

SERVICE STRUCTURE COMMITTEE MINUTES  
MARCH 6, 2017  
6PM EST  
712-770-4010 ACCESS: 281687#

**1. Serenity Prayer:**

God, grant me the serenity  
To accept the people I cannot change,  
The courage to change the one I can,  
And the wisdom to know that one is me.

**2. Members Present:** Bonnie, Charlie, Marcia, Bill, Jim, David, Laura

**3. Purpose and objectives:** *As an ad hoc committee of the ACA WSO, our purpose is to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally.*

*Objective 1: Assess and summarize other 12 step organizations' service structures.*

*Objective 2: Assess and summarize the ACA service structure.*

*Objective 3: Perform a comparison of ACA service structure to the other 12 step fellowships' service structure and prepare recommendations to improve ACA's service structure.*

*Objective 4: Prepare a report for the WSO Board outlining the findings and recommendations of the committee and deliver it to the board **prior to** the 2017 ABC.*

**OLD BUSINESS**

- 1. Approve the minutes from the February 27th meeting.** Minutes from our last meeting appeared online and were reviewed there. Bill made a motion to accept the minutes. Charlie seconded the motion. All members present voted "Aye." There were no objections. The minutes were accepted.
- 2. Outline of information for our reports, newsletter articles, etc. (Jim)** Marcia filled in the outline that we will use to present our report. There is one area (history) left undone, but it was decided this did not matter.
- 3. SVC Report to the Board and ABC (Jim and Marcia)** Marcia filled out the report using the worksheet Jim had published. We need to put that information into a more narrative format that was presented by Jim. Marcia will contact Tom and Marietta and send a copy of the report, asking for permission to include their names on the committee of those who approve of the report. If there is no word from them, their names will not be included.
- 4. What do we need?** We need to present 6 or 7 areas of analysis and recommendations to the Board of Trustees and the ABC. The first two reports on ways other 12-Step Groups have dealt with the areas we have chosen in our previous brainstorming were presented. The group decided that the document that used simple bullet points would be more useful for our report than the one that gave explanations about all the information in the bullet points. We will try to connect our recommendations with page numbers

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from the explanations. Marcia and Charlie will work to put the information in simple format for the rest of the areas:

- Governance
- Representation
- ABC Delegates
- Service
- Organizational Structure
- Foundational Documents
- Communication
- Literature
- International Fellowship

**FOUNDATIONAL DOCUMENTS**

**AA**

**Clear service roles and authorities granted in the following documents:**

- Service Manual
- Bylaws
- Conference Charter
- 12 Concepts

**Alanon**

**Clear service roles and authorities granted in the following documents:**

- Service Manual
- Bylaws
- Conference Charter
- 12 Concepts

**CMA**

**Clear service roles and authorities granted in the following documents:**

- Service Manual
- Bylaws
- Conference Charter
- 12 Concepts

**CODA**

**Clear service roles and authorities granted in the following documents:**

- Service Manual
- Bylaws
- Conference Charter
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CHAIN OF REPRESENTATION FROM MEETINGS TO ABC

**DA**

**Clear service roles and authorities granted in the following documents:**

- Service Manual
- Bylaws
- Conference Charter
- 12 Concepts

**NA**

**Service roles and authorities granted in the following documents:**

- Service Manual
- Bylaws
- 12 Concepts

**Non-Profits**

N/A

**OA**

**Service roles and authorities granted in the following documents:**

- Twelve Concepts
- By-laws (highly detailed, has many elements of a service manual)

**SAA**

**Clear service roles and authorities granted in the following documents:**

- Service manual
- Twelve Concepts
- By-laws

**ACA**

- **Intergroup**→ Represents majority and minority opinions of those they serve. A representative is allowed a seat on the Board of Trustees.
- **Region**→ Regions have been drawn up according to a comment in the Bylaws and there are 20 of them, with 20 and ensuing decimals reserved for international members. Represents majority and minority opinions of those they serve. A representative is allowed a seat on the Board of Trustees.

**AA**

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- **Groups (G.S.R.)**→ elect a GSR to represent them at the district level. Each G.S.R communicates his or her group's "conscience" on important matters of policy considered by the district and Area Assembly.
- **Intergroup**→ main purpose is to help alcoholics find AA meetings and assist newcomers in the recovery program of Alcoholics Anonymous.
- **District Committee (D.C.M.s and D.C.M.C.s)**→ the D.C.M. is the primary contact through the G.S.R or group contact. Group representatives attend district meetings where they are kept up-to-date on A.A activities and topics of interest. Are elected by the district GSRs to represent their district at the General Service Conference.
- **General Service Conference**→
- **Regional Forums**→ weekend sharing and informational sessions designed to help the General Service Board, A.A. World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure.

### Alanon

- **Group**→ Elects a Group Rep and an Intergroup Rep
- **Intergroup**→ is a service arm that serves Al-Anon groups in a specific geographic area and is directly responsible to the groups it serves. IRs represent the meeting's interest four times a year at Intergroup Representative meetings.
- **District**→ At these meetings GRs discuss service activities, group issues and are a forum for groups and information from the area and the WSO, with GRs having voting privileges. A district may host regular events, such as workshops and speaker meetings, for the local fellowship.
- **Area**→ An area comprises several districts. Each area has regular meetings (known as assemblies) where GRs meet and vote on issues impacting that area, host workshops and speakers and bring area information back to their groups. At area assemblies, GRs elect a delegate to the annual World Service Conference.
- **World Service Conference**→the WSC meets annually to interface with the World Service Office, which is managed by administrators and overseen by the Board of Trustees (who meet more regularly themselves).

### CMA

- **Groups**→ encouraged to register with CMA World Services and elect service representatives to the Area assembly. The GSR participates in the decision-making at the District and Area.
- **Intergroups**→ exist outside the service structure of CMA and function solely to provide services to local groups. Groups in and around cities joined together to provide services common to all the local groups. Intergroups exist to serve the groups who formed them.
- **District**→Districts exist primarily to connect local groups to the CMA general service structure. Districts elect trusted servants, primarily a District Committee Member (DCM), who chairs the District meetings and also serves on the
- **Area Committee**→

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- **Area Assembly**--> An Area is the state/province wide service structure that provides communication among groups and districts within the state/province. The principal function of the Area Committee is to hold an Area Assembly, during which the groups elect a Conference Delegate to attend the annual General Service Conference
- **General Services Conference**→The Conference will act for the fellowship of C.M.A. in the perpetuation and guidance of its world services and it will also be the vehicle by which the C.M.A Fellowship can express its view upon all matters of vital C.M.A policy and all hazardous deviations from C.M.A. Tradition.

**CODA**

**DA**

**NA**

**Non-Profits**

**OA**

**SAA**

**NEW BUSINESS**

1. **Use of Dropbox in conjunction with Slack (Marcia)** There has been a lot of confusion as people try to find documents on the Slack Channel. It would be nice to have a “folder” option. Slack supports adding Dropbox as an app, and Marcia suggests we look into it. There is a certain amount of information we could put in there without paying a fee. Bill suggested the possibility of asking the Board of Trustees for a small budget that would cover a fee if we needed to. David will look into this and perhaps other methods of sharing that will be less confusing than the never-ending Slack file.

**NEXT MEETING:** March 13 at 6 PM EST