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## **Introduction**

### Conference Theme

*Embrace the Legacies: Our Spiritual Bridges to Expand the Future*

The 2009 World Service Conference was held at the Wyndham Virginia Beach Oceanfront Hotel, Virginia Beach, Virginia, Sunday, April 19 through Thursday, April 23, 2009. Conference session usually ran from 8:30 AM to 8:30 PM. Prior to the Conference there was the Sharing Area Highlights session, 2008 Committee Review session, and the first of the 2009 Committee meetings on Saturday, April 18, 2009. After Conference there was a Board of Trustees meeting on Friday, April 24, 2009.

Voting Conference members include the Delegates from the United States and Canada, Trustees, Executive Committee, and some World Service Office staff. Others present included the Chair of the Executive Committee for Real Property Management and International community members from Germany, Mexico, Italy, and the UK & Erie. There were 94 voting members.

Concept Seven: *The Trustees have legal rights while the rights of the Conference are traditional.*

Motions passed by the Conference are usually ratified by the Board of Trustees at the Board meeting immediately following Conference.

Concept Eight: *The Board of Trustees delegates full authority for routine management of Al-Anon Headquarters to its executive committees.*

Service Manual, page 60: *The Board of Trustees, which meets quarterly, is the legal entity responsible for administration of Al-Anon's funds and services. Its service arm, the Executive Committee, which meets monthly, is delegated by the Board to make administrative decisions required in the interim between Board meetings.*

Staff—meets day-to-day—implementers/actuators

Executive Committee—meets monthly—administrative/management

Board of Trustees—meets quarterly—future/big picture/voice of Al-Anon

Delegates—meet yearly—communicators group/area to Conference *and* Conference to groups/area

### **Audit Report**

The auditor's report states: "In our opinion, the financial statements referred to above presented fairly, in all material respects, the financial position of Al-Anon Family Group Headquarters, Inc. as of December 31, 2008, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America."

Motion to approve the 2008 Audited Financial Report.

Motion carried, 94 yes, 0 no, 0 abstentions, 0 void)

### **2009 Budget**

#### Estimated Revenue

3,126,000	Literature Sales less cost of printing
1,500,000	Contributions
230,000	Forum Subscriptions
210,000	Transfer from Reserve Fund
<b>5,066,000</b>	<b>Total Estimated Revenue</b>

#### Estimated Expense

3,147,000	Total Labor Costs (Salaries/Taxes/Benefits)
272,000	Building Occupancy
267,000	Postage
267,000	Travel and Meetings
76,000	Conference Net Cost
753,000	Other
<b>4,782,000</b>	<b>Total Operating Expense</b>
9,000	Membership Survey
150,000	Outreach Media
125,000	Depreciation & Amortization (Excluding Building)
<b>5,066,000</b>	<b>Total Expense</b>

Motion to approve the 2009 Finance Committee Report (budget).

Motion carried, 90 yes, 1 no, 0 abstentions, 3 void)

### **Reserve Fund**

The reserve fund is about \$3,330,000. The operating budget is \$5,066,000. Thus the reserve fund is about two-thirds of the operating budget. The goal is to keep the reserve fund less than the operating budget. Warranty One states: *that only sufficient operating funds, including an ample reserve, be its prudent financial principle.*

### **2008 Contributions, USA and Canada**

53.5% of Missouri Area groups contributed a total of \$16,001 in 2008 (\$18,317 in 2007). That is an average of \$116.82 per contributing group and \$62.50 per group (contributing and non-contributing). In the USA and Canada 55.8% of groups contributed an average of \$100.84 per contributing group.

Individual contributions were \$3,470 in 2008 (\$2,480 in 2007). Aggregate Missouri Area group and individual contributions were \$19,471 in 2008 (\$20,797 in 2007).

### **2008 Annual Operational Report**

The annual operation report is nineteen pages of detailed 2008 activities with an additional six pages of Al-Anon/Alateen International activities. Some items of interest include the following.

1. The International Al-Anon General Services Meeting (IAGSM) is a biennial service meeting for General Service Offices/national service structures. The 2008 IAGSM was held in Helsinki, Finland with the theme: "Al-Anon Family Groups Worldwide: Creating a Culture of Trust." The 2010 IAGSM will be held in Virginia Beach, Virginia. A full report of the meeting is available.
2. Approved two PowerPoint presentations for release to Conference members for Area use: "Responsibility" presentation and "Members' Web Site" presentation. These presentations should be released sometime in 2009.
3. For 2009, a blog "Using the Traditions in Our Personal Lives" will begin. A different WSO staff member or volunteer (Trustee or Executive Committee member) will post the introductory sharing each month.
4. The "sketches" television Public Service Announcement (PSA) campaign generated more airplays than any other Al-Anon PSA since the WSO began tracking them in 1996-1997. It was twelve percent ahead of the 2000 campaign, which was previously our most successful.
5. As of January 2009, the English-language radio PSAs had been aired more than 7,900 times, reaching an audience of an estimated 23.4 million listeners.
6. In the first year of a three-year trial, Alateen Advisory Committee (AAC) meetings were held in three regions: US Southwest, US Northeast, and Canada West. The South Central region Areas can bid for holding AAC meetings in 2010.  
AAC meetings are held in conjunction with Assemblies. Ten Alateens and nine Al-Anon Members Involved in Alateen Service participate in these meetings.
7. Al-Anon's participation in strategic relationships continues to increase awareness of the need for family recovery from the effects of alcoholism. Included were activities with National Alcohol and Drug Recovery Month planning, Canadian National Treatment Strategy Workgroup, World Health Organization (WHO) Round Table Meeting, and a Recovery Rally sponsored by the National Council on Alcoholism and Drug Dependence and A&E Network.

8. The International Convention was held in Pittsburgh, Pennsylvania, July 4-6, 2008, with a special "Connecting With Our WSO Day" held on Thursday, July 3, 2008. Convention attendance totaled 3,953 including 83 Alateen, 348 A.A. members, and 189 dual members. The 2013 Al-Anon International Convention will be held in Vancouver, British Columbia, Canada, July 5-7, 2013.
9. The six page Al-Anon/Alateen International activities section of the report includes details regarding two countries in Africa, seventeen countries in Europe, four countries in Asia, Australia/New Zealand, four countries in North/Central America, and ten countries in South America.

### **2008 Strategic Plan Update**

Strategic Planning is a new way for the Board to do its work and at this time the reporting process is a work in progress. Currently, the task and thought force process is evaluated monthly by the Executive Committee and quarterly updates of the entire Plan are submitted to the Board.

Task Forces and Thought Forces are ways for Conference members to participate in focused activities, usually of one year or less duration. Task Forces are charged with coming up with recommendations or solutions. Thought Forces are charged with researching Big Questions and presenting information to the Conference that may result, after consideration, in a Task Force or other committee being charged with further study and recommendation.

The general model follows.

1. Idea generated
2. Initial development and presentation
3. Send to Thought Force for knowledge gathering
4. Thought Force reports
5. Send to Task Force for development if warranted
6. Task Force Report
7. Discussion and decide to implement or not implement

Motion to approve the 2008 Annual Operational Report and 2008 Strategic Plan Update

Motion carried, 91 yes, 2 no, 1 abstentions, 0 void)

### **e-CAL**

There have been very few submissions to the e-CAL committee; so the committee has been dissolved.

Motion to end the three-year trial period for the e-CAL Committee, and dissolve the e-CAL Committee.

Motion carried, 88 yes, 4 no, 1 abstentions, 1 void)

**Amend Conference Charter**  
**Alateen Traditions Protection**

It was discovered that the Alateen Traditions were never conference approved, so there was discussion at the 2005 and 2006 Conferences on the topic. For the 2007 Conference several Delegates volunteered to participate in an ad hoc that would meet and bring forward a motion to approve the Alateen Traditions as written on pages 43-44 of the 2004-2006 Al-Anon Alateen Service Manual with one minor change in order to match the wording of the Al-Anon Traditions. The motion passed, but there was still one issue. The Alateen Traditions are not recognized in the Conference Charter so they did not have the protection from being changed without approval of three-quarters of the groups worldwide.

The discussion at the 2008 Conference related to amendments needed to the World Service Conference Charter to have the protection from being changed without approval of three-quarters of the groups worldwide. Wording could not be resolved so the issue was again raised at this Conference (2009). Wording was established and voted on.

Motion amends the World Service Conference Charter (as it appears in the *2006-2009 Al-Anon/Alateen Service Manual*). [full text of the Charter changes will be available on the Members' web site]

Motion carried, 87 yes, 4 no, 1 abstentions, 0 void)

**Excess Bequest Funds**

At the 2008 Conference Motion 9 provided for unlimited bequest amounts with any bequest amount over ten percent of the WSO budget being assigned to projects by the Conference and these projects being overseen by the Board of Trustees. The motion that was passed at this 2009 Conference was a procedure/timeline for the yearly review of available bequest funds, identification of possible projects, and acceptance or adjustment to prioritized projects.

Motion to adopt the Procedure for Managing Excess Bequest Funds. Each excess bequest, as defined in Motion 9 of the 2008 World Service Conference, is to be spent within 5 years of receipt. Further, should the excess bequest funds exceed the cost of the projects submitted, the Conference has the ultimate authority to extend the timeline or to modify the procedure. [the motion further sets out the calendar year timeline for events]

Motion carried, 89 yes, 3 no, 0 abstentions, 1 void)

### **Committees Disbanded**

The Admissions/Handbook Work Group and the Group Services Committee have been disbanded. This does not mean that the work previously done by the work group and committee has ceased. There is more and more work being done by Task Forces and Thought Forces. These "forces" are of limited duration (usually one year or less) and have a specific objective. Task Forces usually have an end product as a main objective—that being some recommendation for action. Thought Forces usually are information gatherers and pose a Big Question for consideration at the next Conference.

Motion that the Admissions/Handbook Work Group be disbanded on a three-year trial basis.

Motion carried, 90 yes, 3 no, 0 abstentions, 1 void)

Motion to disband the Group Services Committee on a three-year trial basis.

Motion carried, 87 yes, 4 no, 1 abstentions, 0 void)

### **Policy Committee and Motions** **Purchase Property Trial**

There were no policy motions made at the 2008 Conference. The Policy Committee is continuing its work and probably will have motions to present at the 2010 Conference, at which time the AI-Anon/Alateen Service Manual will probably be revised and printed. There will be information in the Conference Summary about current Policy Committee discussions.

The Policy Committee did have an open committee meeting that Conference members watched. The topic of discussion was "What additional information might Conference members need so that they could share information with Areas in advance of the discussion on the questions under number two from Motion 12 of the 1994 Conference regarding the trial to purchase property?"

The fourth triennial report of the Executive Committee for Real Property Management was given at Conference. Also extensive background information was provided. The annual savings in the Hampton Roads area (Virginia Beach, etc.) for purchase rather than lease is about \$200,000. The annual savings for Virginia Beach actual versus New York lease in a not-for-profit building is about \$550,000.

There was extensive discussion and information presented on the topic. The 2010 Conference will discuss whether the trial has worked including:

- What the financial feasibility of ownership has been,
- Whether there has been compliance with the spirit and the letter of the resolution, and
- Whether there has been any negative impact on the fellowship as a whole.

At the end of the 15-year trial period there are three possible actions:

- End the trial and keep the building,
- End the trial and sell the building, or
- Extend the trial for another period of years.

### **WSO Conference Model of Representation Area Division and/or Consolidation**

Discussion on this topic continued from the 2008 Conference. The Big question developed for discussion at Conference follows.

#### ***Is the current WSC model providing the spiritual bridge we need to expand into the future in order to meet the needs of the fellowship?***

Considered and discussed were the following points.

- If Lois and Anne were with us today and were thinking about designing a WSC, what criteria would they use in their plan and how would they go about constructing a WSC to provide the spiritual bridge?
  - Consider geographic and population density
  - Are political boundaries (States) important to the discussion
- What role would today's evolving technology have in that design?
  - What about Web conferencing (e.g. [www.skype.com](http://www.skype.com))
  - How do we get voice to distant groups
- How would our design address the diverse needs of the Areas?
- Would we design Areas differently?
  - Would we consider language, ethnicity, geography, metropolitan and rural differences
- Considering our future design, how large would we want the WSC to be and what would the implications be of our decisions?
  - Are there economic considerations regarding size of the Conference
  - Does the conference need to be near WSO headquarters (Virginia Beach) or near Stepping Stones (Stamford, CT)

The subject will be brought before the 2010 Conference.

### **Regional Service Seminars, Special Events, and TEAM Events**

As you probably know it was previously announced that Regional Service Seminars (RSS) were to be replaced by some type of special events. RSSs were multi-area events set-up on a Regional three-year rotation and developed primarily by WSO. They were expensive both for the WSO and for participants.

The full presentation of the new event was announced at Conference. The new event is called TEAM, an acronym meaning

**T** ogether  
**E** mpowering  
**A** l-Anon  
**M** embers

Forms for requesting a TEAM event are available. A request form is or will shortly be available on the WSO member's website. I have copies of the request forms. See an addendum to this report for an outline of the details of TEAM events.

At the November Assembly this year Mary G., Trustee at Large, will share her story and give a workshop on Leadership. I hope that the Missouri Area will offer her a warm welcome. After her visit we may want to consider the Missouri Area sponsoring a TEAM event.

### **Alateen Chat Rooms**

WSO is testing chat software for use by Alateens. The chat rooms are for Alateen members in an Area or certain metropolitan area. The chat rooms are moderated and only available during scheduled chat sessions. Moderated means that chat text is first seen by the moderator or moderators and then released into the chat room if it is deemed appropriate. Moderators need to meet all of the current safeguards required at Alateen meetings and events. As additional information is made available I will pass it on.

### **The Forum**

What is the future of *The Forum*? This question was raised at the Conference because of the continual decline in The Forum subscriptions. Some believe that the group's free copy is sufficient. Others, perhaps, just don't read it anymore or have yet to discover the publication.

Page 95 of the Service Manual states the following.

*The Forum* is the monthly magazine in which Al-Anon and Alateen members share their experiences. It is "The Voice of the Fellowship," a forum where individual members and groups can be heard.

If you have questions or concerns about *The Forum*, please let me know. Without an increase in subscriptions I believe that there will be changes in format or frequency of publication. Personal subscriptions are only \$11.00 a year. Used copies can be left in waiting rooms, given to newcomers, and left in most any public place.

### **Sharing Area Highlights**

The Sharing Area Highlights meeting was conceived at the 1976 WSC. It developed out of a need expressed by many Delegates for a meeting without WSO participation, where they could share their Area concerns, projects, and successes.

The assignment was to share one success or highlight from your Area since the last World Service Conference along with the specific Legacy instrumental in the accomplishment, and to share one issue or concern from your Area since the last World Service Conference where you could benefit from conversation and collaboration with other Delegates along with the specific Legacy that is applicable, if any.

I will review all reports (well over fifty pages) and discuss with appropriate AWSC members.

### **Chosen Agenda Item Number One—Promotion or Attraction?**

The topic was "Al-Anon's Public Relations Policy—is it becoming more like Promotion rather than Attraction? Are we embracing Traditions Six & Eleven in all Al-Anon's Affairs?"

The discussion distinguished groups (for recovery) and Conferences and Assemblies (Al-Anon business). Another way of stating this is to distinguish the differences in the Al-Anon Fellowship and Al-Anon Family Group Headquarters, Inc. The one is the **fellowship**, the other is the **business**.

The tone of **fellowship** communication differs in some respects from the tone of **business** communication.

Attraction is informing and inviting, promotion is dragging.

Also discussed was full face. In PSAs, those that appear full face, are not Al-Anon members. Full face in *The Forum* is explained in the front inside cover of every *The Forum: In keeping with Traditions Eleven and Twelve, The Forum respects the anonymity of all Al-Anon and Alateen members. When any full-face image is published in this magazine, the person in that image is not an Al-Anon or Alateen member.*

### **Chosen Agenda Item Number Two—Approaching Unhealthy Meetings**

The topic was "How can Areas, districts, and groups approach unhealthy meetings in a positive and productive way?"

Some of the points raised in this session include the following.

- Approach in a positive and spiritual way
- Apply the Traditions and Concepts
- Presume good will
- Principles above personalities

- The introductory paragraph to the Traditions state on page 17 of the Service Manual "The Traditions that follow bind us together in unity. ... Al-Anon's unity and perhaps even its survival are dependent on adherence to these principles."
- Adopt a group
- In difficult situations the best response may be no response
- A good resource is the Service Manual, Warranty Four, pages 208-211.
- Another good resource is *The Al-Anon Family Groups-Classic Edition*, chapter 24, pages 165-180 (*Application Of The Twelve Traditions to Group Problems*). This chapter includes the section *Obedience to the Unenforceable* and it includes several examples of problems along with discussion.

### **Diversity Presentation**

There has been an ongoing discussion on diversity at the current and previous four World Service Conferences. Some of the points raised in these discussions follow.

- Al-Anon growth is important to the fellowship.
- Members want newcomers to feel welcomed; newcomers sometimes feel intimidated rather than encouraged.
- Geographic isolation is a barrier to some.
- There are decreases in membership and meetings.
- We want to create a future that is more responsive to the diverse needs of Al-Anon Family Groups.
- What are the problems facing Al-Anon? What changes will help the fellowship solve its problems and grow again?
- How can service be made more appealing to the fellowship?
- Al-Anon has an aging population. Growth in younger membership is needed.
- Are there ways to improve attraction to the program specific to age, gender, ethnicity, language, and geography?
- How can meetings be more welcoming to newcomers?

### **Abundant Resources**

Al-Anon members can participate in Abundant Resources by responding to Al-Anon's questionnaire which is on the member's Internet site at [www.al-anon.org/members](http://www.al-anon.org/members) (click on the "Survey for Members" tab). An article about the questionnaire is in the May 2009 *The Forum* on pages 14-15.

The purpose is to provide the Trustees and WSO staff with resources for specific projects that may come up from time to time. With permission of those filling out the questionnaires, Areas may be able to tap resources for specific projects on a more local basis. If tapped for a project, most of the work can be done using technology such as conference calls and email. Project time will vary depending on the project.

This is a way of using technology to gather information, help Al-Anon be self-supporting (Tradition Seven), and carry the Al-Anon message (Twelfth Step work).

### **Trustee Elections**

#### **Regional Trustees**

Sandie Dagg	Canada Central	First three-year term
Sharon Hicks	Canada West	First three-year term
Karen Rimmell	US Southwest	Second year of first three-year term
Julius "J.P." Martinek	US Southeast	Third year of first three-year term

#### **Trustees at Large**

Judy Alexander	Second three-year term
Beverly Anderson	Second year of first three-year term
Vicki Hoppin	Second year of first three-year term
Laurie Kleen	Second three-year term
Harriet Tuxhorn	First three-year term

#### **Executive Committee Members**

Judith Philson	Chairperson
Catherine Jordan	Member at Large
Liz Walstrom Sery	Member at Large

#### **Executive Committee for Real Property Management Members**

Linda Berntgen	Chairperson
Debbie Grace	At-Large Member

### **Shared Leadership Workshop**

I was privileged to be asked to work with a Trustee to co-develop and co-present a workshop at Conference on Shared Leadership. Approximately 45 Conference members attended the workshop. I have the workshop materials if you are interested.

### **Membership Contribution Thought Force Assignment (2008)**

Besides committee assignments there are now Task Force and Thought Force assignments. I was on the Member Contribution Thought Force for the year 2008. The Thought Force developed the following Big Question which was presented at the 2009 Conference.

***Embracing our Legacies, how can we help the general membership of Al-Anon understand that member and group contributions are spiritual bridges that help support World Service Office service work in order to fulfill our vision that all people affected by someone else's drinking will find help and recovery in every community?***

Also the task force presented certain statistics on contributions over the past 25 years. Some items to consider regarding member contributions follow.

- Contributions account for 21% of total WSO income for the past 25 years
- Literature sales account for 68% of total WSO income for the past 25 years
- Al-Anon worldwide is supported by the WSO

- The quarterly appeal letter is sent to Groups and is entitled "Quarterly Appeal Letter To Individual Members in Your Group"
- Consider contributions to your group, Area, Al-Anon Information Service (AIS or Information Center), and WSO
- Where would literature and worldwide Al-Anon be without your support?

### **How to Strengthen an AIS Thought Force Assignment (2009)** **KBDM (Knowledge Based Decision Making)**

AIS is the acronym for Al-Anon Information Services. Some are familiar with AISs being called Information Centers or Intergroups. For more information about AISs see Al-Anon Guideline G-3, *Al-Anon Information Services (AIS)*. All Al-Anon Guidelines are available for view on the WSO members' web site.

For 2009 I have been assigned to this Thought Force. There is one Trustee, one staff member, and four Delegates on the committee. We met for the first time on Saturday, April 18, 2009, the day before the start of the Conference.

Our charge is to brainstorm ideas to improve the linkage between the AIS, Districts, and Areas by developing a series of strategies to improve communication and reduce conflict. A desired outcome would be that each AIS becomes a resource for Twelfth Step work at the local level.

The Conference Leadership Team has developed a series of common questions for all committees to use in their work. These questions provide structure to the Knowledge Based Decision Making (KBDM) process used at Conference. You may want to use the following outline for the KBDM process in your Districts and Groups.

#### **The KBDM Questions**

*How to get the information we need to have for an informed group conscience?*

Gather information for these questions for all of your discussion topics. Gather this information prior and during a discussion and get the information out to people before the actual discussion begins. Everyone can add to them. Use them as a basis for discussion. They provide common information so everyone can be on the same page.

#### **Five Important Questions**

##### **Question 1**

What do we know about our members' or prospective members' needs that is relevant to this discussion?

##### **Question 2**

What do we know about the resources and our vision for the organization that is relevant to this discussion?

##### **Question 3**

What do we know about the current realities and evolving dynamics of the world and our fellowship that is relevant to this discussion? What are the Pros and Cons?

**Question 4**

What are the ethical implications of our choices?

In other words:

Will our decision be consistent with our spiritual principles?

**Question 5**

What do we wish we knew, but don't?

**Visit to Al-Anon Family Group Headquarters, Inc.**

Site Statistics	
Al-Anon Family Group Headquarters, Inc. 1600 Corporate Landing Parkway Virginia Beach, VA 23454-5617	
53	Number of Employees
14,878	Office Space (sq. ft.)
5,075	Meeting Rooms/Mail Room/Cafeteria (sq. ft.)
11,448	Warehouse Space (sq. ft.)
5.169	Land (acres)

On Tuesday, April 21, 2009 Delegates visited the World Service Office (WSO). WSO staff and Trustees welcomed the Delegates with waves, hugs, and greetings.

We had small group tours of the entire facility including the offices, warehouse space, meeting rooms, mail room, and cafeteria. It was great to visit the special room dedicated to Al-Anon Family Groups archives; it was climate controlled and very orderly in its files and displays.

We were able to meet with staff, give thanks for their service, and ask questions. I saw a pile of information that was being developed for the new book that was given conceptual approval at the 2008 Conference: *Al-Anon's First Sixty Years*.

**Conference Summary**

All groups are encouraged to get a 2009 Conference Summary. The reports are usually available about mid August. Cost is \$3.00 from the WSO Members Web site. At this time (May 2009) the latest Conference Summary available is for the 2008 Conference. Also available on the WSO Members Web site is a PDF versions of the 2008 and previous Conference Summaries.

All AWSC members will get a Conference Summary at the November 2009 Missouri Area Assembly.

**To Be Continued**

Soon this report will be posted on the Missouri Area Internet site. With the current schedule of our Assemblies, AWSC meetings, and Convention, the report will not be presented to the Missouri Area groups until the November 2009 Assembly. Next year the report will be presented to Missouri Area groups at the first Assembly of 2009 which will be held the weekend of May 1-2, 2010.

Electronic copies of much of the information presented at the Conference are available. All you need do is ask and I will get what ever you request.

Please contact me regarding this report or any other Al-Anon/Alateen questions or concerns or recommendations. I am a resource for you and it is my pleasure to serve the Missouri Area Al-Anon/Alateen and Al-Anon/Alateen as a whole.

Yours in service,

*Remember Concept Four: Participation is the key to harmony.*

Richard B  
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**Addendum—TEAM Event Outline**

- A. What is Different?
  - 1. Targets smaller audiences
  - 2. No longer limited to three-year rotation
  - 3. More input from host (Area or Areas) for a program that targets the interests of local audiences
  - 4. Better use of resources
- B. Responsibilities
  - 1. Host Area or Areas
    - a. Facility
    - b. Registration
    - c. Food options
    - d. Equipment
    - e. Publicity
  - 2. WSO
    - a. WSO Staff and Volunteers (Trustees/Executive Committee members) assignment and expenses
    - b. Flyer template
  - 3. Shared
    - a. Program topics
    - b. Supplies/materials
    - c. Literature
- C. How does my Area participate?
  - 1. Discuss with your Area and decide when, where, and who.
- D. When
  - 1. Tie to an existing Area event (option one)
    - a. Assembly
    - b. Day in Service
    - c. Convention
  - 2. Make a stand-alone event (option two)
- E. Where
  - 1. Discuss with your Area where (alone or with another Area)
- F. Who
  - 1. One Area can host
  - 2. Two or more Areas can host
  - 3. A Region can host
  - 4. Invite members from anywhere
- G. Topics of Interest
  - 1. Choose topics that are of interest to your audience
    - a. Seventh Tradition
    - b. Strategic Plan
    - c. Leadership
    - d. Other service-related topics
- H. How does my Area participate?
  - 1. Discuss with your Area and decide when, where, and who
  - 2. Discuss with your Area topics of interest
  - 3. Submit Event Request Form