**CALIFORNIA NORTHERN INTERIOR AREA**

**GUIDELINES FOR DISTRICT 25**

**A COMPILATION OF PAST EXPERIENCES**

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# DISTRICT 25 COMMITTEE GUIDELINES

# INTRODUCTION

The purpose of the “Guidelines” document is exactly that, to provide suggestions, not govern, to help the District’s trusted servants and committees function effectively.

New trusted servants and new committee members will benefit from the experience, strength and hope of their predecessors. Departing from the Guidelines is entirely appropriate if the departure is within the spirit of the traditions, especially Traditions 2 and 4.

The guidelines will change over time and so it is anticipated that trusted servants and committee members will suggest modifications as appropriate.

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# DISTRICT

A District is the communication link between the Groups and the General Service Conference. It is a geographic unit made up of several groups. District of the California Northern Interior Area (CNIA) covers Sacramento County and others southward. The number of groups varies from time to time but is approximately 25, of which typically about 2/3 have General Service Representatives (GSRs). The others have a contact person.

District trusted servants include the GSRs, committee chairs, and elected officers. The term “officers” should not be misconstrued to convey any level of power but rather to distinguish these trusted servants from the trusted servants who are GSRs and who represent and carry the authority of the groups

District 25 sponsors a telephone hotline, prints and distributes meeting directories twice a year (spring and fall), maintains a Group Secretary’s Manual and holds an annual Unity Day. A District 25 Newsletter is issued monthly. The Intergroup (and central office in Sacramento) – Central California Fellowship of Alcoholics Anonymous is represented at the monthly District 25 meetings. The Public Information/Cooperation with the Professional Community (PI/CPC) Committee increases awareness about AA in the community.

Proposals that affect District 25, CNIA, or AA as a whole are made by groups or by their representatives or District 25 officers. All proposals except minor matters, after being discussed and recommended at the District level, are passed to the groups to obtain a group conscience as to whether the proposal should be adopted, amended or declined.

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## MEETINGS AND AGENDA

Regular District 25 meetings are held monthly from 6 to 7 p.m., the second Wednesday of the month, unless circumstances make necessary a change in time and place.

A typical meeting starts with the serenity prayer, introductions, reading and comments on one of the Traditions and Concepts, District Committee Member and other officers’ reports and minutes, Group reports, Trusted Servant and Committee reports, old and new business, 7th tradition, and the closing responsibility statement.

See Appendix A for a sample meeting agenda.

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# DUTIES OF DISTRICT 25 TRUSTED SERVANTS

All District 25 GSRs, committee chairs, and officers are expected to participate in monthly District 25 meetings, Area Committee meetings, and Area assemblies.

## DISTRICT COMMITTEE MEMBER (DCM)

See the *AA Service Manual*, Chapter III, for suggested duties of the DCM. A District 25 DCM typically:

* Conducts the monthly District 25 meeting.
* Approves the meeting agenda.
* Reviews minutes prepared by the Secretary.
* Maintains a list of "District 25 AA Groups" and distributes them to those listed above.
* Prepares and distributes information via the GSRs and the Newsletter when a group conscience is required on a specific subject.
* Prepares a monthly report of the DCM's activities and delivers it at the District 25 meeting.
* Appoints a Finance Committee Chair, approved by the GSRs, and serves as an ex officio member.
* Appoints a PI/CPC Committee Chair, approved by the GSRs.
* Appoints a Publications Committee Chair, approved by the GSRs.
* Maintains the District 25 archives.
* Assists with special events (e.g., Unity Day, pre- or post-conference Assembly GSC workshop).
* Confers with District 25 trusted servants as required.
* Encourages the GSRs and Alternate GSRs to attend and participate in monthly District 25 meetings and Area assemblies.
* Brings coffee and supplies to District 25 meetings and ensures that coffee is made, tables and chairs are arranged and literature is displayed. After the meeting checks to insure everything is cleaned up, lights are out, heat/air are off and door is locked.
* Area Activities - attends monthly Area Committee meetings and assemblies and delivers a report covering District 25 activities.
* Advises CNIA Registrar of changes in District 25 groups and changes in GSRs or Contact Persons using Group form and Group Information Change form.
* Advises CNIA Registrar of all new District 25 groups.
* Informs the CNIA Grapevine Chair of new and changed group representatives.

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## ALTERNATE DISTRICT COMMITTEE MEMBER

* Conducts monthly District 25 meetings in the absence of the DCM.
* Attends Area meetings and assemblies of the DCM and delivers a report covering the activities of District 25. Votes on behalf of District 25 when required.
* Serves on the Hotline Committee as an ex officio member.
* Understudies the DCM to become well prepared to handle the duties of the DCM when necessary and in the event that the Alternate DCM decides to become available for the DCM position.
* Handles special assignments and serves on committees as appropriate.

## TREASURER

Qualifications

The Treasurer ought to be or have been a Group Service Representative. The Treasurer needs to know how to reconcile bank statements and be able to produce monthly and year-to-date income and expenditure reports. Knowledge of or access to a computer and accounting software such as Quicken is very useful.

From *The AA Service Manual* regarding Area Treasurer:

“Qualifications: The treasurer should be a responsible person with a 1-2 years+ of sobriety. He or she should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Otherwise, the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness and diplomacy will help the treasurer do the job.

Duties

* Serves on the Finance Committee as an ex officio member.
* Receives and deposits all donations received from groups and any other income from AA sources into \_ checking or savings accounts.
* Promptly, pays all District 25 bills including rent for District 25 meeting room, printing of AA meeting directories and telephone hotline costs; pays expenses incurred by District 25 Trusted Servants for auto mileage, postage, copies, registration fees and etc.
* Prepares monthly financial statements for information for the groups and the District 25 Trusted Servants.
* Balances monthly bank statements and shows bank statements at each District 25 meeting.
* Keeps bank authorized signature cards up-to-date. Informs District 25 Trusted Servants of bank account location and account numbers.
* Orders new checks when required.
* Participates in Unity Day and Assembly Committee meetings.
* Provides checks for seed money to committee chairs, deposits receipts and pays expenses for District 25 sponsored events.
* Works with new panel Treasurer to ensure a smooth and timely transition of responsibility.

District 25 Post Office Box

Maintains a Post Office Box for incoming District 25 mail. Notifies others of changes.

Bank Accounts

District 25 maintains checking account at the U.S. Bank under the name of *Alcoholics Anonymous CNIA District 25 Area 7.* A signer and co-signer are needed for these accounts and could include: District Committee Member, Alternate District Committee Member, Treasurer and (Recording) Secretary.

Prudent Reserve

District 25 will determine the amount of the Prudent Reserve, which ought to cover costs of operating the District, DCM expenses, Hotline and meeting directory expenses. The prudent reserve funds are to be kept in the U.S. Bank savings account requiring two signatures to withdraw or transfer. Funds in excess of the Prudent Reserve will be disbursed as determined by the GSR group conscience.

Money can be maintained in the checking account or placed in a Prudent Reserve savings account, per the Committee’s suggestions and be increased over time in accordance with inflation.

Cash Receipts

Do not accept cash from anyone without providing a receipt to person giving cash. A copy of the receipt is to be kept in the Treasurer’s files. Receipt for Coffee Donation at District 25 meetings should be initialed by DCM and kept in Treasurer’s files. Unity Day 7th Tradition or other 7th Tradition receipts should be given to person responsible for collecting the money.

Reimbursing Expenses

The Treasurer is not to make reimbursements for expenses without identifying what the expense was for, which incurred it, when and how it was paid. It is preferred that the Treasurer be provided with a completed *District 25 Trusted Servants Expense Report* with appropriate supporting receiptsand invoices. If the form is not available write the purpose of the expense, which incurred it and check number and date it was paid on the receipts or invoices. A sample of *District 25 Trusted Servants Expense Report* form may be found in Appendix B.

Treasurer’S Expenses

Another District 25 Trusted Servant other than the Treasurer must sign checks for Treasurer expenses. At no time may the Treasurer sign checks payable to the Treasurer.

Providing Advance Funds for District 25 Sponsored Events

District 25 sponsors events such as Unity Day, Delegate Report Meetings and CNIA Assemblies in District 25. These events often require expenditures prior to the event and the appropriate committee chair is provided with advance funds after approval by the GSRs at a District 25 Meeting. When the advance fund check is entered into the computer accounting file the money will be charged to appropriate expense accounts such as Unity Day or Assembly.

It is the responsibility of the Chairs to report expenditures of the advanced money to the Treasurer and the treasurer will update the initial check entry as a split transaction showing specifically how the funds were spent. Remaining funds, if any, will be returned to the Treasurer.

Petty Cash

The petty cash account, if used, is not to have more than $20 on hand at any time. All funds expended must have appropriate receipts or invoices, date and to whom paid to validate the expenditure. The petty cash account in the computer accounting files must be updated appropriately

Accounting System Software

District 25 has been using Quicken computer software to maintain financial records for the District.

Monthly Balancing of Accounts

The checking account are to be reconciled on a monthly basis. The bank provides a statement for the checking account. Transactions for the savings account are recorded by the bank in the savings passbook, in lieu of a monthly statement. Reconciliation of savings account must be done to passbook. Treasurer should always have savings passbook available when executing transactions for savings account to have monthly interest recorded.

Monthly Reports

Monthly reports are required to provide District 25 trusted servants with information of the financial position of the District. Two monthly reports are provided: one, *District 25 Finance Report* as of the 15th and printed in the monthly newsletter; two, *CNIA District 25 Income & Expense - Fiscal Year 20XX-20XX* as of the last day of the month and brought to the District 25 meeting.

Committee Audit

The Committee may ask for an audit of the treasurer’s books and files at any time and no less than twice a year. The audit needs to include a review of bank statements and accounts, canceled checks, receipts, invoices and any other materials deemed necessary.

CNIA Assembly

The CNIA Treasurer may pay an advance directly to the facility chosen as the Assembly location. Our Assembly Chair appoints a Registration Committee with the responsibility to receive registrations. The committee may use a database system to account for each registrant’s fee paid and checks may be sent on a weekly basis to the CNIA Treasurer. It is not necessary for the District 25 Treasurer to handle any CNIA registration funds or make any entries to the CNIA Income Categories. Coffee donations received during the assembly are turned over to the CNIA Treasurer each evening, again requiring no entry into the District’s accounting system.

GUIDANCE ON CONTRIBUTIONS FROM A GROUP (SUGGESTED ONLY)

* District 25.
* Other
* 10% - Area
* 30% - GSB/O
* 50% - Central Office
* 10% - ASL

## RECORDING SECRETARY

* Records minutes of the monthly District 25 meeting.
* Obtains written reports from all trusted servants for use in drafting minutes.
* Prepares minutes for review by the DCM and inclusion in the District 25 Newsletter.
* Drafts the agenda for the next meeting and forwards to the DCM.
* Maintains current file of agendas and minutes.
* Serves on the Publications Committee as an ex officio member.

## 

## GENERAL SERVICE REPRESENTATIVE (GSR)

From *The AA Service Manual* regarding the GSR:

* Experience shows that the most effective GSRs have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
* Usually, prospective GSRs have at least two years of continuous sobriety.
* They have time available for district meetings and area assemblies
* They have the confidence of the group, and an ability to listen to all points of view.

Also see the pamphlet “GSR”.

A District 25 GSR typically:

* Obtains a group conscience from the Group as necessary.
* Reports group activities and group consciences at the monthly District 25 meetings.
* Attends all CNIA Assemblies, reports and votes for the Group.
* Reports on District 25, Area, General Service Conference and other AA activities to the Group.
* Provides service to District 25 as needed, such as participating on committees.
* Service sponsors the Alternate GSR.

Alternate GSR

# Supports the GSR in tasks above

# Suggested qualifications:

* + \_

# COMMITTEE CHAIRS

*GENERAL INFORMATION*

* Qualifications: 6 months-2 years
* Other dimensions:
  + Sobriety. There is no specific period of sobriety stipulated other than to say a “reasonable period of sobriety” is required.
  + It is suggested that this may mean 2 years sobriety in districts where AA is young and four or five years when there is an older district.
  + Business Experience. This experience is suggested in order to capture the essentials of the meeting. It is also beneficial that the secretary be able to type.
  + Sense of Order. Taking the minutes of a meeting oftentimes means sifting through quite a few thousand words said in order to capture the kernel or essence of the discussion.
  + Time, Interest, and Energy. The role demands a lot of time and needs to be carried out on a schedule. Interest and devotion will keep the output of the secretary and the momentum of the group on track. The secretary is also in a good position to liaison between officers and committee members and can often play the role of arbiter if necessary.
* See Literature BM-31 about The Spirit of Rotation. People rotate out of the jobs and don’t keep repeating the job, and this allows others to also have a chance to take a service position. All Group Jobs would have the Spirit of Rotation in effect, so you step down and let someone else have the job.
  + \_

## PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC)

1. Become fully aware and knowledgeable of available PI/CPC literature, especially the handbooks.
2. Encourage members from the groups of District 25 to demonstrate their gratitude to Alcoholics Anonymous through service in the PI/CPC arena - by helping them become informed through sharing AA's experience, by helping them become less intimidated to approach the community by sharing AA's guidelines re PI/CPC, and by providing opportunities to serve in a PI/CPC capacity. This may be done directly or through committee meetings.
3. Be in regular communication with the PI/CPC desk at GSO - (212) 870-3400, [pub\_info@compuserve.com](mailto:pub_info@compuserve.com).
4. Be in regular communication with the Alternate Delegate of the California Northern Interior Area - possibly by attending monthly District Committee Member Meetings and/or Area Assemblies along with the DCM.
5. Be in regular communication with the PI/CPC Committee Chair from the Intergroup.
6. Report monthly re committee activities/growth at the monthly District 25 meeting.
7. Receive 150 meeting directories from District 25 twice each year and arrange for committee members to make them available to the public in their towns, libraries, hospitals, lodging, police departments, post offices (by permission of the postmasters), etc.
8. Receive and act on calls from those referred by the Committee Chair's phone number on the meeting schedule, from the DCM, Area Delegate, or directly from AA World Services.
9. Participate in the upkeep of the shared Delta Intergroup/District 25 PI/CPC display and use this display whenever necessary.
10. Suggested qualifications:

* \_

*ACCESSIBILITIES REPORT*

* Accessibilities Committees explore, develop, and offer resources to alcoholics with significant barriers to receiving the Alcoholics Anonymous message and to participating in our program of recovery.  We want A.A. to be available to all alcoholics who reach out for it.
* Suggested qualifications:
  + \_

*ARCHIVIST REPORT*

* Archives Committees work to collect, preserve and share the history of A.A.
* Conduct A.A. Archives workshops
* Create portable archives exhibits to display at local A.A. events
* Ask groups to complete Group History forms to capture local A.A. history
* Suggested qualifications:
* \_

*BRIDGING THE GAP DISTRICT CHAIR REPORT*

* For A.A.s serving as temporary contacts for newcomers leaving treatment ("bridging the gap") or carrying the message into treatment facilities, this straightforward pamphlet presents guidelines and points to remember.
* Suggestions:
* Keep in mind that this is basic Twelfth Step work.
* Experience suggests that it is best to be accompanied by another A.A. member when meeting our newcomer. One of the two temporary contacts should have at least a year of sobriety.
* Experience also suggests that men work with men and women work with women.
* The intent is to provide the newcomer with your help for a limited time. You need not have experience with treatment settings. Your qualifications are experience as an alcoholic and recovery in A.A.
* It may be helpful for you as a temporary contact to attend workshops on bridging the gap and attend meetings of your area’s hospital and/or treatment committees.
* Remember, the goal of both A.A. and the treatment settings is the same — the recovery of the alcoholic.
* Be familiar with the paper “Information on Alcoholics Anonymous,” particularly the section on what A.A. does and does not do.
* Qualifications:

*CENTRAL CALIFORNIA FELLOWSHIP OF AA (CCFAA) REPRESENTATIVE*

* Intergroup representation
  + Represents the group at monthly meetings of the CCFAA
  + Intergroup, and reports back. If the Rep is also an Intergroup, they should vote the
  + Group’s Conscience and opinion and continuing representing the Group, or get a
  + Replacement elected if they wish to vote the officer job instead of the Group opinion.
  + Reps may only represent one group at a time.
* Suggested qualifications:
* \_

*CORRECTIONS/H&I*

* Members of Corrections Committees coordinate the work of individual A.A. members and groups to carry the message of recovery to alcoholics who are in custody.
* Bringing meetings and literature into facilities
* Raising awareness of the Corrections Correspondence Service (C.C.S.) among "inside" and "outside" A.A. members
* Helping individuals in custody transition to a local A.A. community through Prerelease Contacts
* Suggested qualifications:
* \_

*GRAPEVINE/LA VINA REPORT*

* Registers email at aagrapevine.org and gets information for the group about new books and products at the aagrapevine.org. Tells newcomers how to get a subscription to the AA Grapevine or La Vina magazine, which is our meetings in print. Teaches that the book “Language of the Heart” is the collective writing in the AA Grapevine magazine by Bill W. about AA. Tells members that to order a book, click first on Store then find the product they want. Literature at AA grapevine “is also AA Literature.” AA Grapevine, Inc, is one of the three corporations that make up all of AA. Elect a Grapevine Rep for your group. Discuss time requirement in your Group’s Business Meeting.
* Suggested qualifications:
  + \_

*LITERATURE/GRAPEVINE/LA VINA*

* Literature committees work to convey the importance of A.A. literature to recovery. They make sure that A.A. literature is available to A.A. groups, service meetings, A.A. events and the general public.
* Conduct A.A. literature workshops
* Provide displays, supplies of A.A. catalogs and order forms
* Consider proposed additions to and changes in Conference-approved literature and audiovisual material
* Suggested qualifications:
* \_

*PUBLIC INFORMATION/COOPERATION W/ PROFESSIONAL COMMUNITY (PI/CPC)*

* Public Information committees work to convey A.A. information to the general public.
* Giving presentations about A.A to schools and organizations.
* Providing information about A.A. through digital and print materials
* Insuring local media have accurate information about A.A. through PSAs, anonymity-protected interviews and press kits.
* Suggested qualifications:
* \_

*REGISTRAR*

* The AA Service Manual does not define the District Registrar role but it does offer some guidance on the characteristics of a good District Registrar. Taken into consideration with the information provided at the Area Assembly Secretary/Registrar Information sessions a general image of what can be expected of the Registrar is formed. This vision of a Registrar is consistent with practical experience over the past term and can be considered a solid foundation for further definition moving forward.
* Group registration: The current Group Change Forms available both on the GSO’s website (aa.org) and the Area website stipulate that the form should be mailed in to the New York head office once complete.
* Discussions in conjunction within the Area have concluded that this makes it hard for Districts to manage their membership if the process is followed because a reconciliation of the groups within the District (done in conjunction with the Area) only happens twice a year.
* Suggested qualifications:
  + \_

*OUTREACH TO UNREPRESENTED GROUPS (SIMILAR TO REGISTRAR)*

* Work with district and area registrars to look at active, inactive and unrepresented groups in the district.
* Review D25 and Area logs – in concert with Fellowship Connection
* Email, call, and/or visit groups to inventory current status (including in-person, online, hybrid or other)
* Invite members to join D25 Committee meeting to see service in action and ask questions to inform home group
* Suggested qualifications:
* \_

*SPECIAL EVENTS (E.G., UNITY DAY, GSC WORKSHOP)*

* Assesses needs of D25 through input of member groups and providing options from other districts and area
* Leads workgroup for purpose, format, and related activities as guided by district and area
* Suggested qualifications:
* \_

*WEBMASTER*

* Assesses needs of D25 website by input of member groups and providing options from other districts.
* Leads workgroup for design and implementation as guided by Area
* Maintains the website, keeping information and web pages up to date. The Webmaster assigns and maintains user IDs and passwords for e-mail and for secure access to the website.
* The Webmaster registers the site’s domain, shops for the best value of services provided for the website, and ensures that the information provided on the site is pertinent to Area.
* The Webmaster adopts Website Submission Guidelines.
* Suggested qualifications:
* The Webmaster should be a member of A.A. with a reasonable period of sobriety (suggested minimum 1 year), Area service experience, and good organizational skills.
* The Webmaster should be familiar with set-up and maintenance of websites and should be willing to acquire skills necessary to keep up with changing website technologies.
* The Webmaster should have, or be willing to develop, an understanding of A.A.’s Twelve Traditions and Twelve Concepts for World Service.

*OTHER*

**AA TECHNOLOGY GUIDELINES**

1. We suggest implementing technology **where it supports our primary purpose** of carrying the message to the alcoholic who still suﬀers.
2. We are responsible and assess value when using **self-support** funds for technology initiatives.
3. We are responsible where **anonymity** is more vulnerable to a wider audience with increased speed or new sensation.
4. An **informed** group conscience is paramount to technology decision‐making.
5. We strive to understand where **individual versus group values** are diﬀerent.
6. We perform due diligence and rely on **demonstrable A.A. experience.**
7. We record **non-technical requirements** before making technology choices.
8. We take care to understand the **property value** and **legal** implications of technology used for A.A. purposes before making binding decisions.
9. We are responsible for **transparency** in discovery, process, & implementation.
10. We use technology to make information **available**, not to limit it.
11. We communicate and support the **intended** service level.
12. We consider how best to **Pass it On.**

# ELECTION PROCEDURES

District 25 trusted servants (GSRs, committee chairs and officers) serve on a panel for 2 years beginning on January 1 of even-numbered years. The GSR and Alternate GSR are elected at the group level, preferably in October; if not, then no later than the November District 25 election meeting. The groups determine the method used for electing these trusted servants.

District 25 committee chairs and officers are elected or appointed at the District 25 election held at the November District 25 meeting of odd-numbered years, preceding the California Northern Interior Area (CNIA) Election Assembly which is normally held the third Saturday of November in odd-numbered years. The elected District 25 trusted servants are:

* District Committee Member
* Alternate District Committee Member
* Secretary
* Treasurer

These District 25 trusted servants are usually volunteers, but may be elected: all Chair positions.

Rather than requiring nominations, all persons who want to stand for office should be encouraged to submit their own names to the DCM, preferably a month before the District 25 election meeting. The rationale for self-nomination is that some of the positions require large commitments of time on a monthly basis and this way a person is not forced into declining a nomination. A list of all persons standing for office would be made. As each District 25 officer position comes up for election each person on the list would be asked if he or she is available for that trusted servant position.

The third legacy procedure as described in the service manual and secret ballot should be used for electing District 25 officers. (The AA Service Manual p. S41-S43; S64-S65)

Each group, and each current District 25 trusted servant who does not represent a group, should be allowed one vote. (See other options in The AA Service Manual on pages S54-S55.)

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# GLOSSARY

***CNIA*** - California Northern Interior Area of Alcoholics Anonymous, also known as Area 07 of the General Service Conference. CNIA includes most of the Sacramento and San Joaquin Valleys as well as the Western foothills of the Sierra. For maps and additional information on CNIA see CNIA GSR Handbook and the AA Service Manual.

***PI/CPC*** - Public Information/Cooperation with the Professional Community

***DCM*** - District Committee Member

***GSR*** - General Service Representative

***GSO*** - General Service Office

***GSB*** - General Service Board

***H&I*** - Hospital and Institution Committee

# APPENDICES

## A. SAMPLE MEETING AGENDA

CNIA DISTRICT 25 MEETING AGENDA

DATE & TIME

PHYSICAL LOCATION

ONLINE LOCATION

Opening

* Open with the Serenity Prayer
* Read GSR Preamble
* Agenda and Handouts
* Introductions and Announcements
* Attendance
* Member Share 1 on Recovery
* Member Share 2 on Recovery
* AA Birthdays of the Month
* Tradition & Concept of the Month
* Suggested AA Recovery Practice of the Month

Reports

Secretary’s Report and consideration of Minutes

Treasurer’s Report

District Committee Member's Report

* District
* Area
* General Service Conference/National

Alternate DCM Report

Special Project(s) (e.g., District Inventory)

Committee Chair Reports

* Archivist Report
* Bridging the Gap District Chair Report
* Central California Fellowship of AA (CCFAA) Representative
* Grapevine/La Vina Report
* H&I Report
* Literature rep: TBA
* Outreach to Unrepresented Groups
* Public Information/Cooperation w/ Professional Community (PI/CPC)
* Registrar
* Special Events (e.g., Unity Day, GSC Workshop)
* Webmaster

Group Reports and Questions

Discussion Items

Old Business

New Business

Coffee Contribution

7th Tradition:

* Send check if can please. District 25 is PO Box is 5571, Sacramento, CA 95817-0571 or instead use Venmo: [CNIA District 25 Area 7](https://venmo.com/code?user_id=3757859976251425258&actor_id=3102665810640896514" \t "_blank)
* CNIA, P.O. Box 161712, Sacramento, CA 95816-1712 or <https://cnia.org/product/contribution/>

Closing

* The Responsibility Declaration: *I am responsible when anyone, anywhere reaches out for help, I want the hand of AA always to be there. And for that, I am Responsible.*
* Next Meeting
* Adjournment

## A. EXPENSE CLAIM FORM

**CNIA DISTRICT 25**

**TRUSTED SERVANTS EXPENSE REPORT**

For dates: to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Position:

Address: Phone:

City and zip:

***(Supporting bills, invoices and receipts must be attached for reimbursement)***

Please write a brief purpose of expenditure(s). Use back of sheet if needed.

Copying/Printing $

Postage $ \_\_\_\_\_\_

Supplies $

Telephone $

Registration Fees $

Mileage @ $0.\_\_/mile $

$

Total $ \_\_\_\_\_\_

Trusted Servant Contribution $

To Be Reimbursed $

PETTY CASH $

Signed: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to: District 25, ADDRESS or give to Treasurer. Thank you.

Date received: \_\_ \_\_\_

Date paid: \_\_\_

Check(s) No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_