

**Napa District 11 Panel 73**  
**General Service Meeting**  
via Zoom 860 5600 2397 PW: 060455  
10:00a.m.-12:00 p.m.

**January 7, 2023**  
**AGENDA**

- I. Opening of meeting:** Serenity Prayer
- II. Introductions, New GSR's, Alternates and Visitors, Birthdays**
- III. Volunteer for GSR Report Back & Recording Secretary**
- IV. Tradition 1:** "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films."
- V. Concept 1:** For our group purpose there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- VI. Approval of:**
  - a) Minutes
  - b) Treasurer's Report
- VII. Date Changes for District 11 Business Meeting and Unity Day**
  - a) March 4 – change to March 11<sup>th</sup> at 1:30PM, Sub-District Meeting 12:30PM
  - b) April 1 – change to April 11<sup>th</sup> at 1:30, Sub-District Meeting 12:30PM
  - c) November 4 – change to November 11<sup>th</sup> at 1:30PM, Sub-district Meeting 12:30PM
  - d) June 17 – Unity Day
- VIII. Reports:** DCMC, Alt. DCMC PI/CPC, DCM 01, DCM 02, Treasurer, Recording Secretary, Registrar, Archives, Literature, BTG, Beginners Mtg, Intergroup Liaison, H&I Liaison, NAPYPAA Liaison, Unity Day.
- IX. Visiting Area Officer**
- Break and Seventh Tradition**
- X. Open Positions**
  - a) Recording Secretary
  - b) Beginner's Meeting Chair
  - c) Bridging the Gap Chair
  - d) Intergroup Liaison
  - e) H&I Liaison
  - f) NAPYPA Liaison

**Guidelines:** Voting members of District 11 are, District Officers, Chairpersons and current GSR's. During discussion, please wait to be recognized by the Chairperson, remember all discussion should be directed to the chairperson, please give only your own ideas and refrain from a debate or commenting on what other people have shared, we want all people to feel comfortable with their thoughts and ideas. Finally, wait until all have had a chance to share before speaking again.

**Housekeeping Motions:** Housekeeping motions are simple in nature and usually do not set precedence for the District. There is no discussion and are accepted if no one disapproves of them otherwise it goes to new business.

- XI. Housekeeping Motions - None**
- XII. District Business:**
  - a) **New Business: None**
  - b) **Old Business:**

- i. Proposal that Web and Tech are named as one committee to avoid procedural overload. Inside the committee there would be two job descriptions, one for each position.
- ii. Venue for Hybrid District Meeting – Are we ready to vote on this OR do more investigation?

**XIII. Discussion Items: Accessibilities Liaison/Chair – Presented by Elisabeth B**

**Accessibility Committee Chair Job description**

**Meeting Expectations:**

- Chairs the District 11 Creates and Chairs Accessibility Committee Meeting- expected
- Monthly Officer’s Meetings - expected
- Monthly District business meeting - expected
- Monthly Area Accessibility Committee in Petaluma – expected
- Area Assemblies (4 per year) - suggested

**Duties:**

- Ability to receive and send Email is a Requirement of this position.
- Support members with a variety of accessibility challenges
- Communications that keep the public and appropriate agencies informed about local AA accessibility
- Providing resources and guidance to groups so that they can accommodate all AA members
- Keeps the District informed about Area 06 and District 11 Accessibility activities

**XIV. Area Committee and Assembly Motions:**

**NEW BUSINESS**

- That CNCA make a one-time purchase of a video monitor at cost not to exceed \$450. This will be housed and used at the CNCA Archives Repository for the Archives 2022 Winter program on December 10, 2022, and future events.

– Presented as a housekeeping motion by the Archives Committee at the Area Committee Meeting 11/26/22

**Area Assembly Motions**

**Continue at Pre-Conference Assembly April 1-2, 2023**

**PRESENTATION OF NEW BUSINESS**

- That the Conference Literature committee consider producing literature combining *Twelve Steps and Twelve Traditions* with the *Twelve Concepts for World Service*. – Presented by District 14 at the Area Committee Meeting 10/22/22

**OLD BUSINESS**

- A request to the trustees’ Literature committee that the 2021 advisory action related to the phrase “lustful enough to rape “on page 66 in the chapter ‘Step Six’ of *Twelve Steps and Twelve Traditions* be rescinded and the language be returned to the original. - Presented by District 20 at the Area Committee Meeting 10/23/21

**NEW BUSINESS**

- That the phrase “cómo nosotros los concebimos” (as we conceive it) on Step Three of the Third Edition of the Big Book in Spanish be corrected in future editions to; “como nosotros lo entendimos” (as we understood him), the correct translation from the English version of the Big Book. - Presented by District 20 at the Area Committee Meeting 11/27/21

**XV. What’s On Your Mind:**

**XVI. Tradition 2 Volunteer:**

**XVII. Concept 2 Volunteer:**

**XVIII. Close with the Responsibility Statement**

**Napa District 11 Panel 73 General Service  
Meeting  
10:00 a.m.-12:00 p.m.  
January 7,  
2023 Agenda  
Packet TABLE  
of CONTENTS**

I.	Agenda .....	1
II.	Agenda Table of Contents.....	3
III.	Long Range Calendar .....	4
IV.	January Calendar .....	5
V.	List of Officers .....	6
VI.	Treasurer's Reports,.....	7
VII.	Officers Reports .....	11
VIII.	District Motions, Written Form.....	/
IX.	Area Motions .....	2
X.	Job Descriptions .....	13
XI.	GSR Report Back.....	19
XII.	Flyers/Forms .....	20

# CNCA CALENDAR—PANEL 71/73

## 2022

October 22 - Area Committee Mtg  
 November 05 - Election Assembly  
 26 - Area Committee Mtg  
 December 17 - Area Committee Mtg  
 (Note: 3<sup>rd</sup> Sat)

May 20 – Post-Conf Assembly  
 27 – Area Committee Mtg  
 June 24 – Area Committee Mtg

## 2023

January 21 - Area Committee Mtg  
 February 25 - Area Committee Mtg  
 March **3-5 - PRAASA** (Los Angeles)  
 25— Area Committee Mtg  
 April 1-2 - Pre-Conference  
 Assembly  
 22 - Area Committee Mtg

July 22 - Area Committee Mtg  
 August 12 - Summer Assembly  
 26 - Area Committee Mtg  
 September 23 - Area Committee Mtg  
 October 28 - Area Committee Mtg  
 November 4 - Fall Inventory  
 Assembly  
 25 - Area Committee Mtg  
 December 16 - Area Committee Mtg  
 (Note: 3<sup>rd</sup> Sat)

### Panel 73 Assembly Dates

2023 Pre-Conference Assembly  
 April 1 & 2, 2023

2023 Post Conference Assembly  
 May 20, 2023

2023 Summer Assembly  
 August 12, 2023

2023 Fall Inventory Assembly  
 Nov 4, 2023

2024 Pre-Conference Assembly  
 April 6 & 7, 2024

2024 Post Conference Assembly  
 May 18, 2024

2024 Summer Assembly  
 Aug 10, 2024

2024 Fall Election Assembly  
 Nov 2, 2024

If your District is considering making a bid for a Panel 73 Assembly, please contact the Assembly Coordinator Jackie B.

January 2023  
 All Meetings Info on  
[aanapa.org](http://aanapa.org)

Sun	Mon	Tues	Wed	Thur	Fri	Sat
Jan 1	2 Officer's Meeting 7:00 – 8:00pm Zoom	3	4	5	6 H&I Business Meeting. Sea Scouts 6:00pm  Beginner Meeting Crosswalk Church Hybrid. 5:45PM- 6:45PM	7 Sub-District: 9:00- 9:50AM Dist 11 Business Mtg 10:00AM-12:00PM Zoom
8	9	10	11	12	13 Beginner Meeting Crosswalk Church Hybrid 5:45PM-6:45PM	14 Intergroup 10:00AM-12:00PM Hybrid  Inter-District Workshop - Community United Methodist Church, 1875 Fairfield Ave, Fairfield 10:00AM-3:00PM
15	16	17	18	19	20 Beginner Meeting Crosswalk Church Hybrid. 5:45 pm	21 Area Committee Meeting. 320 N. McDowell Blvd. Petaluma 11:00am
22	23	24	25	26	27 Beginner Meeting Crosswalk Church Hybrid. 5:45 pm	28
29	30	31	Feb 1	Feb 2	3 H&I Business Meeting. Sea Scout Bldg. 402 Riverside Drive, Napa. 6:45 pm Beginner Meeting Crosswalk Church Hybrid. 5:45 pm	4 Sub-District: 9:00- 9:50AM Dist 11 Business Mtg 10:00AM-12:00PM Zoom

Panel 73 District 11 Officers, Chairs & Liaisons

DCMC	Sandy S
Alt. DCMC PI/CPC	Elisabeth B
DCM Sub-District 001	Thom H
DCM Sub-District 002	Joe T
DCM Sub-District 003	Laura K
Treasurer	Devyn P
Secretary	Open
Registrar	Jo M
Archives Chair	Mary N
Literature Chair	Michael M
Bridging the Gap Chair	Open
Beginner's Meeting	Open
Tech Chair	Jeff D
Intergroup Liaison	Open
H&I Liaison	Open
NAPYPAA Liaison	Open
Unity Day Chair	Open

Revised: 01/01/22

District 11 Treasurer's Report / December 15, 2022

Date	Check #	Description	Debit	Credit	Balance
		Beginning Check Book Balance			<b>\$9,942.74</b>
<b>Credits</b>					
		Deposit		\$766.82	
		Deposit PayPal			
		<b>TOTAL DEPOSITS</b>		\$766.82	
		<b>Total Credits/Deposited</b>		\$766.82	
		<b>Grand Total</b>			<b>\$10,709.56</b>
<b>Debits</b>					
		Bank Fee			
		<b>Total Debits</b>	<b>\$0.00</b>		
		<b>Ending Balance</b>			<b>\$10,709.56</b>
<b>MTD Outstanding</b>					
<b>Date</b>	<b>Check #</b>	<b>Description</b>	<b>Amount</b>		
11/3/2022	1336	Beg.Mtg.Lit.	\$157.20		
<b>Total</b>			\$157.20		
<b>TOTALS</b>					
<b>Bank Statement Balance 12/15/2022</b>					<b>\$10,099.94</b>
<b>Deposits Not Recorded 11/15/22</b>			<b>\$766.82</b>		
<b>Outstanding Checks 12/15/2022</b>			<b>-\$157.20</b>		
<b>Checkbook Balance 12/31/2022</b>					<b>\$10,709.56</b>
<b>Prudent Reserve</b>					<b>-\$816.00</b>
<b>Over/Under Prudent Reserve</b>					<b>\$9,893.56</b>



Account Statement

GENERAL SERVICE DISTRICT 11 312  
 PO BOX 2996  
 YOUNTVILLE CA 94599

If you have any questions  
 about your account please call  
 800-848-1088  
 CUSTOMER SERVICE  
 ACCOUNT NUMBER

STATEMENT DATE CYCLE  
 12/15/22 9  
 ITEMS ENCLOSED PAGE  
 0 1  
 YEAR-TO-DATE INTEREST

PREVIOUS BALANCE	CHECKS AND WITHDRAWALS NUMBER	AMOUNT	DEPOSITS AND CREDITS NUMBER	AMOUNT	INTEREST MINUS CHARGES	NEW BALANCE
9,118.92	0	.00	1	981.02	.00	10,099.94

ACCOUNT ACTIVITY

BALANCE SUMMARY

BUSINESS REGULAR CHECKING

DATE BALANCE

30 DAYS THIS CYCLE

----- DEPOSITS -----  
 DATE DESCRIPTION AMOUNT

11/28 BRANCH DEPOSIT 981.02

PREVIOUS BALANCE  
 11/15 9,118.92

11/28 10,099.94

YOUR WESTAMERICA ATM DEBIT CARD IS PERFECT FOR  
 HOLIDAY PURCHASES. IT'S THE CONVENIENT WAY TO PAY!  
 BEST WISHES FOR A JOYFUL HOLIDAY FROM WESTAMERICA BANK.

NEW BALANCE  
 12/15 10,099.94

EXTRA CASH LINE OF CREDIT CUSTOMERS: YOUR ACCOUNT DETAILS ARE LISTED BELOW. LATE PAYMENT WARNING: IF YOUR  
 MINIMUM PAYMENT IS NOT RECEIVED BY THE PAYMENT DUE DATE YOU MAY BE CHARGED A LATE FEE OF \$5.

PREVIOUS BALANCE	ADVANCES AND DEBITS NUMBER	AMOUNT	PAYMENTS AND CREDITS NUMBER	AMOUNT	INTEREST CHARGED	FEES CHARGED	NEW BALANCE	
LINE OF CREDIT	CREDIT AVAILABLE	ANNUAL PERCENTAGE RATE	DAILY PERIODIC RATE	PAYMENT PAST DUE +	PAYMENT THIS PERIOD =	MINIMUM PAYMENT DUE	PAYMENT DUE DATE	YEAR-TO-DATE INTEREST PAID

THANK YOU FOR BANKING WITH US. NOTICE: SEE 'BACK OF STATEMENT' TAB FOR IMPORTANT INFORMATION.





123383	Saturday 7 Men's Stag	\$0.00	\$87.81	\$0.00	\$0.00	\$0.00	\$338.59
8888171898	Saturday Night Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
177097	Serenity on Saturday (SOS)	\$0.00	\$0.00	\$0.00	\$221.28	\$0.00	\$489.96
101923	Silverado Book Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
705816	Sober Today Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
640677	St. Helena Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
604576	Stepping Stones	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
609657	Sunday Night Big Book Study	\$0.00	\$0.00	\$0.00	\$190.00	\$0.00	\$190.00
101651	Sunday Night Cottage Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
157993	Sunnyside Serenity	\$0.00	\$0.00	\$0.00	\$0.00	\$26.82	\$26.82
685604	Sunset 1 Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Sunset 2 Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
705640	Talking Stick	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$203.67
146884	Thank God it's Monday – Sunday	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,282.50
168126	Topic Discussion – Calistoga	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$225.00
704449	Thursday Grapevine Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
159739	Thursday Night Participation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
122971	Tuesday Morning Women's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
money order	Upvalley Step Sisters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
668035	Wheel of Sobriety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Group Contributions</b>	<b>\$0.00</b>	<b>\$87.81</b>	<b>\$0.00</b>	<b>\$981.02</b>	<b>\$766.82</b>	<b>\$4,838.40</b>
	District 11 Business Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	District 11 Beginners Meeting	\$116.00	\$58.00	\$0.00	\$0.00	\$0.00	\$174.00
	Other Contributions	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
	District 11 Unity Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101646	Napa Valley Intergroup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.00
	<b>Grand Total</b>	<b>\$116.00</b>	<b>\$1,945.81</b>	<b>\$0.00</b>	<b>\$981.02</b>	<b>\$766.82</b>	<b>\$9,242.40</b>

## Officer/Chair Reports

### DCMC Report 01.07.2022

All Panel 71 Area Officers gave their reports and personal gratitude for their service the past 2 years on Panel 71. They reported on their pass it on information to the new Panel 73 Area Officers. Jennifer, our outgoing Delegate reported that PRAASA 2023 website and registration is still not yet open. Our Panel 73 Delegate has been given his assignment for the GS Conference and will serve on the Corrections Committee. There may be other Agenda items assigned to this Committee Eric stated in order to equalize the workload at the GS Conference. The next ACM will be the 3<sup>rd</sup> Saturday of the month, January 21<sup>st</sup>, 2023. Miguel, our next Alternate Delegate received his first communication for the GS Office regarding PICPC information.

Election for Literature Grapevine/ La Vina – There were 4 Ballots for this position and 8 people made themselves available. On the 3<sup>rd</sup> ballot Matt and Javier were left. It went to the hat rather than a 5<sup>th</sup> ballot between Matt and Javier – Matt Evans is the Panel 73 Literature Grapevine/La Vina Area Officer

Presentation of the CNCA Budget for disapproval. There was no one who disapproved, and the 2023 Area Budget was passed.

#### Housekeeping Motion:

- That the CNCA purchase a transmitter for the use of interpretation & translation committee not to exceed the amount of \$150 - presented by the I&T committee [Passed]

#### New Business:

- That CNCA made a onetime purchase of a video monitor not to exceed \$450.00. This will be housed and used at the CNCA Archives Repository for the Archives 2022 Winter program on December 10, 2022, and future events. - Presented by the Archives Committee

#### Discussion Topics:

- Discuss ideas and options to operate CNCA on a more financially prudent basis
- Discuss content available on the Area website, and what might be added to improve communication
- Discuss how we can best strengthen the composition and leadership of our future trusted servants
- New Panel Orientation at the first ACM of each new panel

Sandy S

D-11, DCMC

### Alternate DCMC/PICPC Report

This is my report on the Public Information and Cooperation with the Professional Community Committee. The Area 06 PICPC meets on the third Saturday of the month at 9:00 am. The Area PICPC committee has not yet met this year, there is nothing to report.

At this time, I am inviting members who are interested in speaking at non-AA meetings to join our committee. I am also planning to meet on the last Sunday of this month at 6pm virtually. At that meeting we will decide when and where the district PICPC committee will continue meet.

Below is the purpose of this committee taken from aa.org website; as well as the next steps to follow through with the purpose here in District 11.

#### 1) Develop Purpose of Committee

##### Purpose of Committee taken from AA.org website

*Members of C.P.C. committees inform professionals and future professionals about A.A.— what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating.*

*Like all of A.A., the primary purpose of members involved with Public Information service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of local Public Information committees convey A.A. information to the general public through activities such as giving A.A. information talks at schools and civic organization meetings, providing A.A. literature to schools and offices, and ensuring local media have accurate information and providing them with A.A. public service announcements.*

## 2) Set up possible first steps

- a. Develop mailing lists for email distribution of PICPC information to appropriate organizations
- b. Collaborate with Web Committee re: District 11 PICPC information
- c. Outreach to AA members re: PICPC work
- d. Distribution of meeting lists/literature through email to Library, Napa Valley College, Napa County Local Unions (Law Enforcement, Education, County workers, Kaiser, Clinic Ole, Cope)
- e. Cooperate with Bridging the Gap and H&I Thanks for

allowing me to serve, Elisabeth

### **DCM Report**

I attended the DCM Sharing Session, December 17<sup>th</sup> where the topic was about "Pass it On's to new People in Service Positions". It was a great presentation about the importance of assisting the new General Service people who have made themselves available to fill an open GS Position. I stayed for the ACM as well and there was an election for the Area Officer Position of Literature/Grapevine/La Vina. Matt Evans was elected to the position after going to the hat. December's District Sub-District Meeting was held and GSRs shared their experience of what they had learned and how serving as a GSR has impacted their sobriety. It has been a privilege to serve as one of the DCMs for District 11 these past two years. I am grateful to have served on Panel 71 as a District 11 DCCM.

Sandy S  
District 11, out-going DCM.

## District 11 Job Descriptions

### GENERAL GUIDELINES

All General Service commitments are for one panel (two years).

Eligibility: Officers are not eligible for positions that they have held for the entire previous panel, however officers who were elected to their positions during the last year of the previous panel are eligible.

Sobriety: At least two years of continuous sobriety is suggested.

Meetings: The District 11 Business meeting is held from 10 AM – 12 Noon in Section A, Lincoln Hall at the Vets home in Yountville on the first Saturday of each month, except when there is an Area Assembly. The Area Committee Meeting is held from 12:30 PM to 3:30 PM at the Petaluma Community Center (320 N. McDowell Blvd) on the fourth Saturday of each month, except in December when it is held on the 3<sup>rd</sup> Saturday. See the Area Web Site Home page called “About CNCA” at <http://www.CNCA06.org> for times and locations for Area Committee Meetings including PI/CPC, BTG, Archives, and DCM and DCMC Sharing Sessions.

### DCMC

Eligibility: Current and past DCMCs of the District are not eligible for this position unless they have rotated out for two entire panels. Prior General Service (GSR or and/or District Officer) experience is recommended.

Meeting Expectations:

- ◆ Chairs Monthly District Meeting (1<sup>st</sup> Saturday from 10AM – 12PM)– expected
- ◆ Voting Member of the Monthly Area Committee Meeting in Petaluma (4<sup>th</sup> Saturday of the Month from 12:30 PM – 3:30 PM) – expected (Alternate may attend in DCMC’s place occasionally)
- ◆ Area DCMC Sharing Session (4<sup>th</sup> Saturday from 10AM – 11 AM) – expected
- ◆ Voting Member of the Area Assemblies (4 per year in various locations) – expected
- ◆ Officers Meetings (As determined by the Officers) - expected
- ◆ Sub-district meetings (two monthly at times set by sub-districts) – welcome
- ◆ PRAASA (annually in March) – It has been the policy of District 11 to fund the DCMC to PRAASA – strongly recommended
- ◆ Regional Forum (held biannually) – The District has sometimes funded the DCMC – suggested

Duties:

- ◆ The District Committee Member Chair is responsible for chairing the district Committee meetings, articulating the District Committee's group conscience to the Area Committee, and reporting to the District Committee on area service affairs.
- ◆ The DCMC also chairs the monthly DCM/Officers meeting to review district business and prepares the agenda for the monthly District Committee business meeting.
- ◆ Keeps GSRs informed about Conference activities.
- ◆ Assists the DCM’s in acquainting the GSRs with the AA Service Manual and the Twelve Concepts for World Service, Box 459, workbooks and guidelines from GSO and other service material.
- ◆ Receives reports from the groups thorough GSRs.
- ◆ Assists the delegate in obtaining group information in time to meet the deadlines for AA directories.

- ◆ Communicates with the monthly area visitor, shares ideas for visitor sharing sessions.
- ◆ Keeps groups informed about Conference approved books and pamphlets.
- ◆ Encourages and helps facilitate workshops and/or sharing sessions on service activities.
- ◆ Meets as needed with the Treasure regarding the books, disbursements, and matters of financial interest to the district and is a member of the finance committee.
- ◆ Regularly keeps in touch with the Alternate DCMC and the Delegate; sends district minutes to the delegate and the alternate and exchanges them with other districts.
- ◆ Brings Traditions problems to the attention of the alternate delegate, the district, and/or GSO.
- ◆ The DCMC is the liaison between the Area as a whole and the District

## **ALTERNATE DCMC**

Eligibility: Current and past DCMCs of the District are not eligible for this position unless they have rotated out for an entire Panel. Prior General Service (GSR or and/or District Officer) experience is recommended.

Meetings Expectations:

- ◆ Chairs monthly PI/CPC Committee Meeting (Establishes time and place) - expected
- ◆ Monthly District business meeting – expected
- ◆ Monthly Officer’s meetings - expected
- ◆ Area PI/CPC Committee meetings in Petaluma - expected
- ◆ Area Committee meeting in Petaluma – suggested
- ◆ Sub-district meetings – welcome
- ◆ Assemblies– suggested

Duties:

- ◆ If the DCMC resigns or is unable to serve for any reason, the alternate assumes the position.
- ◆ Voting Member of the Monthly Area Committee Meeting in Petaluma (4<sup>th</sup> Saturday of the Month from 12:30 PM – 3:30 PM) when DCMC is unavailable.
- ◆ Chairs and organizes the District PI/CPC committee.
- ◆ Coordinates the District PI/CPC functions.
- ◆ Reports on PI/CPC activities at the monthly District Meeting.
- ◆ In the DCMC’s absence the Alternate DCMC is a voting member of the Area Committee Meetings and at Area Business Meetings. (Assemblies)
- ◆ Assists in preparing and conducting District Meetings.

## **DCM**

Eligibility: Served as a GSR or Actively served as Alternate GSR for a panel. Current and past DCMs of the District are not eligible for this position unless they have rotated out for an entire Panel.

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Chairs their monthly Sub District Meeting - expected
- ◆ Monthly Officer’s meetings - expected
- ◆ Voting member of the monthly Area Committee meeting in Petaluma - expected
- ◆ Voting member at the Area Assemblies (4 per year) – expected
- ◆ DCM sharing session which meets prior to the monthly Area Committee meeting - suggested

Duties:

- ◆ Serve specific sub-district as liaison for groups and GSRs of that sub-district.
- ◆ Holds monthly sub-district meetings; helping GSRs learn and fulfill their roles by discussing the Twelve Concepts and Twelve Traditions, providing information on running business meetings, taking group consciences or inventories, and keeping their groups safe.
- ◆ Share information and ideas to support groups and resolve issues of the groups, by assisting the GSR.
- ◆ Disseminate information about current District, Area, Regional and World Conference issues.
- ◆ Facilitate group inventories when requested.
- ◆ Visit “dark meetings” – suggested.

## **TREASURER**

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer’s meetings – expected
- ◆ Monthly Area Committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) – suggested

Duties:

- ◆ Twice a month, get mail from the General Service post office box.
- ◆ Give undelivered mail to registrar.
- ◆ Post checks into Receipts Journal.
- ◆ Process and return receipts for contributions to groups.
- ◆ Make bank deposits and maintain check register.
- ◆ Pay various expenses expected by General Service.
- ◆ Reconcile bank statements.
- ◆ Create a monthly treasurer's report of financial activities. Meets with the DCMC quarterly to prepare disbursements.
- ◆

## **SECRETARY**

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer’s meetings – expected
- ◆ Monthly Area Committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Records minutes of the monthly District meeting.
- ◆ Type the minutes and distribute them to District Officers and GSRs within 2 weeks of the meeting. (Email will be used for those who have it, otherwise the minutes will be sent by US mail)
- ◆ Records minutes of the monthly District Officers meeting and distributes accordingly. Suggested

## **LITERATURE/GRAPEVINE CHAIR**

### Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – suggested
- ◆ Monthly Area Literature/Grapevine-LaVina committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

### Duties:

- ◆ Communicate information about AA Conference approved literature. (New and changes)
- ◆ Keep supply of service related literature for General Service Representatives.
- ◆ Supply new GSR orientation with NEW GSR Orientation binders.
- ◆ Keep adequate supply of Service Manuals for distribution to District Officers and GSR's
- ◆ Maintain literature display at district events.
- ◆ Encourage subscriptions to Grapevine and La Vina.
- ◆ Inform District of Grapevine news.
- ◆ Encourage meetings and groups to have Grapevine Representative. (GVR)
- ◆ Maintain Grapevine display at district meetings and functions.

## **ARCHIVES CHAIR**

### Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Archives committee meeting in Petaluma – expected
- ◆ Attend Area Archives workdays in Walnut Creek – expected periodically (quarterly)
- ◆ Area Assemblies (4 per year) - suggested

### Duties:

- ◆ Maintain archives for District 11
  - Work in cooperation with groups to get Group Histories (started Fall 2014)
  - Keep digital/records of District Minutes and Meetings.
  - Take Oral History of our old timers.
- ◆ Accept archival donations.
- ◆ Maintain, store, organize, catalogue and protect District 11 archive items in Walnut Creek.

Encourage groups to provide their group histories to the Archivist.

## **REGISTRAR**

### Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officers meetings – expected
- ◆ Monthly Area meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested



Duties:

- ◆ Maintain database of GSRs, DCMs, Groups, District and Area Officers.
- ◆ Forward group changes to the Webmaster
- ◆ Send changes to Area Registrar.
- ◆ Coordinate with Area Registrar to complete the annual update.
- ◆ Encourage groups to provide a contact person to the District Registrar.
- ◆ Notifies the Intergroup Webmaster(webmaster@aanapa.org) of any group change information, including any information received in the registrar@aanapa.org mail box and from the Web Link at<http://www.aanapa.org>, to "Report Group Changes here".
- ◆ In cooperation with the Secretary, print mailing list and supply mailing labels for the district if requested.

## **BRIDGING THE GAP (BTG) COMMITTEE CHAIR**

Meeting Expectations:

- ◆ Chairs the District 11 Bridging the Gap Committee Meeting- expected
- ◆ Monthly Officer's Meetings - expected
- ◆ Monthly District business meeting - expected
- ◆ Monthly Area Bridging the Gap Committee in Petaluma – expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Ability to receive and send Email is a Requirement of this position.
- ◆ Receive requests for Bridging the Gap Services via Email.
- ◆ Assigns committee members or volunteers to take people to their first outside meeting.
- ◆ Makes presentations to Institutions within the District to inform staff/clients about BTG.

Keeps the District informed about BTG activities.

## **BEGINNER'S MEETING CHAIR**

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meeting - expected
- ◆ Attends the weekly Beginners meeting as needed to ensure that it is functioning smoothly - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Finds volunteers to chair the weekly Beginners meeting in accordance with the format established by the District. (2 people for 6 weeks at a time)
- ◆ Ensures that the volunteer chair people understand the format of the meeting and that it is sponsored by the District.
- ◆ Obtains Living Sober and "Big" Books from the Literature/Grapevine Chair for the meetings. (Provided free of charge to newcomers at the meetings)
- ◆ Coordinates collection of any 7<sup>th</sup> tradition funds and payment of the rent for the meeting with the District Treasurer.
- ◆ With the assistance of the GSRs and District Officers makes certain that other AA groups in the District are aware of the Beginner's Meeting and of its format and purpose.
- ◆ Keeps the District up to date regarding the meeting, including bringing any concerns to the District for discussion/action.

## **UNITY DAY CHAIR**

### Meeting Expectations:

- ◆ Monthly District business meetings during the months of March through July - expected
- ◆ Chairs the Unity Day Committee – expected

### Duties:

- ◆ Obtains volunteers for the Unity Day Committee and Chairs that Committee.
- ◆ Brings the Unity Day Committee's recommendations regarding date, location, program (in addition to the Delegate's Conference Report), theme, entertainment, etc. to the District for approval. (Note the date must be coordinated with the Delegate)
- ◆ With the Unity Day Committee develops flyers and volunteer and potluck signup sheets. (Flyers are needed at least two months prior to the event so that they can be distributed at the Area Committee meeting)
- ◆ Develops a budget for Unity Day for approval by the District. Any requests for donations must also be approved by the District.
- ◆ Coordinates with the Treasurer to ensure that all expenses are paid in a timely fashion.
- ◆ Presents a final report from the Unity Day Committee, which should include actual expenses, attendance and any recommendations.

## **H&I LIAISON**

### Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly H&I Committee meetings (first Friday of the Month) - expected
- ◆ Area Assemblies (4 per year) - suggested

### Duties:

- ◆ Keeps the District apprised of the activities of H&I in the District.
- ◆ Communicates any H&I needs to the District so that the GSRs can advise their groups of the needs.
- ◆ Acts as an ambassador for District 11 to the local H&I Committee, keeping that Committee apprised of activities in the District.

## **INTERGROUP LIAISON**

### Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Intergroup meetings (second Saturday of the month) - expected
- ◆ Area Assemblies (4 per year) - suggested

### Duties:

- ◆ Keeps the District apprised of the activities of Intergroup.
- ◆ Communicates any Intergroup needs to the District.
- ◆ Acts as an ambassador for District 11 to Intergroup, keeping them apprised of activities in the District.

**District 11  
Report Back**

**Next District meeting:**

**Actions Taken by District/Area:**

**Items of Interest Discussed:**

**Upcoming Events:**

**Positions Currently Available:**



Districts 09, 90, 11, and 13  
Present



# 17<sup>th</sup> Annual Inter-District Workshop

## Saturday January 14, 2023

Hear Experience, Strength,  
and Hope on the 2023  
General Service Topics

Location: Community  
United Methodist Church  
1875 Fairfield Avenue  
Fairfield, CA 94533

10:00 Registration  
11AM Start -  
Opening Panel  
12:00 Potluck Lunch  
1:00PM Second Panel  
2:00 Third Panel  
3:00 Close

Potluck Lunch!  
Bring something  
to share!

Potluck Lunch!  
Bring something  
to share!

*General Service Conference Theme:*  
*“A.A.’s Three Legacies – Our Common Solution”*  
*“General Service – Our Mighty Purpose and Rhythm”*

- Topics:*
- 1. Our Common Perils and Common Solution*
  - 2. Using A.A.’s Literature in Carrying the Message*
  - 3. Fostering a Thriving Three Legacy Culture*