. Create a flyer for the Orange Blossom.
- If your meeting doesn't have an Information Service Representative, consider taking that commitment.

The Chairperson presented the following topics for discussion:

1. Need Board Approval: Purchase of Square Device for \$49 so office volunteer can sell literature at Alathon

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- a. Jojo is the trusted servant, experienced volunteer
- b. Going to try this one event at a time.

**Action:** Motion made by Kay W. and seconded by Julia G., to approve the purchase of a Square Device for \$49 so office volunteer can sell literature at the Alathon

**Decision:** Ayes = 10, Nays = zero, and Abstentions = 2. **Motion carried.**

2. Need Board Approval: Assign responsibility to draft staff employment reviews to the office Oversight & Continuity Committee.

**Discussion.** The procedure for staff review is in the Office Manual which is currently part of the AI-Anon Information Service Office of Orange County Group Manual. Members of the OCC interact with the staff frequently in the office and are better equipped to make an evaluation of performance than Board members who are not in the office frequently. With the change of leadership every year or two, there is no continuity. Lauren asked if changing the Bylaws required a vote. Sarah G. responded that the Office Manual is not part of the Bylaws, so the Board can make changes. The procedure for review/evaluation is outdated and needs revision. Plus, the process has changed. The Office Manual will probably be removed from the Bylaws altogether as it is an operations manual. The Board has the authority to do this.

**Action:** Motion made by Sarah G. and seconded by Linda T. to assign responsibility to draft staff employment review guidelines to the office Oversight & Continuity Committee. Present draft of changes to the Board at the January meeting.

**Decision:** Ayes = 11, Nays = zero, and Abstentions = zero. **Motion carried.**

3. Discuss Meeting in Person – Pros & Cons, Gauge Readiness  
Members questioned if the meeting would be in the same place, if both the Service Board and Intergroup meeting would resume in person, and if this would be an actual money saving decision. It was suggested that in person meetings might increase contributions.

**Action: Carryover on agenda to January for discussion**

4. Discuss Update to Bylaws and Group Manual – Review by the office Oversight & Continuity Committee is underway. If you identify an issue or something you think needs revision, forward to one of the committee members for consideration.

**Action: Carryover on agenda to January for discussion**

5. Adding the group names to the listings on the website (group names are what attract the newcomer). Group names are typically on all AIS/LDC and of course the WSO website. All registered AFG groups have a group name.

**Action:** Ben P. will be adding Group Names to the Website from the World Service site in January.

**Information accepted.**

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6. Adding a place on the contribution page for personal contributions, not from a group or district, just from an 'Al-Anon member.' They have to be a member, so that may be a box to get checked.
  - Consider a “free floating box” where you can type anything.**Action:** Table for further information.

Acting Chair-Elect – Ajit S. – Al-Anon Information Services Office will be closed Thursday for the Thanksgiving holiday.

**Discussion:** Lauren H. said it would be helpful to have the holiday schedule for the office. It could be published in the Orange Blossom. Linda T. suggested posting the schedule on the website also.

**Action: Carryover on agenda under Old/Unfinished Business to January meeting for discussion**

Ex-Officio – Carol G. thanked the OCC members for offering their time and experience.

Al-Anon Related Announcements – None.

Alateen - Theresa M. and Tawny T. – No report.

Spanish Liaison - Position vacant.

Farsi Liaison - Ben P. reported that he personally sends out reminders and information to members about Farsi meetings. He also sends information to Iran and Canada. Contact him directly for additional information.

There are speaker meetings on the first and third Sundays with Farsi speakers. There are 20+ Farsi meetings a month that meet outside the United States via Zoom. We are trying to combine all meetings and share meeting information. Los Angeles has face to face Farsi meetings, but there are none in Orange County.

Institutions –Alejandra M. reported that she is working on two outreach programs.

Nominations/Historian – Julia G. requested a job description for the Chair Elect for the February ISR meeting. She also asked for a biography from Ajit S., Interim Chair Elect. He is currently the only nominee. Additional nominations can be made at the December 7<sup>th</sup> ISR meeting.

Orange Blossom – Nancy R. reported the on-line Orange Blossom is going well. We need more announcements and can also include articles. The deadline for information is the 10<sup>th</sup> of the previous month. She requested help with the publication. Please announce at meetings and the ISR meeting in December. The person needs experience with Google, Word, PowerPoint, Adobe, and PDF Reader.

Public Information –Mary M. and Linda T. – Linda reported giving Al-Anon literature to a CSULB faculty member.

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Fundraising Liaison and Telephone Coverage – Lauren H. reported that there are over 104 in-person meetings in Orange County. The Alathon is looking for additional volunteers on December 3, 2022. If your meeting has a basket, please deliver to the office or call Lauren. They also need help with setup on December 2<sup>nd</sup>. Virginia S. is the Chair this year and the title is “Comfort & Joy”. Get the message out. The speaker list is being revised. A Speaker Meeting is scheduled for Noon in Buena Park on February 14<sup>th</sup>. Pot Luck at 11:00 am. See Orange Blossom for details.

World Service – Kay W. reported that she will be attending the World Service Assembly on November 19<sup>th</sup> via zoom and will present a full report at the January Service Board meeting.

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

NEW BUSINESS:

Birthdays since our last meeting on September 21, 2022: None

Next scheduled Intergroup Service Board Meeting is January 18, 2023.

**Motion** to adjourn the meeting at 8:30 p.m. was made by Sam M., seconded by Ajit S., and passed by majority vote (11).

Serenity Prayer was recited.

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