



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Date of meeting: March 29, 2022

This report must be completed and given to the R6 Secretary by the close of the Assembly. In addition to specifying the committee's goals and action plans, this summary will guide the committee at its next meeting. Please attach the list of committee members to this summary.

Committee Name: Bylaws

Committee Chair: Amanda S. **Committee Secretary:** Jen K

Issues discussed during meeting:

- Introductions/why we chose Bylaws, Policies and Procedures.
- Discussed best way to communicate and frequency/availability of meetings
- Incoming Bylaws committee was brought up to date on the work of the previous committee, as well as an overview of what to expect at the region level.
- went over proposed motion on "Officer Expenses" for spring 2022 Assembly
- Went over the document "Duties of the Bylaws, Policy, and Procedure Committee."
- Whole document has not been cleaned up before previous committee members joined
- There is not a definitive timeline to have all the work completed of cleaning up the Bylaws and Policies and Procedures document

Decisions made:

- Committee will continue to work in small groups on designated pages in order to clean up the Bylaws and Policies and Procedures Manual
- The whole document will be completed prior to submitting to the parliamentarian due to maintaining consistency within the Table of Contents
- The committee will continue to use Google Docs and Google Groups to track work and communicate
- We will determine the best day and time to meet to keep consistent on a monthly basis

Goals / Actions which will be completed by the next assembly:

- The committee will have a standing day and time on a monthly basis to meet to go over the Bylaws and Policies and Procedures Manual
- At this meeting, small groups will present their corrections to the whole committee for discussion if necessary
- If there are any edits that need to be voted on, we hope to have worked with the Parliamentarian ahead of time and, whenever possible, to submit the motions ahead of time for consideration during the Fall Assembly 2022.
- Our goal is to continue editing the pages of the Bylaws and Policies and Procedures Manual continuing from where the previous committee members left off

Assignments and deadlines:

- Since there is no deadline for this document to be completed based on the work of this committee, we will continue to move along from where the previous members left off
- New groups will be formed and designated pages to edit prior to the next Bylaws Committee meeting



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Date of meeting: March 31, 2022

This report must be completed and given to the R6 Secretary by the close of the Assembly. In addition to specifying the committee's goals and action plans, this summary will guide the committee at its next meeting. Please attach the list of committee members to this summary.

Committee Name: Assembly Convention Committee

Committee Chair: Kim (Montreal) **Committee Secretary:** Anne W. (NHI)

Kim L, Anne W., Debbie H., Donna G., Barbara B., Chuck F., Beth B., Karin H., Scott, Lisa G., Ken L.

Issues discussed during meeting:

Responsibilities of a Committee Chair

Responsibilities of the Assembly Convention Committee

New Chair, Kim from Montreal volunteered, Anne W. (NH) volunteered as Secretary

Suggested we merge Assembly and Convention Committees together in the future.

Discussed optional dates for Fall Convention in 2022

Discussed the pros & cons of virtual convention vs hybrid vs in person

Do we need an emergency motion for Spring Assembly? No, expected on the agenda.

Decisions made:

Voted unanimously (7/7) on the weekend dates for 2022 Fall Convention. Will be: October 21-23, 2022.

Voted unanimously (7/7) on having a virtual Convention in 2022

Next Convention Committee meeting to be on: April 12th @ 7pm (virtual).

Many ACC members volunteered to be on the Convention Committee to fill in the service gaps & stayed after the meeting tonight to discuss details.

Goals / Actions which will be completed by the next assembly:

Short term goals: pick a weekend for the 2022 Oct. Convention

Set up next Convention Committee meeting (virtual)

Chair Kim & Beth B. to work together to create the ACC report to present @ Spring Assembly Sat.

Chuck to forward link to ACC manual for everyone to review.

Long term goals: need to pick a theme for the 2022 Oct. Convention

Start registration process for Fall Convention

Need to include new convention members in meetings and service positions

Review current R6 ACC manual online to make sure that virtual conventions are mentioned and how handled. Review for other changes in procedure.

Assignments and deadlines:

Convention Committee to meet to decide on theme and bring new helpers on board.

Bring the proposed manual changes before the Fall Assembly on Sept. 17th.



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Date of meeting: Mrch 18, 2002

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Committee Name: Finance Committee

Committee Chair: Karen C **Committee Secretary:** Ann G

Issues discussed during meeting:

Budget detail

Proposed Budget 2022-23

Finance Committee motions at Assembly

Discussion and concerns

Are we prepared for increase in expenses for face to face Assembly & WSBC?

Asset/ cash now \$120,000 due to virtual assemblies and WSBC expenses savings, for 2 years

Proposed budget anticipates increase expenses due to face to face possibility.

Proposed budget has been presented and signed off by the board.

Liability and Officer yearly insurance have been paid

Vice Chair is willing to stay on for another 6 months. Anne B is considering the position.

Discussion about Liability Insurance and assistance to groups that are unable to obtain due to cost.

Discussion of a motion being presented by the By-Laws committee.

Discussion Treasurer's estimate of time spent on finances weekly and monthly

Decisions made:

Goals / Actions which will be completed by the next assembly:

Possibility of a new vice chair

Assignments and deadlines:



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Date of meeting: March 27, 2022

This report must be completed and given to the R6 Secretary by the close of the Assembly. In addition to specifying the committee's goals and action plans, this summary will guide the committee at its next meeting. Please attach the list of committee members to this summary.

Committee Name: Intergroup Renewal (IGOR)

Committee Chair: Mary T **Committee Secretary:** Margaret G

Issues discussed during meeting:

-Mary had all members make their introduction.

-Millie indicated that there was an amendment to the minutes of January 16, 2022. PEI has always been part of Nova Scotia Intergroup and the new addition is New Brunswick. When they join that will form the new Maritime Intergroup.

-Mary discussed the key purposes of the IGOR Committee:

- 1) Region 6 Intergroup contact information in Google Sheets which is leveraged by Region 6 Board and other committees for their work.
 - a. Click [here](#) to access the Intergroup Contact Information Google Sheet
- 2) To support Intergroups in submitting scholarships by the July 19th deadline.
- 3) Deliver Intergroup renewal training which takes place prior to Fall Assembly – Mark your calendar September 9/10.

Decisions made:

- Committee members were assigned Intergroups and agreed that we would reach out to our assigned Intergroups within the next two weeks using a script that will be provided. Since most of our members are from Canada (all but two), we are using email to initiate contact rather than reaching out by telephone.

Goals / Actions which will be completed by the next assembly:

Maintain contact with IG chairs and update Google Sheet as needed to keep current contact information available

Deliver Intergroup renewal training takes place prior to the fall assembly – Mark your calendar September 9/10.

Assignments and deadlines:

Updates to the Intergroup Renewal Training will be completed prior to delivering the session on September 9 and 10 by Renewal Workshop Subcommittee members.



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Date of meeting: 3/26/22

This report must be completed and given to the R6 Secretary by the close of the Assembly. In addition to specifying the committee's goals and action plans, this summary will guide the committee at its next meeting. Please attach the list of committee members to this summary.

Committee Name: Public Information/Professional Outreach

Committee Chair: Bruce P. **Committee Secretary:** Blair P.

Issues discussed during meeting:

The Committee discussed the beta evaluation methodology it had developed and made running alterations as 6 Blitz Fund proposals were reviewed and assessed. Applicants which had not received an award in the previous 3 years were prioritized.

The Committee also discussed the best use for the discretionary funds which were available to support Region wide Public Information and/or Professional Outreach efforts.

Decisions made:

Of the \$5,000 available in the Spring round of funding, the Blitz Funding awards recommended to the Region 6 Board were as follows: CTIG \$3100; MWIG \$1200 and WUIG \$700.

Of the \$2,900 in discretionary funds available, the Committee decided to supplement the work of the Web and Publications Committee's Google Ad Words campaign.

Goals / Actions which will be completed by the next assembly:

Review and revise as necessary the Blitz Funding application form.

Finalize the evaluation protocol.

Repeat the highly successful IG outreach campaign which had 4 applicant IGs, that had not received an award in the previous 3 years, submitting a proposal.

Assignments and deadlines:

Review and revise as necessary the application form and complete the evaluation protocol on or before 6/1/22.

Resume Intergroup outreach, to encourage applications, for 30-45 days before the deadline date for the Fall Blitz Funding cycle.

Region 6 Assembly Committee Summary Report (continued)

Participating Committee members included:

Marlene B.
Virginia G.
Bruce P.
Blair P.
Anne P.
Rob R.
Diane T.

Board appointed Committee members are:

Laura A.
Marlene B.
Raquel C.
Bruce P.
Blair P.
Anne P.
Rob R.
Diane T.



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Date of meeting: Thursday, March 31, 2022

This report must be completed and given to the R6 Secretary by the close of the Assembly. In addition to specifying the committee's goals and action plans, this summary will guide the committee at its next meeting. Please attach the list of committee members to this summary.

Committee Name: Twelfth Step Within

Committee Chair: Sue C., Green Mountain North Intergroup

Committee Secretary: Danielle G., Ottawa District Intergroup

Issues discussed during meeting:

Brainstormed potential ideas to work on:

- Train new sponsors with *Temporary Sponsors: Newcomers' First Twelve Days* document with Zoom or Face-to-Face format.
 - o <https://oa.org/app/uploads/2021/08/temporary-sponsors-newcomers-first-twelve-days.pdf>
- Establish in OA meetings a Newcomers' Greeter for end of meetings.
- Share formats for Newcomers' Orientation meetings.
- Publicize *Sponsorship toolbox* at workshop
 - o <https://oa.org/app/uploads/2021/08/a-sponsors-toolbox.pdf>
- Create ways to reach out/connect with other to members, e.g. Chat groups, email groups, etc.
- Present the *Recovery from Relapse meeting* format (to help people get out of shame)
 - o <https://bookstore.oa.org/pamphlets/twelfth-step-within-handbook-485.asp>
- Start Newcomers' Meetings (30 minutes with Q & A). More groups are offering this tool.
- Publicize "Breaking Out of Relapse" video on oa.org: <https://vimeo.com/391023802>

Decisions made:

- Each member of the TSW Committee will ponder on the ideas that came out of our first meeting and we will decide what to work on at our next meeting.

Goals / Actions which will be completed by the next assembly:

- To be decided at the next meeting.

Assignments and deadlines:

- 2022 Fall Assembly

Deadline: Next meeting on Thursday, May 5 at 7 p.m.



REGION 6 ASSEMBLY COMMITTEE SUMMARY REPORT

Spring 2021

Accomplishments

Website Redesign

With the help of our vendor, we redesigned the website. It is a speedier and has a modern design.

We had some technical issues, and they were resolved. Thank you to those who raised these issues. Honestly, I could have done a better job at Quality Assurance, sometimes the website was adjusted and items that I checked in the past should have been rechecked. I apologize for this.

Speed

We have been advised that our site load speed is slow, especially on mobile. This has been corrected with the website redesign.

Google AdWords

We updated the website pages with our landing page for Google AdWords. We are contacting Intergroups to see if they wish to be part of our larger AdWords community of practice.

Updates

Updates (events, website requests) are done usually the same day.

Metrics

The podcasts have been downloaded 16,882 times (as of March 1st). Unfortunately, we do not have website viewing statistics on the site. Most of our referrals are from internet searches or emails sent.

Coming Up

Events

We encourage everyone to add their OA events to the website.

Takeaways for Intergroups

Audio Files

If your intergroup records events, and you have no way of hosting them on your sites, please consider using the Region 6 website to store your recordings.

Events Page

Please consider using the Events page more... submit events a month or so in advance for maximum exposure. I will hopefully be able to have a new change for the Assembly.

If there's any feedback on the site, please reach out to webmaster@oaregion6.org. Even when challenging, this service position is indeed helping my program and, in turn, me. Thank you for the opportunity. I rotate out of the role in the Fall of 2023, so please reach out if there are any questions about the role.