

Policy and Procedure Committee update

The Policy and Procedure Committee was requested by the Assembly Thought Force Committee to review the **Procedures of the Assembly Guidelines** with their recommendations.

While reviewing these the P&P Committee had found that they would also like to make some suggestions of changes:

Page 52-Bullet #2- Alternate Delegate Responsibilities--Will have bring banners of the 12 steps, 12 Traditions, 12 Concepts, and the **Warranties** and make arrangements for their display **with establishment for 6 large easels**. P&P Committee would suggest that **AWSC purchasing 6 small(desktop) easels for the room designation signs**.

Page 52-Bullet #3- Alternate Delegate Responsibilities: Supplies Al-Anon and Alateen logo stickers for members name badges. (Order through World Service Office.) Check with the AA registration committee to see how many were left over from the previous Assembly

Assembly Thought Force Committee suggested to no longer use the logo stickers.

The P&P Committee suggests that we leave them for the people that register the day of the Assembly to be able to have logos on their name tags.

Page 53 Bullet #3- General Planning Committee Information. Provides the AA conference committee with the Al-Anon and Alateen agenda as planned by the AWSC.

Assembly Thought Force Committee suggested: There needs to be a deadline for providing the agenda to AA. Recommended 6 months

The P&P Committee would like to suggest that this be changed to 4-6 months.

Page 53-Bullet #4- General Planning Committee Information. Provides the AA Conference Committee the name (first name/last initial), town, and state of the three speakers; Alateen and Al-Anon Luncheon speakers and Sunday Spiritual Speaker.

Assembly Thought Force Committee suggested: There needs to be a deadline for providing the speaker information to AA. Recommended 6 months.

The P&P Committee would agree. The Al-Anon Speaker is usually well in advance. Alateen usually happens later. See Chair and Co-Chair Representative Preparation for Assembly Speakers. (pg 55)

Page 54- Bullet #1-General Planning Committee Information-1st paragraph- currently states: provides information regularly.

Assembly Thought Force Committee suggested: That it says provide the Alternate Delegate information/minutes after each planning committee meeting.

The P&P Committee would agree.

AI-Anon Business Meeting Room Needs

Page 54 Bullet #4-AI-Anon Business Meeting Room Needs

Communicate with AA Committee regarding Audio/Visual needs, expenses and feasibility

The P&P suggests adding **including Wi-Fi**, after Audio/Visual needs

Page 54 Bullet #5-AI-Anon Business Meeting Room Needs

Determine how and where the AI-Anon posters (Steps, etc.) will be displayed.

The P&P suggests adding **6 Large easels**

Page 54 Bullet #11-AI-Anon Business Meeting Room Needs

Assembly Thought Force Committee asked if we still need 3 breakout rooms since typically do not have break outs or workshops

The P&P Committee suggests that this be excluded and clean up the motion of the 2-year trail period.

Page 54 Bullet #13- AI-Anon Business Meeting Room Needs

Assembly Thought Force Committee suggested adding: provide Wi-Fi connection information and ask about projector availability.

The P&P Committee would agree along with adding:

Necessary hardware (ie extension cords, batteries for microphones)

Chair and Co-Chair Preparation for Assembly Speakers

Page 55 Bullet #2-Arrange for Sunday morning Spiritual Speaker to be selected from the local district.

The P&P Committee suggests adding **within 6 months of event**.

After P&P Committee members meet and discussed these proposed changes it was discussed that the Sample of Agenda should be looked at with the Alternate Delegate.

Sample of Agenda

The Chairperson and Alt Delegate reviewed the Sample Agenda and have made the following suggestions of changes:

The specific agenda for AI-Anon will be planned by the AWSC **(within 4-6 months)** before the Assembly.

Friday (Late afternoon/evening)

Set up Displays, GR registration tables (held in main AI-Anon meeting room), etc **add**:

Need table for 2 people in Al-Anon meeting room

7:00-8:00 PM GR Registration and Group Contributions Begin

- GR's attending in person must be registered by 9 AM on Saturday

- GR's attending virtually must be registered by the Wednesday prior to Assembly by 9 PM

8:00-9:00 PM * Open Meeting by District (100 people)

9:15-10:00 PM* AWSC Meeting (25 people)

Saturday

9:00 AM (Approx.) * Space Available for Workshops- (Need possible breakout rooms to hold approximately 50 people each) Workshop (100 people)- can include main Al-Anon meeting room.

11:30 AM Luncheon-Alateen and Al-Anon speakers

2:00-?PM * Main Al-Anon meeting room-Assembly business meeting (100 people)

Sunday

9:00-11:15 AM * Workshop followed by Spiritual Speaker (50-75 people)- can be in a main Al-Anon meeting room

*=HYBRID

REGISTER TO ATTEND VIRTUALLY AT www.iowa-al-anon.org

Iowa Area Alateen, Camp, Hotel Safety and Behavior Guidelines

The Alateen Committee worked on making Guidelines to put on the back of the consent form and have brought them to the P&P Committee to review.

The P&P Committee reviewed had have made the following suggestions.

See Form