

VI.

LITERATURE

AGENDA

Conference Literature Committee

Monday, May 20, 2019 – 9 a.m. - Noon

Room 509/510

Chairperson: Erika H.

Secretary: Steve S.

Conference Committee Members

Panel 68

Erika H.

Jim M.

Rick M.

Marge M.

Jonathan S.

Panel 69

Shyrl B.

Matt D.

Katy P.

Serge V.

- ◆ Discussion and acceptance of trustees' Committee report.
- A. Review progress report on the development of the pamphlet for Spanish-speaking women in A.A.
- B. Review progress report on the development of the pamphlet on A.A.'s Three Legacies.
- C. Consider requests to develop a Fifth Edition of the book *Alcoholics Anonymous*
- D. Review progress report regarding updating the video "Your General Service Office, the Grapevine and the General Service Structure."
- E. Review progress report on the update regarding text on anonymity to the pamphlet "Questions and Answers on Sponsorship."
- F. Consider the development of a Literature Committee Workbook.

NOTE: 1989 Conference Advisory Action

Each Conference Committee carefully consider their agenda items and strive to make their recommendations for Advisory Actions to the Conference at the policy level. To be more financially responsible, when a Conference Committee recommendation involves a substantial expenditure of money, an estimate of cost and its impact on the budget be part of that recommendation.

- G. Review progress report on the update to the pamphlet “Too Young?”
- H. Review progress report on the update to the pamphlet “Young People and A.A.”
- I. Review proposed revision to A.A. World Services’ “Policy on Publication of Literature: Updating Pamphlets and Other A.A. Materials.”
- J. Consider request to revise the pamphlet “The A.A. Group.”
- K. Review progress report regarding the update to the pamphlet “The Twelve Traditions Illustrated.”
- L. Review progress report regarding language on safety and A.A. for inclusion in *Living Sober* and “Questions and Answers on Sponsorship.”
- M. Consider revising the Foreword to the book *Twelve Steps and Twelve Traditions*.
- N. Consider suggestion to add “Nonalcoholics may attend open meetings as observers” to the end of the open meeting side of the Primary Purpose (blue) card.
- O. Consider request to update the pamphlet “The Twelve Steps Illustrated.”
- P. Review matrix of A.A. recovery literature.

NOTE: 1989 Conference Advisory Action

Each Conference Committee carefully consider their agenda items and strive to make their recommendations for Advisory Actions to the Conference at the policy level. To be more financially responsible, when a Conference Committee recommendation involves a substantial expenditure of money, an estimate of cost and its impact on the budget be part of that recommendation.

2019 Conference Committee on Literature

ITEM A: Review progress report on the development of the pamphlet for Spanish-speaking women in A.A.

Background notes:

Progress Report from the TLC Secretary:

In response to the notice sent out to the Fellowship in 2018, in English and Spanish, fifty-nine submissions of experience, strength and hope were received for consideration in the development of the pamphlet for Spanish-speaking women in A.A. The process to review and select stories for a draft pamphlet will begin with the July 2019 trustees' Literature Committee meeting.

To assist in the review and selection of the stories received and the development of the pamphlet, a member of A.A. who is bilingual in English and Spanish was selected in January 2019 by the General Service Board to serve as an appointed committee member (A.C.M.) on the trustees' Literature Committee. This A.C.M. will begin their one-year term in July 2019.

2019 Conference Committee on Literature

ITEM B: Review progress report on the development of the pamphlet on A.A.'s Three Legacies.

Background Notes:

Excerpt from January 26, 2019 meeting minutes of the trustees' Literature Committee:

The committee reviewed and accepted the progress report from the subcommittee on the Pamphlet Based on A.A.'s Three Legacies. The committee **agreed to forward** to the 2019 Conference Committee on Literature a progress report regarding a pamphlet based on A.A.'s Three Legacies.

The committee agreed for the subcommittee to continue with reviews of the submitted stories for the pamphlet to be forwarded to the July 2019 trustees' Literature Committee meeting.

Excerpt from the October 28, 2018 TLC Meeting Report

The chair appointed a subcommittee consisting of Mark E., chair; Cindy F., Doug G. and Katie H. work on this project and to prepare a progress report for the January 2019 meeting.

2018 Conference Advisory Action

The trustees' Literature Committee develop a pamphlet based on A.A.'s Three Legacies, with emphasis on the history of the Three Legacies, how they work together and including personal stories of members' experiences with the Three Legacies and bring back a progress report or draft pamphlet to the 2019 Conference Committee on Literature.

Background:

1. 1.26.19 Subcommittee progress report for the pamphlet on A.A.'s Three Legacies (2 pages)

**Trustees' Literature Committee's Subcommittee on the Development of a
Pamphlet on A.A.'s Three Legacies**

Progress Report

Saturday, January 26, 2019

Background

Excerpt from the July 27, 2018 TLC Meeting Report

The committee discussed the 2018 Conference Advisory Action requesting the development of a pamphlet based on A.A.'s Three Legacies. The staff secretary informed the committee that an announcement requesting story submissions was sent out to all Conference members, Central Offices/Intergroups, and posted in *Box 4-5-9*, the AA Grapevine and La Viña and on the "What's New" section on the aa.org website. The deadline for submissions is November 19, 2018; to date, 3 submissions have been received. The chair appointed a subcommittee composed of Mark E., chair, Cindy F., Doug G. and Katie H. and requested that the subcommittee report back on its progress at the January 2019 meeting.

Calls for stories with a November 19, 2018 deadline were sent to all Conference members, Intergroups and Central offices, and placed in *Box 4-5-9*.

Excerpt from the 2018 General Service Conference Advisory Actions

That the trustees' Literature Committee develop a pamphlet based upon A.A.'s Three Legacies with emphasis on the history of the Three Legacies, how they work together, and including personal stories of members' experiences with the Three Legacies; and bring back a progress report or draft pamphlet to the 2019 Conference Committee on Literature.

Report

The subcommittee held a meeting on December 6, 2018 and reviewed its scope and discussed the need to consider the pamphlet format and content, the basis of evaluation for stories and the rating grid to be used.

As of the deadline of November 19, 2018, forty-six submissions were received.

The subcommittee agreed that the pamphlet open with an explanation in contemporary language describing A.A.'s Three Legacies and how they work together, followed by a section on the history of A.A.'s Three Legacies in

contemporary language using quotes from Bill W.'s writings from less common sources including *A.A. Comes of Age*, *Language of the Heart*, as well as the forthcoming book, *Our Great Responsibility: Selections of Bill W.'s General Service Conference Talks, 1951 – 1970* (working title).

These opening sections would be followed by members' stories sharing experience, strength and hope related to A.A.'s Three Legacies. The subcommittee agreed that evaluation of the stories would include each of the Three Legacies as well as how they work together and their relation to group life and other settings. For future subcommittee members, the subcommittee emphasized the importance of including comments during the review of the stories.

Conclusion

The subcommittee will submit this progress report to the January 2019 trustees' Literature committee.

The subcommittee agreed on a format for an Excel spread sheet for each reviewer to use and to report their judgements and conclusions for each submission. Each spread sheet will then be offered for subsequent committee use.

The subcommittee is grateful for all of the submissions, and thanks the trustees' Literature committee for this opportunity to serve.

2019 Conference Committee on Literature

ITEM C: Consider requests to develop a Fifth Edition of the book, *Alcoholics Anonymous*.

Background notes:

Excerpt from January 26, 2019 meeting minutes of the trustees' Literature Committee:

The committee reviewed and **agreed to forward** to the 2019 Conference Committee on Literature requests to develop a Fifth Edition of the book *Alcoholics Anonymous*.

The year was 1997 when the following advisory action was made:

A draft Fourth Edition of the Big Book, *Alcoholics Anonymous*, be developed and a progress report be brought to the 1998 Conference Literature Committee, keeping in mind the 1995 Advisory Action that:

“The first 164 pages of the Big Book, *Alcoholics Anonymous*, the Preface, the Forewords, ‘The Doctor’s Opinion,’ ‘Dr. Bob’s Nightmare,’ and the Appendices remain as is.”

The proposal was forwarded to the 1997 Conference Literature Committee from the trustees' Literature Committee at the November 1996 meeting. There were follow-up advisory actions in 1998, 1999, 2000 and finally 2001, the latter being the one that approved the final draft.

The first printing of the 4th Edition was done in October 2001 and distributed shortly thereafter.

Background:

1. Develop a fifth edition of the Big Book, *Alcoholics Anonymous*.
 - i. Area 20 Northern Illinois Proposal Letter and Background
 - ii. Area 46 New Mexico Proposal Letter and Background
 - iii. Area 03 Arizona Proposal Letter and Background

CONFIDENTIAL: 69th General Service Conference Background

2. Develop a fifth edition of the book, *Alcoholics Anonymous* with a section of stories from members 25 and younger.
 - i. Area 49 Southeast New York Proposal Letter and Background (2 pages)

To: Patrick C.
Conference Coordinator

From: Robert S.
Delegate, Panel 68, Area 20 Northern Illinois

Re: 2019 General Service Conference Agenda

Dear Patrick:

Welcome to your new assignment as Conference Coordinator. I hope that you find this assignment to be a good experience for you.

I am writing on behalf of the Bourbonnais Terrace Group (District 52) and Area 20, Northern Illinois. We are requesting that the Trustees Literature Committee place the following on the agenda for the 2019 GSC:

That work begins on the development of a fifth edition of the book Alcoholics Anonymous.

The Bourbonnais Terrace Group passed a motion to bring this to the Area Assembly. It was brought, as a motion, to our Area Assembly on September 15th, 2018 and passed unanimously.

Background

The editions of the book Alcoholics Anonymous have been published in somewhat regular intervals:

The first edition was published in 1939,
The second edition 16 years later in
1955, The third edition 21 years later in
1976 The fourth edition 25 years later in
2001

If work was begun now we would expect to see the fifth edition in 2020 or 2021, 19 to 20 years since the last edition first came out.

Respectfully;

Robert S.
Panel 68, Area 20 Delegate

PROPOSED AGENDA ITEM FOR THE 69TH GENERAL SERVICE CONFERENCE
“5th Edition of the Big Book”

PROPOSED AGENDA TOPIC: That the General Service Conference consider creating a 5th Edition of the book *Alcoholics Anonymous* in order to update the personal stories to better reflect our current membership.

BACKGROUND MATERIAL: At our September Assembly, the groups of Area 46 voted unanimously to request that creation of the 5th Edition of the Big Book, *Alcoholics Anonymous*, be made an agenda item for the 2019 General Service Conference.

With each new edition of our Big Book, *Alcoholics Anonymous*, the goal has been to update the stories to include a more truly representative cross section of our current membership. The 4th Edition of *Alcoholics Anonymous* was first printed in 2001. Over the past 17 years, modern society has experienced great changes in how we live, work, and communicate. Likewise, our membership has experienced significant changes over the past 17 years.

Historically, the time between editions has varied from 16 to 25 years. It has taken 3 to 4 years from the proposal of a new edition to its first printing. So, if a 5th Edition were started by the 2019 General Service Conference, it would most likely be completed in 2022 to 2023 (or 21 to 22 years since the previous edition was published).

Revisions of *Alcoholics Anonymous*

Edition	Year Approved	Year Published	Yrs between editions
1 st		1939	-
2 nd	1952	1955	16
3 rd	1973	1976	21
4 th	1997	2001	25
5 th	2019	2022-23	21-22

For the above reasons, we believe now is the appropriate time for work on the 5th Edition of *Alcoholics Anonymous* to begin.

Humbly submitted on behalf of the groups of Area 46,

Teresa J.
Area 46 Delegate
delegate@nm-aa.org

David L.
Area 46 Literature Committee Chair
literature@nm-aa.org

A RIZONA
REA COMMITTEE OF
LCOHOLICS
NONYMOUS

P.O. Box 18765
Tucson, AZ 85731

Topic for Consideration at 2019 General Service Conference Submitted by Area 3 – Arizona

Patrick C. - Conference Coordinator
General Service Office
PO Box 459
Grande Center Station
New York, NY 10163

Date: December 14, 2018

Re: Topic for Consideration – 5th Edition Book

Area 3 – Arizona, would like to submit for consideration at the 2019 General Service Conference: 5th Edition Big Book

Discussion/Comments/Notes:

The Big Book of Alcoholics Anonymous is our “Basic Text” and is used as our main reference material to aid those suffering from Alcoholism to recover. In its pages describes the suggested program over recovery, stories of members about their experience with alcoholism and recovery in Alcoholics Anonymous, and reference Appendices.

The stories of the members are to represent a current cross-section of our membership and are presented so other reading this book may relate and understand that they too may be alcoholic. And by doing so find a solution provided in these pages.

History of Previous Printings:

First Edition - 1939
Second Edition - 1955
Third Edition – 1976
Fourth Edition – 2001

As it would appear is has been 18 years since we have had a revision and just with technology, environmental, media, and demographics alone make clear our membership is ever changing and evolving. We have seen evidence of this at the 2018 Conference by all the different Pamphlet changes for specific membership demographics. Many of the topics we face today have to do with Alcoholics Anonymous providing a safe and welcoming environment for ALL who are afflicted and wish to recover from the disease of Alcoholism.

To this end Area 3 believes it is time for a new revision to aid new members with more relevant stories by our current members today.

Area 3 would like to thank the Conference and Trustees' Committee for their consideration.

Yours in Service,
Dee P.
Delegate - Area 03 (Arizona) - Panel 68
delegate@area03.org



*South Eastern New York General Service Committee of A.A.
Area 49*

*P.O. Box 571
New York, NY 10116-0571*

December 10, 2018

Patrick C
Conference Coordinator
General Service Office
475 Riverside Drive
New York, NY 10115

Dear Patrick

Greetings from South Eastern New York, Area 49.

On November 4, 2018, the SENY assembly voted with substantial unanimity to send the following motion forward for consideration on the agenda of the 69th General Service Conference:

"To support creating a 5th edition of the book Alcoholics Anonymous which would include a new concentrated section of stories comprised of individuals who got sober as young people, meaning under the age of 25."

The motion originated with the Bedford Village Group in Westchester County. SENY has at least three active YPAA committees throughout the area. Members of each contacted me to let me know of their support. Additional background attached.

The 4th edition is nearing its twentieth year of publication. SENY believes now is the time to begin working on a 5th edition and a new section featuring members who got sober young would make it an even stronger resource.

Thanks for your consideration and best wishes to all involved with the 69th General Service Conference.

Sincerely,

John W.
Delegate
Area 49, Panel 67

CONFIDENTIAL: 69th General Service Conference Background

September 13, 2018

Dear SENY members,

My name is Kaleigh and I am speaking on behalf of the Bedford Village, It's Guaranteed group in Westchester County, District 843. I am a 'young person in AA,' having recently celebrated 4 years of sobriety at the age of 21. As a young woman whose sobriety is my primary purpose, I have surrounded myself with others who are deeply committed to passing on the message of recovery as it is laid out in the book Alcoholics Anonymous. As you can imagine, many of the folks I'm close with are also fortunate to have begun their path to sobriety as younger members. We attend many different meetings throughout Westchester, and have discussed the idea I am presenting in this proposal. We believe this suggestion could be useful for more potential members than we can imagine.

It is our understanding that any suggestions members have can be brought to the 69th General Service Conference. As it stands, the stories in the back of the Big Book are divided into the sections Pioneers of AA, They Stopped in Time, They Lost Nearly All. We believe it would be beneficial to have a new edition of the Big Book in which there is an additional section among the stories comprised of individuals who got sober as young people- maybe called 'Young People in AA.' Having stories of young people more visibly accessible in the book could in fact help offset the fact that many meetings do not have a strong representation of young people in the room.

As of right now, there *are* a few such stories, but it is not simple to find them. I, myself did not realize there were multiple stories of alcoholics who got sober young until I was sober for a few years, and I had read the Big Book quite frequently. We believe that if there were a more concentrated section that could accurately depict the stories of the present day young alcoholic (not just those who "drank too much at college" or wanted to get help before things got too bad, but young people who can identify with the threefold disease, and the realization that no human power could relieve their alcoholism.) Our hope is to help more young people identify that it is possible to be young and alcoholic and most of all, to realize it is possible to live a wonderful, sober life with more and more young people in AA.

Thank you for your consideration,

Kaleigh R.

*Member of Bedford Village, It's Guaranteed
Westchester County*

Jessica F.

*GSR of Bedford Village, It's Guaranteed
Westchester County*

2019 Conference Committee on Literature

ITEM D: Review progress report regarding updating the video “Your General Service Office, the Grapevine and the General Service Structure.”

Background notes:

Excerpt from January 26, 2019 meeting minutes of the trustees’ Literature Committee:

The committee reviewed and **agreed to forward** to the 2019 Conference Committee on Literature a progress report on “Your General Service Office, the Grapevine and the General Service Structure.”

The committee also received a verbal update from the staff secretary which included a report of a scheduled timeline for the selection of a video production company. The committee looks forward to a progress report which is anticipated to include a presentation of the selected video production company at the July 2019 trustees’ Literature Committee meeting.

Excerpt from TLC July 28, 2018 Meeting Report

The committee discussed the 2018 Conference Advisory Action requesting a comprehensive update to the video “Your General Service Office, the Grapevine and the General Service Structure” to reflect a contemporary presentation of the General Service and AA Grapevine offices, as well as a current portrayal of the General Service structure. The committee requested that the staff secretary work with the Publishing Department to begin work on the project and present a story board or progress report at the January 2019 meeting.

2018 Conference Advisory Action

The trustees’ Literature Committee undertake a comprehensive update to the video “Your General Service Office, the Grapevine and the General Service Structure” to reflect a contemporary presentation of the General Service and AA Grapevine offices as well as a current portrayal of the General Service Structure, and back a progress report or draft updated video to the 2019 Conference Committee on Literature.

Background:

1. Progress report submitted by the TLC Secretary and Publishing Department

January 2, 2019

To: Trustees' Literature Committee

From: Steve S., trustees' Literature Committee Secretary and David R., G.S.O.
Publishing Director

Re: Progress Report "Your General Service Office, the Grapevine and the
General Serviced Structure"

Since the October 2018 meeting of the trustees' Literature Committee, six Requests for Information (RFI's) have been received at the office. Discussions are underway on conceptual approaches, as well as a timeline for reviewing RFI's, so that production efforts might be optimized by having one or more video projects encompassed at once, including the video, "Your General Service Office, the Grapevine and the General Service Structure," virtual regional forums videos, and, possibly, others.

2019 Conference Committee on Literature

ITEM E: Progress report regarding revision to the pamphlet “Questions and Answers on Sponsorship”

Background notes:

Excerpt from October 27, 2018 meeting report of the trustees’ Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature a progress report on the revision to the pamphlet “Questions and Answers on Sponsorship.”

Excerpt from TLC July 28, 2018 meeting report:

The chair appointed a subcommittee composed of Cindy F., Doug G. and Katie H. to review the current pamphlet, identify where it may be appropriate to insert a section on anonymity, draft suggested language, and report back to the committee at the October 2018 meeting.

2018 Conference Advisory Action

The trustees’ Literature Committee revise the pamphlet “Questions and Answers on Sponsorship” to include a section on anonymity and bring back a progress report or draft text to the 2019 Conference Committee on Literature.

Background:

1. Subcommittee progress report from October 27, 2019
2. Current pamphlet “Questions and Answers on Sponsorship” available on G.S.O.’s A.A. website at: http://www.aa.org/assets/en_US/search/p-15-questions-and-answers-on-sponsorship

**Trustees' Literature Committee's Subcommittee on the Revision to the Pamphlet
"Questions and Answers on Sponsorship"
Progress Report**

Saturday, October 27, 2018

Background

At their July 2018 meeting the trustees' Literature Committee discussed the 2018 Conference Advisory Action to revise the pamphlet "Questions and Answers on Sponsorship" to include a section on anonymity and to bring back a progress report or draft text to the 2019 Conference Committee on Literature.

The chair appointed a subcommittee composed of Cindy F., Doug G. and Katie H. to review the current pamphlet, identify where it may be appropriate to insert a section on anonymity, draft suggested language, and report back to the trustees Literature Committee's October 2018 meeting.

Report

The subcommittee met via conference call in September 2018. Upon review, the subcommittee found a few places where adding some language would be most beneficial rather than adding an entire section. The following items are submitted for consideration by the trustees' Literature Committee:

1. Under the section, ***What does a sponsor do and not do?*** (p. 13)

After the current bullet, "Impresses upon the newcomer the importance of all our Traditions", add language and a new bullet:

"Emphasizes the relevance and spiritual value of anonymity, both on a person to person basis, as well as at the public level including social media. (For more information see the pamphlet, "Understanding Anonymity," item P-47)."

2. Under the section, ***How can a sponsor explain the A.A. program?*** (p. 15)

Add a 6th paragraph:

"Many sponsors discuss the significance of anonymity at a personal level and public level early on. Anonymity at a personal level provides protection for all members from the identification as alcoholics, a safeguard often of special importance to newcomers. At the level of press, radio, films, and other media technologies, such as the internet, anonymity stresses the equality in the Fellowship of all members by putting the brake on those who might otherwise exploit their A.A. affiliation to achieve recognition, power, or personal gain. The

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sponsor is quick to point out the benefit of anonymity at this public level. A sponsor may provide examples from their own experience of maintaining public anonymity.”

3. If the trustees’ Literature Committee chooses to create a separate section, the subcommittee submits the following:

After the section, ***How can a sponsor explain the A.A. Program?*** (p. 15, 16), add to page 16 the following section:

“How does a sponsor explain anonymity?”

“The sponsor emphasizes the relevance and spiritual value of anonymity, both on a person to person basis, as well as at the public level including social media. (Refer to “Understanding Anonymity” pamphlet (P-47). Many sponsors discuss the significance of anonymity at a personal level and public level early on. Anonymity at a personal level provides protection for all members from the identification as alcoholics, a safeguard often of special importance to newcomers. At the level of press, radio, films, and other media technologies, such as the internet, anonymity stresses the equality in the Fellowship of all members by putting the brake on those who might otherwise exploit their A.A. affiliation to achieve recognition, power, or personal gain. The sponsor is quick to point out the benefit of anonymity at this public level. A sponsor may provide examples from their own experience of maintaining public anonymity.”

Thank you for allowing us the opportunity to be of service to the fellowship.

Respectfully submitted by the Subcommittee on Revision of the pamphlet “Questions and Answers on Sponsorship”.

2019 Conference Committee on Literature

ITEM F: Consider the development of a Literature Committee Workbook.

Background notes:

Excerpt from January 26, 2019 meeting report of the trustees' Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature the request to develop a Literature Committee Workbook.

NOTE: Literature Committee Packets are mailed to all newly listed Intergruop/Central Office, District and Area Literature Committee Chairs as well as group Literature Chairs. Literature Display Packet request cards are made available to committee chairs as well as members serving events being listed in *Box 4-5-9*.

Background:

1. Area 87 South-West Quebec proposal letter
2. Sample Literature Chair welcome letter and enclosures with links
3. Literature Display information
4. Excerpt from the pamphlet, "The A.A. Group: Where it All Begins," page 23

Literature Committee Workbook

Our Literature Committee would like to have a Committee Workbook produced by the GSO to help us conduct our business meeting and write some guidelines.

In area 87 we have such a committee since January 2017. We have realized that it is not simple to draw a comprehensive course to our interventions throughout the Literature outlet of our Central Office, our Area Steering Committee and assembly and the 500 groups spread around on the area territory.

We would like to share experiences with other literature committees in the different areas of the Conference and a Workbook seems to be the way to go. We need to know what else can be done. We meet with districts whenever they ask us, we participate in the local events, round-ups, etc.

We also serve in three languages, have three magazines (The AA Grapevine, La Viña and La Vigne, our French Grapevine).

Because the volunteers is an issue here, we want to present all the recovery material available in the groups with only one representative in each group. It is already on its way.

For all these reasons we would like to have the help of the GSO.

Pierre V.

Literature coordinator for area 87 (South-West Quebec)

LITERATURE
Item F
Doc. 2

Alcoholics
Anonymous®
www.aa.org

General Service Office of Alcoholics Anonymous, Inc.

475 Riverside Drive, 11th Floor, New York, NY 10115 / Telephone: (212) 870-3400

Please direct all
communications to:

P.O. Box 459
Grand Central Station
New York, NY 10163
Fax: (212) 870-3003

December 10, 2018

John Doe
123 Oceanside Ave
San Diego, CA 95427

Dear John,

Congratulations on being elected literature chairperson. We are adding your name to G.S.O.'s literature chairperson mailing list.

We hope you take the time to familiarize yourself with the different pieces of A.A. literature. Categories are listed and described in the trilingual catalog of "Conference Approved Literature and Other A.A. Material," which is enclosed. Further information on the literature assignment is included in the A.A. Guidelines on Literature Committees and "The A.A. Group" pamphlet (enclosed).

We encourage Literature chairs to continue ordering literature through their local intergroup or central office, whenever possible. Otherwise, the A.A. literature catalog provides information on how to order from G.S.O. For information about Grapevine literature or information about how to set up a Grapevine committee, you can contact the Grapevine office at 475 Riverside Drive, New York, NY 10115; or visit, www.aagrapevine.org

Upon request, we will provide a complimentary literature display package which contains one copy of all the A.A. book dust jackets; one copy of all pamphlets; one set of A.A. Guidelines; List of Service Material Available from G.S.O.; new literature flyers; List of Central Offices, Intergroups and Answering Services for the United States/Canada, and Overseas; *The A.A. Service Manual*; and A.A. Literature Catalog. We will mail this display package to you as soon your request is received.

Enclosed is the current issue of *Box 4-5-9* which you will receive automatically each quarter. We are including subscription forms (with postage paid envelopes) for other A.A. members interested in receiving this publication. A digital subscription is available online at no charge. For more information, please visit www.aa.org. From time to time, you will also receive activity updates on A.A. literature. If we can be of any assistance, let us know. In the meantime, we send our kindest regards.

In fellowship,

Steve S GSO Staff
Literature Assignment literature@aa.org

Enclosures: [Literature catalog \(F-10\)](#); "The A.A. Group" (P-16); [A.A. Guidelines on Literature Committees \(MG-9\)](#); List of Service Material Available from G.S.O. (SMF-33); [Current Box 4-5-9](#); [Service piece "Conference-Approved Literature" \(SMF-29\)](#); Box 4-5-9 Subscription Forms (F-37); 3 postage paid envelopes (U.S. only); copies of Box 4-5-9 articles

Excerpt from the Welcome Letter sent to Literature Chairs (Area, District, and Intergroup/Central Office)

Upon request, we will provide a complimentary literature display package which contains one copy of all the A.A. book dust jackets; one copy of all pamphlets; one set of A.A. Guidelines; List of Service Material Available from G.S.O.; new literature flyers; List of Central Offices, Intergroups and Answering Services for the United States/Canada, and Overseas; *The A.A. Service Manual*; and A.A. Literature Catalog. We will mail this display package to you as soon your request is received.

Literature Coordinator,

Yes, we are interested in receiving the literature display package you have told us about in your letter.

The display package is requested for: _____
(Name of Event –or– Area Name and Number)

Dates of Event: _____ to _____ 20_____
(Month and Start Date) (End Date) (Year)

I understand that the materials can not be sent directly to the event's venue, such as hotels, lodges, halls, or other public spaces not associated with A.A. Please mail the box of materials to:

If further information is needed, please contact _____ at:
(Name)

(_____) - _____ - _____
(Area Code) (Telephone #)

Thank you.

**CONV.1 PLUS – DISPLAY MATERIAL FOR EVENT CHAIRS
AND LITERATURE CHAIRS**

1	F-1	A.A. at a Glance
1	F-2	Information on A.A.
1	F-3	Self-Support
1	F-4	Where Do I Go From Here?
1	F-5	Carrying the Message
1	F-6	Your A.A. G.S.O.
1	F-8	Problems Other Than Alcohol
1	F-9	A Message to Teenagers
2	F-10	Literature Catalog
1	F-12	The DCM Flyer
1	F-17	Primary Purpose Card
1	F-20	A.A. Anonymity Card
1	F-26	Corrections Correspondence Service
1	F-25	List of Central Offices/Intergroups for the U.S. and Canada
1	F-33	List of Service Material
1	F-59	List of General Service Offices ...Overseas
1	MG-20	One Set of Guidelines
1	P-1	This Is A.A.
1	P-2	Frequently Asked Questions about A.A.
1	P-3	Is A.A. for You?
1	P-4	Young People and A.A.
1	P-5	Women in A.A.
1	P-8	Twelve Concepts Illustrated
1	P-9	Memo to an Inmate
1	P-10	How It Works
1	P-11	The A.A. Member—Medications and Other Drugs
1	P-12	The Jack Alexander Article...
1	P-13	Do You Think You're Different?
1	P-15	Questions and Answers on Sponsorship
1	P-16	The A.A. Group
1	P-17	A.A. Tradition – How it Developed
1	P-18	Inside A.A.
1	P-19	G.S.R. your group's link to A.A. as a whole
1	P-20	A Message to Correctional Facilities...
1	P-21	A.A. for the Native North American
1	P-22	A.A. for the Older Alcoholic...
1	P-23	A.A. ...for the Healthcare Professional
1	P-24	A Newcomer Asks
1	P-25	Members of the Clergy Ask About A.A.
1	P-26	A.A. in Correctional Facilities
1	P-27	A.A. in Treatment Facilities

**CONV.1 P US – DISPLAY MATERIAL FOR EVENT CHAIRS
AND LITERATURE CHAIRS (CONT'D.)**

1	P-28	Twelve Traditions Flyer
1	P-29	How A.A. Members Cooperate...
1	P-30	Is There an Alcoholic in Your Life?
1	P-31	A.A. In Your Community
1	P-32	LGBTQ Alcoholics in A.A.
1	P-33	It Sure Beats Sitting in a Cell
1	P-34	Let's Be Friendly With Our Friends
1	P-35	Problems Other Than Alcohol
1	P-36	Is A.A. for Me?
1	P-37	Too Young?
1	P-38	What Happened to Joe...
1	P-39	It Happened to Alice
1	P-40	Speaking at Non-A.A. Meetings
1	P-41	A Member's-Eye View...
1	P-42	A Brief Guide to A.A.
1	P-43	12 Traditions Illustrated
1	P-44	A.A.'s Legacy of Service
1	P-45	Circles of Love and Service
1	P-46	If You Are a Professional
1	P-47	Understanding Anonymity
1	P-48	The A.A. Membership Survey
1	P-49	Bridging the Gap
1	P-50	A.A. and the Armed Services
1	P-51	A.A. for the Black and African American Alcoholic
1	P-53	Co-Founders of A.A.
1	P-54	Is There a Problem Drinker in the Workplace?
1	P-55	Twelve Steps Illustrated
1	P-83	Access to A.A.: Members Share on Overcoming Barriers
1	P-84	Many Paths to Spirituality
1	P-86	The "God" Word: Agnostic and Atheist
		Members in A.A.
1	P-87	A.A. for Alcoholics with Mental Health Issues – and their sponsors
1	BM-31	Service Manual/Twelve Concepts
1	BC-1	Book Cover Big Book
1	BC-2	Book Cover – 12&12
1	BC-3	Book Cover – A.A. Comes of Age
1	BC-5	Book Cover – As Bill Sees It
1	BC-8	Book Cover – Dr. Bob and the Good Oldtimers
1	BC-9	Book Cover – Pass It On
1	BC-20	Book Cover – Experience, Strength & Hope

**SPANISH CONV.1 PLUS – DISPLAY MATERIAL FOR EVENT CHAIRS
AND LITERATURE CHAIRS**

2	SF-10	Literature Catalog
1	SF-33	SP. List of Service Material
1	SF-1	A.A. de un Vistazo
1	SF-12	M.C.D.
1	SF-17	Tarjeta de Declaración de Objetivo Primordial
1	SF-2	Información sobre A.A.
1	SF-3	Manteniendo el Sistema
1	SF-4	¿A Donde Voy Aquí?
1	SF-5	Llevando el Mensaje
1	SF-6	Su Oficina de Servicios Generales
1	SF-8	Problemas Diferentes del Alcohol
1	SF-9	Un Mensaje a los Jóvenes
1	F-25	List of Central Offices/Intergroups for the U.S. and Canada
1	F-59	List of General Service Offices...Overseas
1	SF-20	Tarjeta de Anonimato de A.A.
1	SMG-20	Paquete de Todas las Guías
1	SP-1	Esto Es A.A.
1	SP-10	Como Trabaja
1	SP-11	El Miembro de A.A.—Medicamentos y Otras Drogas
1	SP-12	Alcohólicos Anónimos por Jack Alexander
1	SP-13	¿Se Cree Usted Diferente?
1	SP-15	Preguntas y Repuestas sobre Apadrinamiento
1	SP-16	El Grupo de A.A.
1	SP-17	La Tradición de A.A.
1	SP-18	Dentro de A.A.
1	SP-19	R.S.G.
1	SP-2	44 Preguntas
1	SP-22	A.A. para el Alcohólico de Edad Avanzada
1	SP-23	A.A. Como Recurso para los Profesionales de Salud
1	SP-24	Un Principiante Pregunta
1	SP-25	Los Miembros del Clero Preguntan acerca de A.A.
1	SP-26	A.A. en Prisiones
1	SP-27	A.A. en las Instituciones de Tratamiento
1	SP-29	Como Cooperan los Miembros...
1	SP-3	¿Es A.A. para Usted?
1	SP-30	¿Hay un Alcohólico en su Vida?
1	SP-31	A.A. en Su Comunidad
1	SP-32	Los Alcohólicos LGBTQ de .A.A.
1	SP-33	Es mejor que Estar Sentado en una Celda
1	SP-34	Seamos Amistosos Con Nuestros Amigo

**SPANISH CONV.1 PLUS – DISPLAY MATERIAL FOR EVENT CHAIRS
AND LITERATURE CHAIRS (CONT'D.)**

1	SP-35	Problemas Diferentes del Alcohol
1	SP-36	¿Es A.A. Para Mí?
1	SP-38	Lo que le Sucedió a José...
1	SP-39	Le Sucedió a Alicia
1	SP-4	Los Jóvenes y A.A.
1	SP-40	Hablando en Reuniones no-A.A.
1	SP-41	El Punto de Vista de un Miembro de A.A.
1	SP-42	Una Breve Guía a A.A.
1	SP-43	Las Doce Tradiciones Ilustradas
1	SP-44	El Legado de Servicio de A.A.
1	SP-45	Círculos de Amor y Servicio
1	SP-46	Si Ud. Es un profesional, A.A. quiere trabajar con usted
1	SP-47	Comprendiendo el Anonimato
1	SP-48	Encuesta sobre los Miembros de A.A.
1	SP-49	Uniando las Orillas
1	SP-5	Las mujeres de AA
1	SP-54	¿Hay un Alcohólico en el Lugar de Trabajo?
1	SP-55	Los Doce Pasos Ilustrados
1	SP-9	Carta a un Preso que puede ser un Alcohólico
1	SP-84	Muchas Sendas Hacia La Espiritualidad
1	SP-86	La palabra "Dios": Los miembros de A.A. agnósticos y ateos
1	SP-87	A.A. para los alcohólicos con problemas de salud mental — y sus padrinos
1	SBM-31	Manual de Servicio
1	SBC-1	Alcohólicos Anónimos

**FCONV.1 PLUS – DISPLAY MATERIAL IN FRENCH FOR EVENT
CHAIRS AND LITERATURE CHAIRS**

2	F-10	Literature Catalog (English, French, Spanish)
1	FF-33	Liste des documents de service
1	FF-1	Aperçu sur les AA
1	FF-12	Votre RDR
1	F-17	Cartes de Réunions Ouvertes/Fermées
1	FF-2	Renseignements sur les AA
1	FF-3	L'Autonomie Financière
1	FF-4	Et Maintenant Que Vais-Je Faire?
1	FF-5	Transmettre le Message dans Centres de Dét.
1	FF-6	Votre BSG
1	FF-8	Problèmes Autres Que L'Alcoolisme (Citations)
1	FF-9	Un Message aux Moins de Vingt Ans
1	F-25	List of Central Offices/Intergroups for the U.S. and Canada
1	F-59	List of General Service Offices ...Overseas
1	FF-20	Carte sur l'anonymat
1	FMG-20	Série (16 Lignes de Conduite)
1	FP-1	Voici les AA
1	FP-10	Notre Méthode
1	FP-11	Le Membre des AA Face aux Méd. et Drogues
1	FP-12	L'Article de Jack Alexander sur les AA
1	FP-13	Vous Croyez-Vous Différent?
1	FP-15	Questions et Réponses sur le Parrainage
1	FP-16	Le Groupe des AA
1	FP-17	La Tradition des AA et Son Développement
1	FP-18	La Structure de L'Association des AA
1	FP-19	Le RSG
1	FP-2	44 Questions
1	FP-20	Un Message aux Dir. D'Établissements Corr.
1	FP-21	Les AA et Les Autochtones d'Amérique du Nord
1	FP-22	Les AA pour l'Alcoolique Plus Âgé
1	FP-23	Les AA: Une Ressource pour les Prof. de la Santé
1	FP-24	Un Nouveau Veut Savoir
1	FP-25	Les Membres du Clergé se Renseignent...
1	FP-26	Les AA dans les Centres de Détention
1	FP-27	Les AA dans les Centres de Traitement
1	FP-29	Collaboration des Membres des AA
1	FP-3	Les AA Sont-Ils Pour Vous?
1	FP-30	Y a-t-Il un Alcoolique dans Votre Vie?
1	FP-31	Les AA dans Votre Milieu
1	FP-32	Les alcooliques LGBTQ des AA

FCONV.1 PLUS – DISPLAY MATERIAL IN FRENCH FOR EVENT
CHAIRS AND LITERATURE CHAIRS

1	FP-33	Ça Vaut Mieux que de Poireauter en Prison
1	FP-34	Collaborons avec Nos Amis
1	FP-35	Problèmes Autres que l'Alcoolisme
1	FP-36	Les AA Sont-il pour Moi?
1	FP-37	Trop Jeune?
1	FP-38	Jean...Face à son problème d'Alcool
1	FP-39	L'Histoire de Nicole
1	FP-4	Les Jeunes et les AA
1	FP-40	Causeries à l'Extérieur des AA
1	FP-41	Point de Vue d'Un Membre des AA
1	FP-42	Petit Guide Pratique sur les AA
1	FP-43	Les Douze Traditions Illustrées
1	FP-44	L'Héritage des Services des AA
1	FP-45	Cercles d'Amour et de Service
1	FP-46	Vous Vous Occupez Prof. d'Alcoolisme?
1	FP-47	Le Sens d'Anonymat
1	FP-48	Sondage sur les Membres des AA
1	FP-49	Favoriser le Rapprochement
1	FP-5	Les femmes des AA
1	FP-53	Les Deux Fondateurs des AA
1	FP-54	Y A-t-Il un Alcoolique dans Votre Milieu au Travail?
1	FP-55	Les Douze Étapes Illustrées
1	FP-8	Les Douze Concepts Illustrés
1	FP-9	Un Message à l'Intention de Détenu
1	FP-84	Differentes Avenues Vers La Spritualité
1	FP-86	Le mot « Dieu »: Membres agnostiques et athées chez les AA
1	FP-87	Les AA pour les alcooliques atteints de maladie mentale — et ceux qui les parrainent
1	FBM-31	Le Manuel du Service Chez les AA/les Douze Concepts
1	FBC-1	Couvertures de livre du Gros Livre

Excerpt from the pamphlet, "The A.A. Group: Where it All Begins," page 23

Literature representative: The group's literature representative makes certain that A.A. Conference-approved books and pamphlets, ordered from the General Service Office or purchased from the local intergroup (central office), are on hand for meetings and properly displayed.

Group literature representatives can obtain information on their responsibilities by writing to the literature coordinator at G.S.O. Regular communications are sent to literature representatives from G.S.O. The A.A. Guideline for Literature Committees is also a valuable resource.

For A.A. literature and subscriptions to the A.A. newsletter *Box 4-5-9*, checks should be made out to A.A. World Services, Inc. Many A.A. groups purchase bulk subscriptions to *Box 4-5-9* (in units of 10) for distribution to their members, thus providing them regular communication with A.A. in the U.S., Canada and countries throughout the world.

2019 Conference Committee on Literature

ITEM G: Review progress report on the update to the pamphlet “Too Young?”

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees’ Literature Committee:

The committee agreed to forward a written version of a verbal report provided by the General Service Office’s Publishing Department regarding the pamphlet “Too Young?” to the 2019 Conference Committee on Literature.

Excerpt from TLC October 27, 2018 Meeting Report

The committee reviewed the progress report on the revision to the pamphlet “Too Young?” and requested that Appointed Committee Member Katie H. forward sharing to the Publishing Department as it continues its work to provide an update at the committee’s January 2019 meeting.

Excerpt from TLC July 28, 2018 Meeting Report

The Publishing Department advised that they are in the process of identifying an appropriate graphic designer as well as exploring the possibilities for producing an animated video format component to the pamphlet. The committee agreed that it would be beneficial to the project to involve Katie H. at this stage of the project. The committee requested that Publishing continue work on this project and bring back a progress report to the October 2018 meeting.

2018 Additional Committee Consideration

The committee reviewed a progress report on the revision of the pamphlet “Too Young?” The committee looks forward to reviewing a progress report or revised draft pamphlet at the 2019 General Service Conference.

Floor Action of the 2017 General Service Conference

The pamphlet “Too Young?” be revised to reflect more current collective experiences of young alcoholics and their welcome to A.A.

Background:

1. 1.30.19 progress report submitted by Publishing Department
2. 11.13.18 email with local sharing submitted by Katie H., trustees' Literature Committee Appointed Committee Member
3. Current pamphlet "Too Young?" available on G.S.O.'s A.A. website at:
http://www.aa.org/assets/en_US/search/p-37-too-young

Memorandum

January 30, 2019

To: Steve S., secretary to trustees' Literature Committee
David R., A.A.W.S. publishing director

From: Ames S., A.A.W.S. managing editor

Re: PROGRESS REPORT, "Too Young?"

In response to a Conference Advisory Action that the trustees' Literature Committee update the pamphlet "Too Young?," the Publishing Department has been in contact with a graphic artist/video producer familiar with our A.A. materials and approach (who is the producer of the recent PSA "Changes" and has worked with A.A. on other projects).

We have had a number of meetings to discuss the pamphlet and how an update might be approached, noting that this project would seem to be a natural for presentation in a video format. We are currently exploring ideas along these lines, with an accompanying print format that would be innovative and attractive to young people as well.

During our discussions of this project, it has become clearer that the age-group focus of the original pamphlet was too broad to be especially effective. In today's world, there are really two "target audiences" we would need to approach ("Tweens" and "Teenagers") and both of these groups would benefit from different approaches, both graphically and thematically.

So, we have been looking into and evaluating different approaches to both age groups, along with the utilization of video as well as print. We have reviewed some draft samples of a print approach and will be continuing to develop these ideas.

As this project continues to unfold, we are hoping to have some video samples and/or print drafts for the trustees' committee to evaluate in either July or November, with samples or a progress report for presentation to the 2020 Conference Literature Committee.

11.13.18 Email from Katie H. to the Publishing

Hi Ames,

Hope you are doing well on this Tuesday morning. I spent time with three regional Young People's Committees (EBYPAA, SACYPAA and YOLYPAA) from Northern California and had 45 minute discussions about the "Too Young?" Pamphlet as well as their recommendations and experiences with AA Literature. Below are a couple of the notes that I captured from these discussions.

- QR Codes on pamphlets linking to AA.org in order to view the pamphlets online and/or links to YouTube content. In my opinion, this should be high priority. Interesting to note that even though I brought copies of the pamphlet, everyone went to their phones to look up the pamphlet. It is my personal experience as well that I utilize my iPhone for looking up most information. Having this data in a user friendly format online would be great as well. The PDF of the pamphlet is not as friendly. Developing this content in an online format would be useful.
- Shorter format – the "Young People in AA" pamphlet has all the stories and it is long. The suggestions was that a "visual" pamphlet would be more effective if it wasn't as long.
- "Keep it simple" – some of the stories felt TOO specific to the majority. Although there were three people within these groups that actually said "This character. This is me." The rest did not identify.
- More focus on the Questionnaire piece. Everyone felt that was helpful.
- More emphasis that there are Young People's meetings and conferences – local meetings to state, regional and international conferences
- Characters less stereotypical and more generic
- Pamphlet is very dark and gloomy – add more hope and more color at the end
- Overall needs to be more modern
- Development of YouTube videos would be the primary way to move forward in order to have young people find answers to questions about alcoholism

Something interesting to note: I met very few people who had any experience with reading AA Pamphlets in early recovery. However, I did meet 1 girl who told me a story that I would like to share. She explained that she walked into her first meeting at 15. She had a typical experience of a young person in AA in that she was surrounded by people she didn't think she could relate to. She sat down in the meeting and saw on the wall a pamphlet that was graphic and looked like a cartoon. She grabbed it and saw the title "Too Young?" and knew it was for her. She said she didn't hear a thing in the meeting and read the pamphlet cover to cover. She is now 17 years old and 2 years sober.

Thanks,

Katie H.

2019 Conference Committee on Literature

ITEM H: Review progress report on the update to the pamphlet “Young People and A.A.”

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees’ Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature a progress report on “Young People in A.A.”

Excerpt from TLC October 27, 2018 Meeting Report

The committee reviewed the subcommittee progress report on the revision to the pamphlet “Young People and A.A.” The committee agreed to forward to the Publishing Department the subcommittee report and proposed stories for the revision. The committee requested that a draft pamphlet or progress report be submitted to the committee’s January 2019 meeting.

Excerpt from TLC July 28, 2018 Meeting Report

The chair appointed a subcommittee composed of Tommi H., chair, Doug G., and Katie H. to continue work on this project and prepare a progress report for the October 2018 meeting.

2018 Additional Committee Consideration

The committee reviewed a progress report from the trustees’ Literature Committee on the revision of the pamphlet “Young People and A.A.” The committee looks forward to reviewing a progress report or draft revised pamphlet at the 2019 General Service Conference.

2017 Additional Committee Consideration

A progress report was submitted to the 2017 Conference Committee on Literature; the committee reviewed and requested that a revised pamphlet or progress report be brought to the 2018 Conference Committee on Literature.

Advisory Action of the 2016 General Service Conference

The trustees' Literature Committee revise the pamphlet "Young People and A.A." to better reflect the experiences of young people in A.A. today." The committee requested that a progress report or draft pamphlet be brought to the 2017 Conference Committee on Literature.

Background:

1. 1.8.19 Progress report submitted by Publishing Department
2. Current pamphlet "Young People and A.A." available on G.S.O.'s A.A. website at:
http://www.aa.org/assets/en_US/search/p-4-young-people-and-aa

Memorandum

January 8, 2019

To: Steve S., secretary to trustees' Literature Committee
David R., A.A.W.S. publishing director

From: Ames S., A.A.W.S. managing editor

Re: PROGRESS REPORT, "Young People and A.A."

In response to the 2016 Conference Advisory Action that the trustees' Literature Committee update the pamphlet "Young People and A.A.," personal recovery stories of young people were solicited from the Fellowship. Over the course of a year or so, all the stories submitted were reviewed by a subcommittee of the trustees' Literature Committee, which put forward a final selection in October 2018 comprised of 19 stories to serve as a pool from which the Publishing Department could utilize 10 or 12 to include in the final pamphlet.

In the interim, the trustees' Literature Committee added an ACM with strong ties to young people in A.A. The October 2018 committee meeting was the first attended by Katie H., the new ACM. At that time, a request was made of her to submit some thoughts on how best to approach young people through our literature and, in particular, her thoughts on the pamphlets "Too Young?" and "Young People and A.A."

In November, following the meeting, Katie H. submitted a brief report on some perspectives from young people that she had encountered relative to the pamphlets and how our literature is often perceived by young people in general (see report attached).

Based on this input, the Publishing Department is reviewing the stories selected by the subcommittee with an eye toward focusing in on fewer than initially thought, developing some engaging graphics, and editing the stories into smaller "bite-sized" excerpts to fit into a three-section format: What It Was Like, What Happened, and What It Is Like Now.

Approaching young people with a more dynamic, less text-heavy pamphlet is the goal, and a working draft or progress report will be presented at the July 2019 meeting of the trustees' Literature Committee.

2019 Conference Committee on Literature

ITEM I: Review proposed revision to A.A. World Services' "Policy on Publication of Literature: Updating Pamphlets and Other A.A. Materials."

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees' Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature the proposed revision to A.A. World Service's, "Policy on Publication of Literature: Updating Pamphlets and Other A.A. Materials."

NOTE: The background includes materials compiled for a 2018 A.A.W.S. meeting as well as materials compiled for a 2012 A.A.W.S. meeting.

Background:

1. 12.28.18 Memo from Managing Editor with A.A.W.S. Policy Background Material (40 pages)
 - a. 12.28.18 Memo from Managing Editor (page 1)
 - b. September 4, 2018 Proposal for Review of A.A. World Services, Inc. Policy on Publication of Literature (pages 2-3)
 - c. Previous Policy (from 2012) (page 4)
 - d. Proposed New Policy (2018) (pages 5-6)
 - e. Excerpt from 2017-2018 Communications Audit commissioned by A.A.'s General Service Board regarding pamphlets (pages 7-8)
 - f. Communication from past delegate regarding "The Relevancy of Our Pamphlets" (2018) (pages 9-12)

CONFIDENTIAL: 69th General Service Conference Background

- g. Samples of possible pamphlet revisions based on new criteria contained in the proposed new policy:
 - i. “Your A.A. General Service Office” (pages 13-17)
 - ii. “Members of the Clergy Ask About Alcoholics Anonymous” (pages 18-28)
 - iii. “If You Are a Professional...” and “A Brief Guide to Alcoholics Anonymous.” (pages 29-40)
- 2. 6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages total)
 - a. 3.9.12 “From the minutes of the A.A.W.S. Publishing Committee meeting” (pp. 1-2)
 - b. 6.8.12 Memo on “Criteria for Conference approval” (page 3)
 - c. 6.8.12 Memo on “Past practices regarding “editorial” responsibility” (pp. 4-7)
 - d. 6.8.12 Memo on “Definition of “editorial” changes” (page 8)
 - e. 6.8.12 “A.A.W.S. Publications Conference-Approved Material Formats” (page 9)
 - f. 6.8.12 Memo on “Format Changes” (pp. 10-11)
 - g. 6.8.12 “Samples of past actions taken regarding format changes and distribution” (pp. 12-14)
 - h. 10.25.84 “Presentation on Publishing Operation” (pp. 15-22)
 - i. December 1995 “A.A.W.S.’s Role in Creating new formats” (pp. 23-33)
- 3. Current listing of formats from A.A.W.S. Publishing
- 4. [“If You Are a Professional...”](#)
- 5. [“A Brief Guide to Alcoholics Anonymous.”](#)
- 6. 8.22.18 Letter from General Service Board Chair to all Conference members

Interoffice Memorandum

December 28, 2018

To: Steve S., secretary to trustees' Literature Committee

From: Ames S., Managing Editor

Re: Agenda item for January 26, 2019 meeting

The agenda item below has been requested by the A.A.W.S Board for inclusion on the trustees' Literature Committee meeting agenda for January 26, 2019:

Review proposed revision to A.A. World Services "Policy on Publication of Literature: Updating Pamphlets and Other A.A. Materials."

To facilitate such review, the following background material is attached:

- September 4, 2018 Proposal for Review of A.A. World Services, Inc. Policy on Publication of Literature
- Previous Policy (from 2012)
- Proposed New Policy (2018)
- Excerpt from 2017-2018 Communications Audit commissioned by A.A.'s General Service Board regarding pamphlets
- Communication from past delegate regarding "The Relevancy of Our Pamphlets" (2018)
- Samples of possible pamphlet revisions based on new criteria contained in the proposed new policy:
 - 1) "Your A.A. General Service Office"
 - 2) "Members of the Clergy Ask About Alcoholics Anonymous"
 - 3) "If You Are a Professional" and "A Brief Guide to A.A."

Please let me know if there is anything else you need.

**Proposal for Review of
A.A. World Services, Inc. Policy on Publication of Literature**

To: A.A.W.S. Publications Committee
Date September 4, 2018

A.A. literature spans a wide range of materials, all with the common purpose of reaching still-suffering alcoholics (and/or those who may work with or try to help them) with pertinent information about recovery. To ensure that the A.A. message remains unchanged, the Fellowship has adopted the practice of Conference-approval for much of its literature, providing a framework for the evaluation of existing materials and the development of future items.

As the primary body charged with implementation of A.A.'s expansive library of materials, A.A. World Services, Inc. has for a number of years followed its "Policy on Publication of Literature" for determining whether or not a new piece of literature or changes to an existing piece of literature need consideration by the General Service Conference prior to publication by A.A.W.S.

As noted in the existing policy, "A new piece of Literature, and any change to any existing piece of Literature other than Editorial Changes and new or changed Formats, will not be published by A.A. World Services, Inc. prior to approval of such literature by the General Service Conference." In the policy, "Editorial Changes" are defined as "1) correction of typographical errors and errors of grammar or syntax, 2) correction of erroneous statements of fact, 3) updating of historical and statistical information, and 4) correction of cross references to other material necessitated by changes in such other material."

While this A.A.W.S. policy is intended to ensure a consensus approach to our literature, it may also constrict the ability of A.A.W.S. to present timely and effective materials.

The scope of this policy (and principally its definition of Editorial Changes) is applied across all categories of A.A. literature, in a "one size fits all" approach which includes books, pamphlets and audiovisual materials. The difficulty of this "one size fits all" policy, however, is that each different category of materials, while directed toward the same outcome of carrying the message, has a different way of getting there.

Books, for example, fit into this policy quite well. They are intended as permanent reflections of solid A.A. experience, targeted toward a broad audience, that would need only occasional application of the four defining points of "Editorial Changes" noted above.

12.28.18 Memo from Managing Editor with A.A.W.S. Policy Background Material (40 pages)

For the nearly 90 A.A. pamphlets produced by A.A.W.S., however, this policy can be an inhibiting or limiting factor. The nature – and ultimate aim – of A.A. pamphlets differs considerably from that of A.A.'s standard collection of core books. Many of A.A.'s pamphlets are targeted to specific audiences, either within the Fellowship or outside of it, and require ongoing adjustment to remain relevant to these specific communities.

As noted in the Communications Audit presented to the General Service Board by Impact Collaborative, "There are significant challenges in communications that are negatively impacting A.A.'s relevance, and impeding its effectiveness in reaching the still-suffering alcoholic." The audit provides numerous examples of A.A. pamphlets that are not reaching their intended audiences and, if they do ultimately reach those audiences, are not providing a particularly compelling or current picture of A.A. and how it can help the still-suffering alcoholic.

Many of these pamphlets are dated, with language and references that are falling further and further behind the times, presenting an overall perception of A.A. as an organization obsessed with its own history and perhaps out of touch with today's population. In addition, the materials aimed at professionals working with A.A. to address the needs of still-suffering alcoholics often miss the mark.

A.A.'s large collection of pamphlets would therefore benefit from a comprehensive language review with the aim of updating this important segment of our literature relative to the following six aspects – aspects that currently fall outside the scope of the four points defining Editorial Changes in A.A.W.S.'s existing Policy on Publication of Literature:

- a) Audience – to whom is the pamphlet directed?
- b) Use of outdated language or references.
- c) Presentation of outdated science.
- d) Use of A.A. jargon not familiar to a given audience.
- e) Ongoing contextual relevance of A.A. historical data
- f) Focus on diversity and inclusivity.

With a broader focus on the language used in our pamphlets and the ability to update more frequently and as needed according to these overriding criteria, it can be expected that our message of hope and recovery might more effectively address the needs of those to whom it is directed, offering the help and guidance so many A.A.s have benefitted from, literally around the world.

Submitted by: Ames S█████, A.A.W.S. Managing Editor

PREVIOUS POLICY (2012)

A.A. World Services, Inc. Policy on Publication of Literature

This policy sets forth the standards for determining whether or not a new piece of literature, or changes to an existing piece of literature, needs consideration by the General Service Conference prior to publication by A.A.W.S.

I. Definitions

"Literature" means books and pamphlets published by A.A. World Services, Inc. and intended for public distribution. The term does not include Service Pieces.

"Service Pieces" are printed material produced by A.A. World Services, Inc. for the information of the Fellowship. They describe shared experience and current practice on matters of interest to the Fellowship, and are a convenient method of providing answers to frequently asked questions concerning matters of practical concern or historical interest to members of the Fellowship. Examples include workbooks, guidelines, newsletters, bulletins and flyers.

"Editorial Changes" to an existing piece of Conference approved Literature means (1) correction of typographical errors and errors of grammar or syntax, (2) correction of erroneous statements of fact, (3) updating of historical and statistical information, and (4) correction of cross references to other material necessitated by changes in such other material.

The "Format" of a piece of literature means the manner in which the content of the literature is arranged and presented to the reader. Examples include hard cover, soft cover, large print, standard size, pocket size, Braille, audio, video (including video with ASL interpreter), digital and electronic (suitable for reading on electronic devices such as smart phones, tablets, and computers).

I. Submission of Literature to the General Service Conference

A new piece of Literature, and any change to any existing piece of Literature other than Editorial Changes and new or changed Formats, will not be published by A.A. World Services, Inc. prior to approval of such literature by the General Service Conference. The content of a piece of literature presented to the Conference will be in final, fully edited condition, with no expectation of further change being made prior to publication other than as may be specified by the Conference in granting its approval.

Unless otherwise specified in the Advisory Action of the Conference approving a new or amended piece of Literature, A.A. World Service, Inc. will have full authority, without need of further Conference action, to (a) select the Format or Formats in which the approved Literature will be produced, (b) make, from time to time, needed Editorial Changes; provided, however, that no Editorial Change will be made to the Big Book's Preface, the Forewords, "The Doctor's Opinion," the first 164 pages (Chapters 1-11), "Dr. Bob's Nightmare," or the Appendices without prior Conference approval of such change, and (c) translate the approved Literature into any language, and in connection therewith to modify or replace illustrations, photos, and other visual art in a manner reasonably designed to conform them to the culture of the expected readership.

A.A. World Services, Inc., Policy on Publication of Literature: Updating Pamphlets and Other A.A. Materials

Rationale: In order to continually review and update the growing inventory of existing A.A. pamphlets and other A.A. literature in a timely fashion, A.A.W.S. will undertake revisions, as needed and as noted in this policy, to keep such materials current and relevant.

Exceptions:

- No editorial changes beyond routine corrections (correction of typographical errors, errors of grammar or syntax, erroneous statements of fact, outdated statistical information and correction of inaccurate cross references to other A.A. materials) will be made to *Alcoholics Anonymous; Twelve Steps and Twelve Traditions; Alcoholics Anonymous Comes of Age; As Bill Sees It; Dr. Bob and the Good Oldtimers; 'Pass It On';* and *Our Great Responsibility* without presentation to and approval of the General Service Conference.
- Major revision to any Conference-approved pamphlet, book or audiovisual item that significantly changes its message will be brought to the Conference for approval prior to any changes being made.
- Following Conference approval, no editorial changes beyond routine corrections will be made to new pamphlets, books or audiovisual items within one year of their initial publication.
- No Conference-approved books, pamphlets or audiovisual items will be discontinued, combined or consolidated without presentation to and approval of the General Service Conference.

Purpose: This policy will apply only to the updating and revision of existing materials. Creation of any new piece of literature, regardless of type, will continue to follow the established process of General Service Conference approval, wherein the development of any new items of Literature will be requested and approved by the General Service Conference. ["Literature" means Conference-approved books, pamphlets and audiovisual materials published and distributed by A.A. World Services, Inc. The term does not include Service Pieces. "Service Pieces" are produced by A.A. World Services, Inc., providing shared experience and current practice on matters of interest to the Fellowship. Service material is updated routinely by G.S.O. Examples include guidelines, newsletters, bulletins and flyers.]

Once any new literature has been approved by the Conference, without need of further Conference action, A.A.W.S. will:

- a) select the Format or Formats in which the approved Literature will be produced [The "Format" of a piece of literature means the manner in which the content, graphics, covers and accompanying visual and audio elements of individual pieces of literature are arranged and presented. Examples include hard cover, soft cover, large print, standard size, pocket size, and Braille book formats; audio or video presentation (including video with ASL interpreter); and digital and electronic configurations (suitable for reading on electronic devices such as smart phones, tablets and computers)];
- b) translate the approved Literature into any language deemed appropriate;
- c) modify or replace illustrations, photos, and other graphic materials in a manner reasonably designed to conform to the expected readership or intended audience.

Criteria: When reviewing, revising and updating the content of A.A. literature, the following criteria will guide the editorial process: the Publishing Department will undertake routine correction of typographical errors, errors of grammar or syntax, inaccurate cross references to other A.A. materials, and erroneous and/or outdated statistical information. In addition, text and titles will be updated, as needed, according to:

- a) audience to whom the text is directed;
- b) use of outdated language, jargon, references;
- c) availability of current science;
- d) focus on diversity and inclusivity;
- e) ongoing contextual relevance of A.A. historical data.

Implementation: Following review based on the criteria noted above, the Publishing Department will provide a rolling list for suggested revision of pamphlets or other materials to G.S.O. management for approval to proceed. The Publishing Department will then establish a working group with expertise in the subject matter at hand to review or provide input to the changes prior to publication. Once the suggested changes have been made to a pamphlet or other piece of literature, existing inventory of the older version will be discontinued and replaced with the new material.

NOTE: Nothing herein will preclude guidance from the Conference regarding specific titles or categories of literature to be reviewed and/or updated. [A procedure for literature review was requested by the 2016 General Service Conference, recommending that "the trustees' Literature Committee develop a plan that includes a systematic schedule for the annual review of recovery literature items, taking into consideration the following: content, relevance, and usefulness; and prioritized by time span since last review. The committee requested that the plan also include an annual report, to be forwarded to the Conference Literature Committee, reflecting the results of their review and any other items for proposed updates or revisions." The plan was accepted by the 2017 GSC.]

Excerpts from Communications Audit Commissioned by A.A. General Service Board

Focus A.A. Identity, Content & Messaging

Standardize the look and feel of materials. Develop identity, design, and content standards.

Rewrite content to re-tool messaging to be more sensitive, inclusive, and to better reach target audiences.

SITUATION

A.A.'s identity is dated, out-of-touch, and not distinguished in the recovery/sobriety arena. Standards/guidelines that direct communication internally and externally don't exist. Materials convey a lack of skill and professionalism, and content is not meeting intended audiences where they are. Hence, A.A.'s relevance becomes lost or misunderstood. Content and materials also don't fully articulate inclusion, which disenfranchises minority groups.

URGENCY

★★★★

CHALLENGES TO IMPLEMENTATION

★★★★

Reposition Existing Language

Review, repurpose, reposition, and clarify currently used language to better address the needs of each target audience (e.g., Fellowship-at-large, Professional Community, general public, still-suffering alcoholic, etc.).

- Enlist key stakeholders in each target audience to "translate" A.A. style and jargon
- Develop content that is specifically targeted to each audience

SITUATION

GSO/AAWS-generated content and its messaging are not meeting intended audiences where they are. Messaging "tells," rather than "invites" and supports. As a result, A.A.'s relevance and importance is lost, misunderstood, or simply ignored. Communicate authentically and meaningfully to audiences, in language that is germane and specific to their needs. Remove "insider" jargon directed at external audiences so that they feel included and indeed, welcomed.

IMPORTANCE

★★★★

DIFFICULTY TO IMPLEMENT

★★★★

Craft More Inclusive Language

Retool existing content, messaging, and materials—with a focus on greater sensitivity and inclusion. This will connect more fully with the rich diversity of the Fellowship and the general public, and serve to better extend the hand of A.A. to the still-suffering alcoholic.

SITUATION

A.A. welcomes diversity and inclusion, but GSO/AAWS content and materials do not fully support or articulate that message (e.g., use of "accessibilities" vs. "inclusion and diversity"). This creates disenfranchisement of minority groups, and may contribute to a lack of belonging, disinterest in Conference structure participation, and resistance to contribution beyond the local group.

IMPORTANCE

★★★★

DIFFICULTY TO IMPLEMENT

★★★★

Streamline Existing Communication

Improve and maximize the communication coming from both corporations: cull print and electronic collateral inventory; eliminate redundancies; rewrite key content to remove A.A. jargon; and, restructure lengthy, outdated historical references.

SITUATION

There is significant redundancy in the two corporations' communication materials. GSO/AAWS and AAGV do not maintain a library of materials that clearly outlines their unique value proposition—delineating, describing, and citing what A.A.'s importance is and how it can help the reader in contemporary, appealing language. The distance between the vast communication assets that exist, and what is understood by the audiences these materials are designed to serve, is formidable. Audiences are not engaged, and the time and resources used to create these materials are wasted. As such, the intended effect and meaning of these materials are lost.

IMPORTANCE

★★★★

DIFFICULTY TO IMPLEMENT

★★★★

As the revised A.A.W.S. policy on “Publication of Literature: Updating Pamphlets and Other A.A. Materials” was being developed, the letter below was received by the A.A.W.S. Board from a past delegate in the West Central region and helped to inform the revision.

The Relevancy of Our Pamphlets

When the Conference structure began, Alcoholics Anonymous had a total of 20 primary pieces of literature. Of that 20, 15 were pamphlets. Since that time, we have grown our literature offerings to a total of 118, of which 57 are pamphlets. The discussion below focuses primarily on the pamphlet portion of our inventory.

In order to continually review and update these 57 items, the Conference Literature Committee, which must currently recommend approval of any pamphlet item, would need to meet monthly and treat their responsibility as a part-time activity.

Our current process is based on the principle that all the literature produced by Alcoholics Anonymous must reflect the experience of the whole of our society. Therefore, every change requires action by a Conference Committee. While a very principled approach, the practice engendered by this has become unwieldy and cumbersome. It may be time for a change.

But what is that change to be? How can we remain true to the principle that ensures an accurate reflection of the A.A. experience, while utilizing a process that will allow for greater flexibility and timeliness? I believe it is possible to develop such a process.

First, unfortunately, it will be necessary to ensure that the Area Delegates are willing to shoulder their responsibility to the AA Fellowship. Directly put, they must either abdicate their responsibility to the AAWS Publishing Department along with the corresponding authority for pamphlet updating, or they must be willing to accept the added responsibility with the work it entails. Without knowing the answer to this question, the [possibilities] will be extremely difficult to achieve.

First, and foremost, it will be critical to make several distinctions. 1) That the creation of literature, regardless of type, will continue to follow the established creation process. 2) That the only change in the updating process will occur in the *updating* of pamphlets. 3) That a major revision of a pamphlet which changes its tone or message will also need to follow the currently established process.

The letter continued with the following possible framework for addressing pamphlet revisions, a process that could be called *The Conference Pamphlet Update Process*.

This process could function through the utilization of 8 *Secondary Committees*

- Each to be composed of a minimum of 5 second-year delegates with additional second-year delegates added to the committees with the largest task.
- The members of the committees be selected by lot as is done with the other Conference Committees.
- These committees would do the vast bulk of their work after the members first Conference and before their second one, through the technology best suited to their members.
- These committees would meet to finalize both their yearly work and prepare their recommendation(s) to the Conference in the first days of the Conference.

Committees to be as follows:

- Community Pamphlets Update Committee
- Fellowship Pamphlets Update Committee
- Group Pamphlets Update Committee
- Personal Pamphlets Update Committee
- Professional Pamphlets Update Committee
- AA Program Pamphlets Update Committee
- Newcomer Pamphlets Update Committee
- Service Pamphlets Update Committee

They would be responsible for reviewing requested updates which have been received by the Trustees Literature Committee and which have had a proposed draft developed by AAWS.

The pamphlets they could be responsible for are:

COMMUNITY PAMPHLETS COMMITTEE

1. AA and the Armed Forces
2. AA and the Native American
3. AA in Your Community
4. AA for the Black and African American Alcoholic
5. Is there an Alcoholic in the workplace?
6. Is There an Alcoholic in Your Life?
7. Accessibility for all Alcoholics

FELLOWSHIP PAMPHLETS COMMITTEE

1. The Membership Survey
2. The AA Member—Medications and Other Drugs
3. The Co—Founders of Alcoholics Anonymous
4. Grapevine—Our Meeting in Print
5. Inside AA

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6. The Jack Alexander Article
7. A Members Eye View of AA

GROUP PAMPHLETS COMMITTEE

1. The AA Group
2. Problems Other Than Alcohol
3. Questions and Answers on Sponsorship
4. Twelve Traditions Flyer
5. Twelve Traditions Illustrated
6. AA Tradition—How It Developed
7. Speaking at Non-AA Meetings

PERSONAL PAMPHLETS COMMITTEE

1. AA and the Gay/Lesbian Alcoholic
2. AA for the Woman
3. Young People and AA
4. It Happened To Alice
5. It Sure Beats Sitting in a Cell
6. Memo to an Inmate Who May be Alcoholic
7. What Happened to Joe?
8. Many Paths to Spirituality

PROFESSIONAL PAMPHLETS COMMITTEE

1. AA as a Resource for the Health Care Professional
2. Bridging the Gap
3. Members of the Clergy Ask About AA
4. If You Are a Professional
5. Let's be Friendly with Our Friends
6. A Message to Correctional Facility Administrators

AA PROGRAM PAMPHLETS COMMITTEE

1. Frequently Asked Questions
2. Frequently Asked Questions—Large Print
3. How It Works
4. Twelve Steps Illustrated
5. Understanding Anonymity
6. This is AA
7. This Is AA—Large Print

NEWCOMER PAMPHLETS COMMITTEE

1. A Brief Guide to Alcoholics Anonymous
2. Do You Think You're Different?
3. Is AA for You?
4. Is AA for Me?
5. A Newcomer Asks
6. AA for the Older Alcoholic—Large Print

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CONFIDENTIAL: This is background for the General Service Conference, and as such may be a confidential A.A. document. Distribution is limited to A.A. members. Placement of this material in a location accessible to the public, including aspects of the Internet, such as Web sites available to the public, may breach the confidentiality of the material and the anonymity of members, since it may contain members' full names and addresses

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7. Too Young?

SERVICE PAMPHLETS COMMITTEE

- 1 AA in Correctional Facilities
- 2 AA in Treatment Facilities
- 3 How AA Members Cooperate
- 4 G.S.R.
- 5 AA's Legacy of Service
- 6 Circles of Love and Service
- 7 Twelve Concepts for World Service
- 8.

PROCESS FLOW

-
- 1) Request comes in to Trustees Literature Committee
 - a) From Group/Area (i.e. content)
 - b) From Publication Department (i.e. statistics)
 - c) From the Fellowship (i.e. content/graphics/ etc.)
 - 2) If needed, it is forwarded to the Publication Department for the development of a draft
 - 3) The Trustees Literature Committee determines the needed path. (i.e. Conference Literature Committee, Pamphlet Update Committee, etc.)
 - 4) In the event that it is simply an update, *without a major change in tone or message*, it is forwarded to the appropriate Pamphlet Update Committee.
 - 5) The Pamphlet Update Committee reviews the draft and determines whether to recommend it to the General Service Conference, or to return it with suggestions to the Trustees Literature Committee
 - 6) If recommended, the Conference either approves or rejects the recommendation.

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LITERATURE

Item I

Doc. 1.g.i

SAMPLE REVISION F-1

Based on actual changes made in the staff assignments at the General Service Office, the attached pamphlet update would be made by the Publishing Department at the next available reprint date, with the approval of the general manager, without having to go back to the Conference for approval.

(F-1)

A DECLARATION OF UNITY

This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.

I am responsible...

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there.

And for that: **I am responsible.**

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Mailing Address:
Box 459, Grand Central Station
New York, NY 10163

www.aa.org

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F-6

38M – 11/17 (H&D)

Your **A.A.** General Service Office



This is A.A. General Service
Conference-approved literature

See page 3 for
proposed change

How G.S.O. Began

In the late 1930s, a small office in Newark, N.J., staffed by co-founder Bill W. and a secretary, was enough to maintain contact among the first 100 A.A. members. Soon, the fast-spreading Fellowship needed a real world service office, and "headquarters" was shifted to New York City, with moves from Vesey Street to Lexington Avenue to East 44th Street and to East 45th as membership grew into the hundreds of thousands. From 1970 to 1992 G.S.O. was located at 468 Park Avenue South.

G.S.O. Today

In 1992, G.S.O. moved to 475 Riverside Drive, where both A.A. World Services and Grapevine personnel are now housed on the same floor. For the present membership of over two million, an all-A.A. staff offers the services outlined in this pamphlet. A.A. and non-A.A. employees handle finances; prepare letters and bulletins; note group



records, literature orders and contributions; ship material your way; and file incoming letters to add to the rich storehouse of A.A. experience at your G.S.O.

Archives

"When did A.A. start in my area?" "Why was the word 'honest' dropped from the Preamble?" Such questions are answered daily by the staff of the A.A. archives, a G.S.O. service born in 1973. Its projects include: digitizing long-accumulated records; retaping valuable tapes; collecting oral history tapes from early members; gathering local material from individuals and groups; and helping researchers inside and outside A.A.



Literature

Where does the Big Book come from? The other A.A. books? The pamphlets in your group's literature rack? The work of A.A. World Services, Inc., the Fellowship's publishing company, goes on at G.S.O. Translations of A.A. literature are also available here.

Loners and Internationalists

No meetings nearby? An A.A. in that situation may ask to be listed at G.S.O. as a Lone Member. Letters arrive from fellow Loners and other A.A.s (often listed as Loner Sponsors). If the A.A. is a seafarer, the A.A. Internationalists extend a welcome via G.S.O. *Loners-Internationalists Meeting*, an A.A. meeting by mail or email for those who cannot attend regular meetings. It is prepared by G.S.O. and mailed bimonthly to participants. Housebound A.A.s, known as Homers, are also members of the LIM Group.

Public Information

If you find the A.A. message being carried on TV, radio or Internet or in a national publication, chances are that G.S.O. helped to supply information. The staff member on the P.I. desk provides A.A. facts for the media, answers thousands of inquiries yearly from the general public, and is in touch with local P.I. committees and contacts. From G.S.O., they can order aids like the P.I. Kit and Workbook, Guidelines and PSAs.

Cooperation with the Professional Community

These days, more and more professionals, agencies, industrial programs, and professional associations are interested in helping the alcoholic. To make sure they're aware of the long-range help offered by A.A., G.S.O. prepares information (such as the newsletter for professionals, *About A.A.*) and on request sends the Professional Exhibits to their national conferences. This G.S.O. desk is also an information exchange point for the increasing number of local C.P.C. committees.

Corrections

This assignment extends the hand of A.A. to those in correctional settings who are unable to call a sponsor or otherwise participate in the

Fellowship of A.A., which we on the "outside" take for granted. The staff member on this assignment also coordinates the Corrections Correspondence Service and prerelease contacts.

Treatment Facilities

The aim of this assignment is to assist the work of A.A. members on local treatment facilities committees who carry the A.A. message to alcoholics in treatment facilities and to convey means and methods of bridging the gap for prospective A.A. members from treatment to A.A. groups.

International Conventions

Beginning at Cleveland in 1950, when A.A. was 15 years old, these Conventions have since brought members from around the world together at five-year intervals in joyful celebration of A.A.'s anniversaries. Close to the time of each Convention, information is relayed to the Fellowship through *Box 4-5-9* articles.

General Correspondence and Service Material

"Let's write to G.S.O." Queries are answered with A.A. shared experience. All staff members handle general correspondence from specific regions — rotating to others regularly, just as they do in their service assignments (which also involve correspondence). Letters are answered in the language they are received.

Group Services

Useful ideas and information are relayed in service material such as the A.A. Directories, the Guidelines, tapes, films, the Group Handbook, and *Box 4-5-9*, the quarterly bulletin in English,

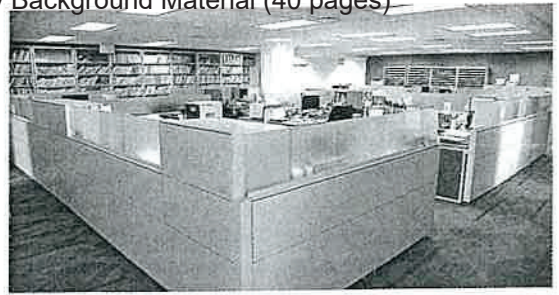


3

Accessibilities/Remote Communities

The focus of this assignment is on reaching the alcoholic who may experience barriers to accessing the A.A. message, whether those be mental, physical, geographic, cultural, or other factors. The staff member on this assignment aims to ensure the availability of A.A. literature in braille, large-print and American Sign Language (ASL) video formats, as well as to provide resources for members carrying the message to remote communities, eldercare facilities and homebound A.A.s.

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French and Spanish. The A.A. Group Handbook, *Box 4-5-9* and pamphlets are sent to new groups free of charge. Most service material is translated into French and Spanish.

International and World Service Meeting

As Bill W. foresaw, G.S.O. has become "the senior service center" among many in worldwide A.A. This office maintains contact with other general service offices and literature distribution centers, no matter where or in what language. The World Service Meeting (WSM), started in 1969 and now biennial, is held alternately in New York and an overseas country. The staff member handles correspondence with members and groups in countries without a structure, works with the Publishing Department on translations of A.A. literature, coordinates the WSM and is responsible for the *World Service Meeting Report*.

General Service Conference

Months before each annual Conference, the staff member assigned to the Conference begins sending information and questionnaires to the delegates, who send back answers, queries, and agenda suggestions. G.S.O. arranges the meeting site, delegates' housing, record-keeping and other details; sums up proceedings in *Box 4-5-9*; and covers them fully in the *Final Conference Report*. Delegates and area committee members also receive the *Quarterly Report*, on activities of the General Service Board. All year, G.S.O. is the communications center for the U.S.-Canada service structure.

A.A. Regional and Local Forums

Started in 1975, Regional Forums are weekend A.A. events held four times a year — each in a region of the U.S. or Canada that has extended an

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invitation. Representatives of the General Service Board and G.S.O. and GV staffs participate in each Forum with A.A. members living or visiting in the region. The purpose of the meetings is to provide better communication among all levels of service for the region concerned. Planning and coordination, in conjunction with regional trustees and delegates, are handled at G.S.O. Local Forums, a scaled-down version of Regional Forums, organized on the local level with help from G.S.O., have been instituted to provide a Forum experience on a timely basis to meet cultural, accessibility and population needs in A.A. communities who for any reason are unable to attend regular Regional Forums.

G.S.O.'s A.A. Website

With over 14 million visitors a year, G.S.O.'s A.A. website offers vital information in English, French and Spanish. The site is designed to focus on providing information and help to people concerned about a drinking problem; people looking for an A.A. meeting; and people looking for information about A.A., including the public, professionals dealing with alcoholic clients or patients, and members of the media. Visitors can view A.A. literature online; books, pamphlets and service material from G.S.O. are available to read for no charge online. There are also links to the A.A.W.S. online store to purchase literature and to online resources to purchase e-books.

A.A. Grapevine, Inc.

A.A. Grapevine, the international journal of Alcoholics Anonymous, includes magazines, a website and other published items. Articles, art and photographs, which reflect the growth of A.A. over the years, are not paid for, but contributed by members in free sharing of experience and thought, as in an A.A. meeting. You do not have to be a professional writer or artist to contribute to A.A. Grapevine and La Viña, A.A.'s Spanish-language magazine. All submissions are welcomed and acknowledged. Manuscripts are always read by A.A. members on the editorial staff. Published material is protected by copyright, held by A.A. Grapevine, Inc. — a corporation entirely separate from A.A. World Services, Inc.

For editorial submissions or to subscribe to the magazines, please contact the A.A. Grapevine, Inc., 475 Riverside Drive, New York, NY 10115; or visit the website at www.aagrapevine.org.

What Can You Do for G.S.O.?

1. Share your experience with G.S.O. Your letters on the challenges that groups and members face today can help other A.A.s carry our message.

2. Keep G.S.O. informed

Only you can make sure that directories and files contain up-to-date information on groups, meetings, committees, intergroups and central offices.

3. Remember Tradition Seven

All of A.A. — G.S.O. as well as your group — is committed to self-support. Popular plans for contributions to G.S.O. are: Birthday Plan (on an A.A.'s anniversary, \$1.00 for each year); monthly or quarterly contributions by groups; and recurring contributions that can be made online. Most to be desired is participation by *every* group — no matter what the amount.

4. Let newcomers know about their General Service Office.

5. Come to see G.S.O.

You'll be warmly welcomed, given a full tour, and introduced to staff members, department heads, and G.S.O.'s office neighbors, the Grapevine folks. Staff trips and correspondence keep G.S.O. forever close to hometown A.A. — but it's a special delight to meet you here at *your* General Service Office. Tours are also given in Spanish and French.

6. Visit our A.A. website

You can visit our website at www.aa.org. You will find general information about A.A., as well as service information.

7. What can you do for G.S.O.?

In keeping with A.A.'s long-standing principle of self-support, many groups and members not only contribute to local services, but also contribute to G.S.O. to help sustain the vital services provided.

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LITERATURE
Item I
Doc. 1.g.ii

SAMPLE REVISION F-2

This is a sample of updates that could be made routinely by the Publishing Department, following approval from the general manager and review by a working group.

This sample pamphlet was reviewed and updated based on the criteria from the new policy:

- a) audience to whom the text is directed;
- b) use of outdated language, jargon, references;
- c) availability of current science;
- d) focus on diversity and inclusivity;
- e) ongoing contextual relevance of A.A. historical data.

The original text has been reordered and expanded to better address the members of the clergy to whom it is directed. A new introduction was added, along with a section about the availability of A.A. meetings and materials in languages other than English, as well as a section at the end on other helpful A.A. resources members of the clergy might want to explore. Some of the sections, such as “What Does A.A. Not Do” have been simplified and condensed to reflect the more generalized interests of the target audience.

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(F-2)

SAMPLE

Members
of the
Clergy
ask
about
Alcoholics
Anonymous

For additional information, visit www.aa.org
(Information for Professionals) or contact the
Cooperation with the Professional Community desk at the
General Service Office: cpc@aa.org or 212-870-3400.



P-25

This is A.A. General Service Conference-approved literature.

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ALCOHOLICS ANONYMOUS® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

- The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.
- A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.
- Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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www.aa.org

SAMPLE

Members of the Clergy Ask About Alcoholics Anonymous

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12.28.18 Memo from Managing Editor with A.A.W.S. Policy Background Material (40 pages)

SAMPLE

Introduction

Many thousands of alcoholics owe their lives to a nonalcoholic professional — a medical doctor, psychiatrist, counselor, law enforcement official, member of the clergy — who was knowledgeable enough about alcoholism to recognize the illness and take the actions that would cut through the alcoholic's denial and start him or her on the road to recovery.

Often, nonalcoholics are able to help problem drinkers find the help they need to achieve sobriety. For example, in the most recent A.A. Membership Survey, xx% of those surveyed identified courts, counseling agencies, and health care providers as a factor “most responsible for members coming to A.A.”

Members of the clergy often are the first persons sick alcoholics turn to for help and understanding — and frequently the first to whom they candidly acknowledge their illness. In fact, many alcoholics look to the clergy for spiritual guidance both before and after joining A.A.

Over the years, A.A. has had many friends in the world of religion, as it has in the worlds of medicine, psychiatry and business. Among such friends is the Very Rev. Ward Ewing, retired dean of General Theological Seminary in New York City and a former nonalcoholic trustee on the General Service Board of Alcoholics Anonymous. An Episcopal parish priest for 30 years, he believes it is very important to set a tone in the congregation that alcoholism is nothing to be ashamed of, and that there is a solution. He has consistently made information on alcoholism a part of adult education in his parishes — “there are always people standing at the door,” he says, “not yet ready to come in.” He is very open about his involvement with Alcoholics Anonymous and makes himself available to work with students who need help.

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Throughout the US and Canada, and indeed around the world, many members of the clergy are familiar with A.A. as a nonsectarian, non-denominational ally in their efforts to help alcoholics stop drinking and lead healthy, productive lives.

Yet there may be many who are not aware of Alcoholics Anonymous and its program of recovery from alcoholism.

The purpose, therefore, of this pamphlet is to provide a useful introduction to Alcoholics Anonymous and to address some of the questions that are frequently asked by members of the clergy about A.A.

What is A.A.? How Does it Work?

Alcoholics Anonymous is a worldwide fellowship of people from all walks of life who help each other to stay sober. The only requirement for membership is a desire to stop drinking. Members share their experience, strength and hope in recovery from alcoholism at meetings and on a one-to-one basis.

At the core of the A.A. program are the Twelve Steps of Recovery (see page xx), a group of principles based on the trial-and-error experience of A.A.'s early members. Practiced as a way of life, the Twelve Steps include elements found in the spiritual teachings of many faiths. These Steps have helped A.A. members the world over to live sober, fulfilling lives.

Dr. Samuel Shoemaker, an early nonalcoholic friend of A.A. who was the rector of Calvary Church in New York City, once noted, "The Twelve Steps are one of the very great summaries and organic collections of spiritual truth known to history. They have an almost universal relevance."

What are A.A. Meetings Like?

A.A. meetings are conducted on a voluntary basis by groups in cities and towns throughout the world. While there are many types of A.A. meetings, they essentially fall into two categories: meetings for alcoholics only (known as closed meetings); and open meetings that are informational in nature which anyone, alcoholic or nonalcoholic, may attend.

Closed meetings give members an opportunity to share their personal experiences with alcoholism more intimately, and to apply the principles of the A.A. program in order to live sober a day at a time. Many groups also hold closed *beginners meetings*, where newcomers to A.A. can share their experiences and become familiar with many of the fundamentals of A.A.'s program of recovery.

Although many *open meetings* often follow a discussion format, most tend to be more structured, generally consisting of talks by one or more speakers who share experiences from their active alcoholism and their present recovery in A.A. The general framework for such talks often follows a "What we were like, what happened and what we are like now" format.

Some open meetings — to which helping professionals, students, family members and others are invited — are held for the specific purpose of informing the public about A.A.

Nonalcoholics attending open A.A. meetings for the first time are often surprised to note the humor with which some members recount their drinking experience. Every talk is different — one may have a decidedly agnostic tone while another may be laced throughout with deep religious beliefs. Importantly, A.A. speakers speak only for themselves and not for A.A. What they all have in common, however, is the desire to strengthen their own sobriety by sharing it with others.

Most members, regardless of their religious affiliation — or lack thereof, have found that regular attendance at meetings is essential to the maintenance of their sobriety. Newcomers are encouraged to attend meetings as frequently as possible.

As Dr. Harry Emerson Fosdick, pastor of New York City's Riverside Church and one of A.A.'s early friends in religion pointed out, "The meetings of Alcoholics Anonymous are the only place, so far as I know, where Roman Catholics, Jews, all kinds of Protestants, and even agnostics get together harmoniously.... They do not talk theology. Many of them would say that they know nothing about it. What they do know is that in their utter helplessness they were introduced to a Power, greater than themselves, in contact with whom they found a strong resource which made

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possible a victory that seemed incredible. I have listened to many learned arguments about God, but for honest-to-goodness experiential evidence of God, His power personally appropriated and His reality indubitably assured, give me a good meeting of A.A.!”

Where Are A.A. Meetings Held?

Like other organizations, A.A. groups often rent meeting space in churches, temples, community centers, or other houses of worship. Although many A.A. meetings are held in facilities owned and operated by religious organizations, no affiliation or alliance with specific religious doctrines or movements is implied. Rather, this circumstance owes largely to the open-hearted acceptance of A.A. by the clergy of various faiths and A.A. groups seek to pay rent for the available space as any other organization would.

Are A.A. Meetings Held Only in English?

A.A. today has an estimated 2,000,000 members worldwide, consisting of more than 120,000 groups located in approximately 180 countries.

A.A. materials (books, pamphlets, etc.) have been translated into over 91 languages and many meetings are held in languages represented by the communities they serve. For a listing of materials available in English, Spanish and French from the General Service Office of A.A. (G.S.O.), see the back inside cover of this pamphlet or visit www.aa.org. For information on meetings held in different languages in your area, contact the local A.A. central or intergroup office. A list of these offices, as well as A.A. resources online or in other countries can be found on www.aa.org in the “A.A. Near You” section.

What Are the “Twelve Traditions” of A.A.?

The Twelve Traditions are to the life of A.A. as a whole what the Twelve Steps are to each member’s personal recovery.

The Traditions (see page xx) are suggested principles that ensure the survival and growth of the thousands of groups comprising A.A. Based

on the experience of the groups themselves during A.A.’s crucial early years, they relate to the conduct of a group’s internal affairs, cooperation among groups, and their relations with the community at large. Most of the Traditions reflect the spiritual orientation of the Fellowship.

The Traditions are not formally binding on A.A. groups. But the overwhelming majority of groups throughout the world choose to conduct their affairs according to the principles they embody.

Why is Anonymity Important?

In stressing the equality of all A.A. members — and unity is the common bond of their recovery from alcoholism — anonymity serves as the spiritual foundation of the Fellowship.

At the personal level, anonymity provides protection for all members from identification as alcoholics outside A.A. meeting rooms, a safeguard often of special importance to newcomers. However, in their personal relationships with non-alcoholics — and those they think might have a problem with alcohol — A.A.s may feel free to say they are recovering alcoholics. Here, openness may help to carry the A.A. message.

At the level of press, radio, TV, films, the Internet and social media, anonymity stresses the equality in the Fellowship of all members. It does this by putting the “reminder” brake on those who might otherwise exploit their A.A. affiliation to achieve recognition, power or personal gain. Public attention and publicity for individual members of A.A. would invite self-serving competition and conflict over differing personal views.

In the words of Tradition Twelve, “Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.”

Is Religious Belief Part of the A.A. Program?

A.A. does not inquire into alcoholics’ religious beliefs — or lack thereof — when they turn to the Fellowship for help.

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However, the A.A. program of recovery is based on certain spiritual values. Individual members are free to interpret these values as they think best, or not to think about them at all.

"Without question the Twelve Steps lay out a spiritual program, but it is a spirituality based on experience, not doctrine...", says Ward Ewing. "Central in the spirituality of AA is mystery... mystery at the miracle of lives changed by following these simple principles."

Most members, before turning to A.A., had already admitted that they could not handle their drinking — alcohol had taken control of their lives. A.A. experience suggests that to get sober and stay sober, alcoholics need to accept and depend upon a spiritual entity, or force, that they perceive as greater than themselves. Some choose the A.A. group as their "Higher Power"; some look to God — as they understand God; and others rely upon entirely different concepts.

One A.A. member relates "I realized that the Fellowship, though comprised of human beings, represented a power greater than anything human. Even more surprisingly, by taking the Steps in my own clumsy way, supported by the unconditional love of my fellow alcoholics, I had discovered a quiet, inner voice — a God within."

Is Prayer Observed in the A.A. Program?

There are two references to prayer in the Twelve Steps, as written by the founders of A.A. The Seventh Step reads: "[We] humbly asked Him to remove our shortcomings." And the Eleventh Step states: "[We] sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out."

Some A.A. meetings close with a collective recitation of the Lord's Prayer. Others use the Serenity Prayer:

*God grant me the serenity
to accept the things I cannot change,
The courage to change the things I can,
And the wisdom to know the difference.*

In the Fellowship's early days, there was no A.A. literature, and the young groups leaned

heavily on Bible reading for inspiration and guidance. Meetings usually closed with the Lord's Prayer because, as A.A. co-founder Bill W. later explained, "it did not put speakers to the task, embarrassing to many, of composing prayers of their own."

Today, A.A. is composed of members of all faiths, along with many who are atheist or agnostic. According to Rabbi Abraham J. Twerski, "Alcoholics Anonymous is not a religion and cannot take the place of religion," and members are free to use whatever prayers they are comfortable with — or none at all.

How Can the Clergy and A.A. Cooperate Effectively?

For members of the clergy who counsel alcoholics, it can be helpful to know an active A.A. member in the community. Once contacted, the A.A. will take special interest in the newcomer, providing he or she wants help; take them to a meeting; and share the experience of their own recovery in A.A.

There are several things that members of the clergy can do to familiarize themselves with the A.A. program:

- Attend some open A.A. meetings.
- Become acquainted with A.A. literature — such as the books *Alcoholics Anonymous*, *Twelve Steps and Twelve Traditions*, and *A.A. Comes of Age*; the booklets *Living Sober* and *Came to Believe*; and some of the pamphlets listed on the inside back cover.
- Recognize the spiritual (though nondenominational) aspects of the A.A. program.
- Call upon A.A. for help when the situation warrants it.
- Open their doors to A.A. meetings.

What If You Are a Chaplain in the Military?

Like other members of the clergy, military chaplains are often the "safest" people a problem drinker can approach. Chaplains can help direct alcoholics to available A.A. meetings, either on

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or near the base. Additionally, if no meetings are available, chaplains may be able to connect interested alcoholics with other A.A. materials, such as books and pamphlets or A.A.'s magazines, Grapevine and La Viña. Online meetings are also available for those members of the military who may be deployed, and chaplains can help get them connected electronically through correspondence groups. (A.A.'s General Service Office can provide information on such resources.)

How Can Members of the Clergy Counsel Alcoholics About A.A.?

Members of the clergy who have worked closely with A.A. emphasize the following points in counseling alcoholics:

- Explain that A.A. can help only if the alcoholic has a desire to stop drinking.
- Urge alcoholics to keep an open mind if the A.A. program initially does not seem to make sense. Suggest that their first impressions will likely change if they keep going to meetings.
- Stress that A.A. has a single purpose: to help alcoholics achieve sobriety.
- Remind the alcoholic that A.A. membership embraces a cross-section of society. Newcomers meet members from all walks of life. No matter how different their backgrounds, all share a kinship in recovery from alcoholism through A.A.'s program of recovery.
- Assure alcoholics that their personal anonymity will be respected.
- Explain that, according to the best medical evidence, alcoholism is a progressive illness that can be arrested only when the alcoholic stops drinking. In A.A., alcoholics will find thousands of men and women who, through their shared experience in recovery, can help them make the transition to a sober, fulfilling life.

How is A.A. Organized? Who Runs it?

A.A. has no central authority. There is minimal structural organization and a handful of Traditions instead of bylaws. A.A.'s essential work is done by alcoholics who are themselves recovering in the Fellowship, and typically, two or more alcoholics meeting together for purposes of sobriety may consider themselves an A.A. group, provided that, as a group, they are self-supporting and have no outside affiliations. Local groups generally select committees to oversee vital group activities and services.

Overall responsibility for A.A.'s worldwide service agencies has been entrusted by the groups to the General Service Conference, composed of area delegates from the United States and Canada who meet annually. Serving in a custodial role is the board of trustees — 14 A.A. members and seven nonalcoholic friends of the Fellowship who serve on a rotating basis.

How Are A.A. Services Financed?

There are no dues or fees for membership and, as stated in the A.A. Preamble — an introductory statement often read before A.A. meetings (see the front inside cover of this pamphlet) — "We are self-supporting through our own contributions."

A.A. is entirely supported on the voluntary contributions of members and funds are never accepted from outside sources.

The expenses of an individual group (for rent, refreshments, literature, etc.) are defrayed by the contributions of group members, usually offered during group meetings.

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What Does A.A. Not Do?

A.A. is an entirely unpaid, nonprofessional organization, unaffiliated with any other agency or approach to alcoholism. Hence, A.A. does not provide legal, medical, religious, psychiatric, educational or social services. A.A. meetings are conducted on a voluntary basis and there are no membership requirements other than a desire to stop drinking.

What About Problems Other Than Alcohol?

Some professionals refer to alcoholism and drug addiction under the umbrella of "substance abuse" or "chemical dependency." With this broad definition, nonalcoholics or people with problems other than alcoholism are sometimes introduced to A.A. and encouraged to attend A.A. meetings. A.A. has only one single purpose: to help alcoholics achieve sobriety. As noted previously, nonalcoholics may attend open A.A. meetings as observers, but only those with a drinking problem may attend closed meetings.

There are a number of other Twelve Step Fellowships patterned after A.A. that may be helpful for those nonalcoholics who are seeking help. A.A. has no opinion on any of these other approaches and neither endorses nor opposes them.

How Can Members of the Clergy Contact A.A.?

Members of the clergy are most welcome to attend open A.A. "speaker" or discussion meetings, and many local A.A. service committees will, upon request, provide informational presentations for churches or other interested organizations. Sessions can be tailored to meet your needs. A typical agenda might include one or several A.A. films and a presentation by one or more A.A. members about how the Fellowship operates.

Alcoholics Anonymous can be found on the Internet at www.aa.org and in most telephone directories by looking for "Alcoholics Anonymous." Additionally, online meetings are

available, which members of the military and others often use when they are in places where there are no meetings nearby.

Literature about the A.A. program, as well as specific directions for getting in touch with a local A.A. group, may be obtained by visiting A.A.'s website, www.aa.org; writing to the General Service Office of A.A., Box 459, Grand Central Station, New York, NY 10163; or calling 212-870-3400. Members of the clergy can also contact A.A.'s Cooperation with the Professional Community service directly at 212-870-xxxx, or www.cpc.org.

Are There Any Other Helpful Resources?

For additional information, these resources are available from A.A.'s General Service Office or your local A.A. central or intergroup office:

"Many Pathways to Spirituality"

(A pamphlet sharing experience, strength and hope from A.A. members with various perspectives on spirituality)

Came to Believe

(A collection of stories by A.A. members who write about what the phrase "spiritual awakening" means to them)

Alcoholics Anonymous, Appendix II

(a section of A.A.'s basic text relative to spiritual experience)

These items are available from AA Grapevine (visit www.aagrapevine.org) or your local A.A. central or intergroup office:

Spiritual Awakenings, Vol. I and II

(Sharing from A.A. members)

One Big Tent: Atheist and agnostic A.A. members share their experience, strength and hope

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THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS

1. We admitted we were powerless over alcohol — that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. 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.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose — to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. 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.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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A.A. PUBLICATIONS Below is a partial listing of A.A. publications. Complete order forms are available from the General Service Office of ALCOHOLICS ANONYMOUS, Box 459, Grand Central Station, New York, NY 10163. Telephone: (212) 870-3400; Website: aa.org.

BOOKS

ALCOHOLICS ANONYMOUS
TWELVE STEPS AND TWELVE TRADITIONS
DAILY REFLECTIONS
ALCOHOLICS ANONYMOUS COMES OF AGE
AS BILL SEES IT
DR. BOB AND THE GOOD OLDTIMERS
'PASS IT ON'

BOOKLETS

LIVING SOBER
CAME TO BELIEVE
A.A. IN PRISON: INMATE TO INMATE

PAMPHLETS

Experience, Strength and Hope

WOMEN IN A.A.
A.A. FOR THE BLACK AND AFRICAN-AMERICAN ALCOHOLIC
A.A. FOR THE NATIVE NORTH AMERICAN
YOUNG PEOPLE AND A.A.
A.A. FOR THE OLDER ALCOHOLIC — NEVER TOO LATE
LGBTQ ALCOHOLICS IN A.A.
THE "GOD" WORD: AGNOSTIC AND ATHEIST MEMBERS IN A.A.
A.A. FOR ALCOHOLICS WITH MENTAL HEALTH ISSUES —
AND THEIR SPONSORS
ACCESS TO A.A.: MEMBERS SHARE ON OVERCOMING BARRIERS
A.A. AND THE ARMED SERVICES
DO YOU THINK YOU'RE DIFFERENT?
MANY PATHS TO SPIRITUALITY
MEMO TO AN INMATE
IT SURE BEATS SITTING IN A CELL
(An illustrated pamphlet for inmates)

About A.A.

FREQUENTLY ASKED QUESTIONS ABOUT A.A.
IS A.A. FOR ME?
IS A.A. FOR YOU?
A NEWCOMER ASKS
IS THERE AN ALCOHOLIC IN YOUR LIFE?
THIS IS A.A.
QUESTIONS AND ANSWERS ON SPONSORSHIP
THE A.A. GROUP
PROBLEMS OTHER THAN ALCOHOL
THE A.A. MEMBER—MEDICATIONS AND OTHER DRUGS
SELF-SUPPORT: WHERE MONEY AND SPIRITUALITY MIX
THE TWELVE STEPS ILLUSTRATED
THE TWELVE TRADITIONS ILLUSTRATED
THE TWELVE CONCEPTS ILLUSTRATED
HOW A.A. MEMBERS COOPERATE WITH PROFESSIONALS
A.A. IN CORRECTIONAL FACILITIES
A.A. IN TREATMENT SETTINGS
BRIDGING THE GAP
A.A. TRADITION—HOW IT DEVELOPED
LET'S BE FRIENDLY WITH OUR FRIENDS
UNDERSTANDING ANONYMITY

For Professionals

A.A. IN YOUR COMMUNITY
A BRIEF GUIDE TO A.A.
IF YOU ARE A PROFESSIONAL
ALCOHOLICS ANONYMOUS AS A RESOURCE
FOR THE HEALTH CARE PROFESSIONAL
A MESSAGE TO CORRECTIONS PROFESSIONALS
IS THERE A PROBLEM DRINKER IN THE WORKPLACE?
MEMBERS OF THE CLERGY ASK ABOUT A.A.
A.A. MEMBERSHIP SURVEY
A MEMBER'S-EYE VIEW OF ALCOHOLICS ANONYMOUS

VIDEOS (available on aa.org)

A.A. VIDEOS FOR YOUNG PEOPLE
HOPE: ALCOHOLICS ANONYMOUS
A NEW FREEDOM
CARRYING THE MESSAGE BEHIND THESE WALLS

For Professionals

A.A. VIDEO FOR HEALTH CARE PROFESSIONALS
A.A. VIDEO FOR LEGAL AND CORRECTIONS PROFESSIONALS
A.A. VIDEO FOR EMPLOYMENT/HUMAN RESOURCES PROFESSIONALS

PERIODICALS

AA GRAPEVINE (monthly)
LA VIÑA (bimonthly, in Spanish)

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LITERATURE
Item I
Doc. 1.g.iii

SAMPLE REVISION F-3

This is a sample of a substantial revision that would be presented for approval to the General Service Conference prior to implementation of the proposed changes and, in its final form, would reflect any commentary generated by such Conference review.

The changes proposed here are based on input from the Communications Audit consultants and reflect the intention of focusing our C.P.C. pamphlets and reaching out to professionals in language and formats that are familiar to them and provide the kind of information about A.A. that professionals are looking for and can readily absorb.

The two sample pamphlet revisions here are for "If You Are a Professional" (which has a suggested new title of "Working Together – A.A. and the Professional Community") and "A Brief Guide to A.A.," which was originally designed for distribution within the school system and has been refocused to address school counselors and others working with young people who may have a problem with alcohol.

Working Together - A.A. and the professional Community

A pamphlet directed at professionals of all types who deal with alcoholics

Introduction

More than fifteen million people over the age of 18 are living with alcoholism and alcohol use disorder, in the United States alone. And of those fifteen million, less than seven percent have received the treatment they need.

Professionals responsible for treating and ensuring the welfare of those who abuse alcohol are on the front lines of this epidemic and are often able to help problem drinkers find the help they need to achieve sobriety. As many professionals who work with alcoholics, their families or friends, either in the workplace or the community at large can attest, alcohol use disorder, commonly referred to as alcoholism or alcohol addiction, has been on the rise, particularly with women, minorities, and the elderly.

In a landscape crowded with conflicting science, multiple treatment options, and recovery centers advertising cures, there is a program that has been giving alcoholics the guidance, support and framework for an alcohol-free, sober life for nearly 85 years

Alcoholics Anonymous

Alcoholics Anonymous (A.A.) is a nonprofit, self-supporting, grass-roots organization whose singular purpose is to help alcoholics achieve sobriety and remain sober. A.A.'s program of recovery is entirely voluntary, free of charge, and available to anyone, anywhere who wants help with an alcohol problem. There are a number of other Twelve Step Fellowships patterned on A.A. that may be helpful for nonalcoholics who are seeking help from other addictions. A.A. has no opinion on any of these other approaches and neither endorses nor opposes them.

In addition to serving the alcoholic, A.A. provides ongoing support to professionals — nurses, doctors, healthcare agents, EAP directors, lawyers, judges, psychologists, and social workers (to name a few) — seeking guidance for alcoholics in their care. It's through A.A.'s collaboration with professionals that many thousands of alcoholics find their way to A.A. and the help they so desperately need.

Many thousands of alcoholics owe their lives to a nonalcoholic professional who was knowledgeable enough about alcoholism to recognize the illness and take the actions that would cut through the alcoholic's denial and start him or her on the road to recovery.

The Original Twelve Step Program

Co-founded by a surgeon, an alcoholic himself, A.A.'s program of recovery is designed to provide those with alcoholism the tools to live healthy, productive lives without alcohol. It is a proven, progressive, twelve-step model centering on peer-to-peer support. It is this life-saving connection to others struggling with alcohol problems, who are now living healthy sober lives that differentiates A.A.

- **Meetings**

Meetings are at the heart of the program. Those going to A.A. for the first time are encouraged to attend as many meetings as possible to get the support they need during the critical first steps of sobriety. In fact, A.A. has meetings specifically designated for those who are new to the program.

There are many types of A.A. meetings (LGBTQ, Women's, language-specific) that are generally divided into two categories: 1) "Open" meetings, available to all, including interested professionals, and 2) "Closed" meetings, designated for those with a desire to stop drinking.

Usually lasting an hour, meetings generally consist of talks by one or more speakers, sharing accounts of their past alcohol use and their present recovery in A.A. They provide attendees the opportunity to connect and identify with others' experiences, as well as the chance to share their own struggles with the group. Support materials are available at most meetings for participants to take with them.

There are no meeting fees and participants may attend as many meetings as they want, for as long as they wish. Voluntary contributions from members are solicited during closed meetings to cover the costs of space rental, materials, and the like, but are not expected from visitors or guests at open meetings.

- **Sponsorship**

One key component of A.A.'s program of recovery is sponsorship. Optional, but highly recommended, sponsorship offers practical, one-on-one support for the person in recovery.

Sponsors are A.A. members who serve as facilitators and guides through the program's steps. They share their experiences and hope to help their "sponsees" navigate the trials and challenges inherent in staying sober. Sponsorship is the very essence of A.A. — one alcoholic dedicated to helping another alcoholic gain sobriety and remain sober.

- **Resources and Support**

A.A. produces and maintains a comprehensive library of print, video, and audio resources to aid participants on their road of recovery. Materials are readily available at meetings, at local service offices, and online.

How A.A. Can Help

A.A.'s commitment to serving every alcoholic who wants help, extends to the professional community. With more than 450 central or intergroup offices, and 66,000 groups throughout the United States and Canada, the broad availability of A.A. can provide those looking for help with ready access when they need it.

- **Bringing A.A. to Your Organization**

Community outreach is a large part of A.A.'s mission. To address the unique needs of the professionals who come in contact with alcohol use disorder, A.A. staffs a dedicated office that provides informational materials, guidance, and support resources to the thousands of volunteers who actively work with treatment centers, EAP programs, law firms, professional associations, hospitals, clinics, private practices and the courts. A.A. provides a number of services to organizations, as well as those in private practice, to determine if A.A. is right for their clients or patients, and to help with ongoing recovery. In addition to one-on-one orientations, local A.A. members often conduct:

- Organization-wide orientations
- Group presentations
- In-house A.A. meetings
- Open A.A. meetings

- **Referrals**

Referring a client or patient to A.A. is as easy as locating a local meeting. People come to A.A. through various channels including outpatient services, employers, treatment centers, their local church, as well as by mandate from the judicial system.

Depending on the channel, people referred to A.A. are sometimes required to provide proof of attendance at meetings. Procedures around confirming attendance vary from group to group. Upon request, most groups will provide acknowledgement of attendance on the form furnished by the referral source. The referred person is then responsible for returning the proof of attendance form.

Why Anonymity

Despite the broad presence of alcohol in our society, and the prevalence of media coverage alcohol abuse gets, alcoholism still carries a severe stigma in many circles

Central to A.A.'s program of recovery is the concept of anonymity. At the personal level, anonymity provides protection for all members from identification as alcoholics outside A.A. meeting rooms, a safeguard often of special importance to those new to A.A. Anonymity helps the alcoholic focus on their recovery in a safe and private environment

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and, while A.A. openly shares its program of recovery, the names of the individuals in it are secure.

Contact A.A. Near You

For more information on how A.A. can help you and your organization, or to find out how to have A.A. visit your organization to present to your team, go to:
www.aa.org/pages/en_US/find-aa-resources.

There you'll find listings for an A.A. local service office near you.

Or, you can contact the General Service Office (G.S.O.) of Alcoholics Anonymous for more information. Email cpc@aa.org, or call (212) 870-3400.

To search for local A.A. resources outside the U.S. and Canada, go to:
www.aa.org/pages/en_US/find-aa-resources/world/1

For information about online meetings/online groups, go to:
<http://aa-intergroup.org>

Inside Back Cover

Additional Resources

The following is a list of additional materials available from A.A. World Services, Inc., the publishing arm of Alcoholics Anonymous. Call 212-870-3400 or go to aa.org for ordering information.

BOOKS

ALCOHOLICS ANONYMOUS
~~TWELVE~~ STEPS AND TWELVE TRADITIONS
DAILY REFLECTIONS
ALCOHOLICS ANONYMOUS COMES OF AGE
AS BILL SEES IT
DR. BOB AND THE GOOD OLDTIMERS
'PASS IT ON'

BOOKLETS

LIVING SOBER
CAME TO BELIEVE
A.A. IN PRISON: INMATE TO INMATE

PAMPHLETS

Shared Experience from A.A. Members:

WOMEN IN A.A.
A.A. FOR THE BLACK AND AFRICAN-AMERICAN ALCOHOLIC
A.A. FOR THE NATIVE NORTH AMERICAN

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YOUNG PEOPLE AND A.A.
A.A. FOR THE OLDER ALCOHOLIC — NEVER TOO LATE
LGBTQ ALCOHOLICS IN A.A.
THE "GOD" WORD: ATHEIST AND AGNOSTIC MEMBERS IN A.A.
A.A. FOR ALCOHOLICS WITH MENTAL HEALTH ISSUES — AND THEIR SPONSORS
ACCESS TO A.A.: MEMBERS SHARE ON OVERCOMING BARRIERS
A.A. AND THE ARMED SERVICES
DO YOU THINK YOU'RE DIFFERENT?
MANY PATHS TO SPIRITUALITY
MEMO TO AN INMATE
IT SURE BEATS SITTING IN A CELL
(An illustrated pamphlet for inmates)

About A.A.:

FREQUENTLY ASKED QUESTIONS ABOUT A.A.
IS A.A. FOR ME?
IS A.A. FOR YOU?
A NEWCOMER ASKS
IS THERE AN ALCOHOLIC IN YOUR LIFE?
THIS IS A.A.
QUESTIONS AND ANSWERS ON SPONSORSHIP
THE A.A. GROUP
PROBLEMS OTHER THAN ALCOHOL
THE A.A. MEMBER—MEDICATIONS AND OTHER DRUGS
SELF-SUPPORT: WHERE MONEY AND SPIRITUALITY MIX
THE TWELVE STEPS ILLUSTRATED
THE TWELVE TRADITIONS ILLUSTRATED
THE TWELVE CONCEPTS ILLUSTRATED
HOW A.A. MEMBERS COOPERATE WITH PROFESSIONALS
A.A. IN CORRECTIONAL FACILITIES
A.A. IN TREATMENT SETTINGS
BRIDGING THE GAP
A.A. TRADITION—HOW IT DEVELOPED
LET'S BE FRIENDLY WITH OUR FRIENDS
UNDERSTANDING ANONYMITY

For Professionals:

A.A. IN YOUR COMMUNITY
A BRIEF GUIDE TO A.A.
ALCOHOLICS ANONYMOUS AS A RESOURCE FOR THE HEALTH CARE PROFESSIONAL
A MESSAGE TO CORRECTIONS PROFESSIONALS
IS THERE A PROBLEM DRINKER IN THE WORKPLACE?
MEMBERS OF THE CLERGY ASK ABOUT A.A.
A.A. MEMBERSHIP SURVEY
A MEMBER'S-EYE VIEW OF ALCOHOLICS ANONYMOUS

VIDEOS (available on aa.org)

A.A. VIDEOS FOR YOUNG PEOPLE
HOPE: ALCOHOLICS ANONYMOUS
A NEW FREEDOM
CARRYING THE MESSAGE BEHIND THESE WALLS

For Professionals:

A.A. VIDEO FOR HEALTH CARE PROFESSIONALS
A.A. VIDEO FOR LEGAL AND CORRECTIONS PROFESSIONALS

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(F-3)

A.A. VIDEO FOR EMPLOYMENT/HUMAN RESOURCES PROFESSIONALS

PERIODICALS

AA GRAPEVINE (monthly)

LA VIÑA (bimonthly, in Spanish)

A Brief Guide to A.A.

A pamphlet for use by school counselors and others working with young people who may have a problem with alcohol.

Introduction

Alcohol is the most commonly used and abused drug among youth in the United States.

Excessive drinking, especially binge drinking, has become all too commonplace with young people. From middle school football games, to college parties, alcohol use and its abuse is rampant, affecting students' health and wellbeing; their relationships at home and at school; their performance on and off campus; even taking their lives.

A great deal has been learned about how to identify and address alcohol abuse. There are school systems that have built-in programming for interventions — programs that provide students with the knowledge, skills, motivation, and opportunities they need to remain alcohol free. Unfortunately, most schools do not have the funding or people resources for such programs. And even those that do are challenged and are unable to keep pace with the need.

The Statistics

Despite the fact that the national drinking age in the United States is 21, an estimated 623,000 teenagers aged 12-17 were diagnosed with alcohol use disorder (alcoholism) And there are hundreds of thousands of young people drinking, undiagnosed and untreated today.

The most recent data available cites rather startling statistics:

- 1 in 5 underage individuals aged 12 to 20 are current alcohol users.
- 7.3 million people aged 12 to 20 reported drinking alcohol in the past month, including 4.5 million who reported binge alcohol use, and 1.1 million who reported heavy alcohol use.
- 2 out of 5 young adults aged 18 to 25 are binge alcohol users and 1 in 10 are heavy alcohol users.

Signs and Symptoms

Assessing whether a student may have issues with alcohol can be challenging. Conversations about alcohol with students who are exhibiting symptoms of problem drinking are not easy and often not well received. Unfortunately, and all too often,

administrators, school counselors, nurses and teachers, find themselves having to have these discussions. Below are a few questions that may aid the conversation.

- Have you had times when you ended up drinking more, or longer than you intended?
- Have you wanted to cut down or stop drinking, or tried to, but couldn't?
- Do you spend a lot of time drinking, or thinking about drinking?
- Do you experience craving — a strong need, or urge, to drink?
- Do you find that drinking — or being sick from drinking — often interferes at school or at home?
- Is drinking causing trouble with your family or friends?
- Do you drink sometimes even when you don't want to?
- Have you given up or cut back on activities that were important, interesting, or fun for you in order to drink?
- Have you more than once gotten into situations during or after drinking that increased your chances of injury — either to you or someone else (such as driving, swimming, walking in a dangerous area, or having unsafe sex)?
- Do you continue to drink even though it is making you feel bad, depressed or anxious?
- Have you ever had a memory blackout?
- Do you have to drink much more than you once did to get the effect you want? Or found that your usual number of drinks had much less effect than before?
- When the effects of alcohol wear off, do you have trouble sleeping or feel shaky, irritable, anxious, depressed, restless, or experience nausea or sweating or sense things that are not there?

Answering yes to even a few of these questions may indicate that the student has a serious issue with alcohol. This is where Alcoholics Anonymous can help.

Alcoholics Anonymous

Alcoholics Anonymous (A.A.) is a nonprofit, peer-support organization whose primary purpose is to help those experiencing problems with drinking to lead healthy, responsible lives without alcohol. For nearly 85 years, A.A.'s program of recovery has been available free of charge to anyone, anywhere who wants help with an alcohol problem. It is a lifeline for the more than 2 million members worldwide.

How It Works

A.A.'s proven program of recovery is based on a progressive, twelve-step model centering on peer-to-peer support. This life-saving connection to others struggling with alcohol problems creates a sense of community and belonging that is the conduit to productive, sober lives.

- **Meetings**

Meetings are at the heart of the program. Those going to A.A. for the first time are encouraged to attend as many meetings as possible, to get the support they need during the critical first steps of sobriety. In fact, A.A. has meetings specifically designated for young people and those who are new to the program — essential for the roughly one percent of A.A. members under the age of 21.

"Anyone old enough to have a problem is old enough to seek help from A.A."
-Nicole. Started A.A. at 14.

While there are many types of meetings, they are generally divided into two categories: 1) "Open" meetings are available to all, including interested school counselors, administrators, teachers, or parents; and 2) "Closed" meetings designated for those with a desire to stop drinking.

Usually lasting an hour, meetings generally consist of talks by one or more speakers, sharing accounts of their past alcohol use and their present recovery in A.A. They provide attendees the opportunity to connect and identify with others' experiences, as well as the chance to share their own struggles with the group. Support materials are readily available at most meetings for participants to take with them.

"There were jocks, and guys with long hair and headbands and torn-up jeans. There were country-club girls and biker girls. Here were all the cliques I couldn't fit into one room, and everyone fit together. I felt for the first time that I might fit in, and that these people wanted me to be there."
-Norm. Started drinking at 13; A.A. at 16.

Finding a local meeting is as easy as an internet search or a phone call. There are no associated fees, attendance is voluntary, and participants may attend as many meetings as they want, for as long as they wish.

- **Sponsorship**

One key component of A.A.'s program of recovery is sponsorship. Optional, but highly recommended, sponsorship offers practical, one-on-one support for the person in recovery.

Sponsors are A.A. members who serve as facilitators and guides through the program's steps. They share their experiences and hope to help their "sponsees" navigate the trials and challenges inherent in staying sober. Sponsorship is the very essence of A.A. — one alcoholic dedicated to helping another alcoholic gain sobriety and remain sober.

Sponsorship can be especially helpful as young people work through the many challenges of peer and parental relationships, school and after-school events, and the social pressures that many young people feel to be "part of," even when that includes risky and unsafe drinking.

"Today I am 19 years old, still sober, and attending college. I have my family back; I have dignity; I have serenity. I go to meetings daily and have a sponsor I can depend on."

-Laura. Started drinking at 13; A.A. at 15.

"I began to see how I had destroyed my life. I hated myself and decided to try this A.A. thing. I went to meetings with some other 16-year old sober girls. Eventually I got a sponsor, and she took me through the Steps. I found a home group, which I am convinced to this day is what saved my life."

-Julee. Started drinking at 14; A.A. at 16.

• Resources and Support

A.A. produces and maintains a comprehensive library of print, video and audio resources to aid participants on their road of recovery. Materials are readily available at meetings, at local service offices, and online.

Underage Drinkers

A.A. has a long history of supporting young people suffering with alcohol abuse. Young People's Groups in Alcoholics Anonymous (YPAA) were established more than 70 years ago — for, and by, young people to address the unique circumstances of adolescents and young adults and their drinking. Through these meetings, young people suffering with active alcoholism are supported and shown through the recovery of other young people that life without alcohol is not only possible, but well worth living.

In addition to its nationwide network of meetings, YPAA holds an International Conference (ICYPAA) each year to provide an opportunity for young people in A.A. (from all over the world) to come together and support one another. The Conference is a weekend-long event that consists of panels, workshops, and speaker meetings where young recovering alcoholics can share their experience about getting and staying sober.

Why Anonymous

A.A. holds a longstanding tradition of anonymity for its participants. At the personal level, anonymity provides protection for all members from identification as alcoholics outside A.A. meeting rooms, a safeguard often of special importance to those new to A.A. While much more is known about alcoholism and addiction today, a stigma remains in many communities. Providing an environment where anyone — especially a young person — seeking help can find it discreetly, safely, and at no cost, can contribute positively to their recovery.

A Community Resource

Alcoholism doesn't just affect the person drinking. It impacts family, friends, and our communities as a whole. A large component of A.A.'s mission is to serve the wider community and A.A. members routinely volunteer their time and are available to present information about A.A. to your faculty, or speak to students and/or parent groups. To connect with an A.A. member in your area, go to www.aa.org or email cpc@aa.org or call 212-870-3400.

While A.A. is a program explicitly for individuals with a desire to stop drinking, there are other groups that provide support to the friends, relatives and significant others of alcoholics: Al-Anon Family Groups and Alateen (which is specifically for teenagers whose parents or significant others may have problems with alcohol). For more information on either of these groups, go to www.al-anon.org.

Support Materials

A.A.'s extensive library of resources provides those with alcohol problems, and the people and professionals who care for and about them, with a vast array of information and tools.

For young people, A.A. provides several age-specific pieces including graphic-novel style pamphlets entitled, "Too Young?" and "A Message to Teenagers," as well as five public service announcement (PSA) videos which may be viewed at school assemblies or during health or physical education classes.

Pamphlets and videos may be ordered online at www.aa.org or by calling 212-870-3400

Inside Back Cover:

Underage drinking is not a new phenomenon. The statistics, however, paint a picture of grave concern for our young people. Today's children, adolescents, and young adults are drinking more heavily, with greater frequency. Their bodies are not equipped to handle it and their development — physically, cognitively, and emotionally — is negatively impacted.

School administrators, counselors, and teachers are often on the front lines of dealing with underage drinkers. Having readily accessible, community-based resources is essential to supporting young people as they look for help. To learn more about how A.A. may be of service at your school, email us at cpc@aa.org, or call 212-870-3400.

March 9, 2012 – From the minutes of the A.A.W.S. Publishing Committee meeting

“The committee began discussion of the following request from the minutes of the January 28, 2012 meeting of the trustees’ Committee on the Conference:

‘...That the A.A.W.S. Board formulate policy to determine the types of literature which do not require consideration by the General Service Conference and the types of literature that should receive Conference consideration, and that the policies define what are ‘editorial’ and ‘format’ changes to literature.’ “

Conference Discussion

- Review and understand what Conference approves (Conference approves content - content is consistent with Traditions and message we want to convey - Bill’s language is protected)
- Which formats are not within the purview of the Conference?
- Should format approval and manner of selling be determined at the same time?
- What issues go to Conference? e.g. delivery methods
 - (Kindle? Nook? – questions of affiliation and perceived endorsement)
 - eBooks?
 - Website e.g. *Daily Reflections*?
- ROAD MAP - How is Conference approval related to changes in future delivery methods and formats?
- The Conference approves the words, but are these words attached to a specific pagination? If yes, direction should be included in the Advisory Action.
- Should these directions be included in an Advisory Action?
 - Cost
 - Authorized translations
 - Format
 - Technology and delivery method
 - Distribution mechanism e.g. eBooks, website, etc.
 - Pagination
- Does Conference approval include pictures vs. words?
- How do we get clarity from Conference??
- Editorial Department’s changes e.g. corrections, “common English usage”- pre-Conference or post-Conference? How do we function?
- Does A.A.W.S. go to Conference to get approval on policy?

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- Do we agree that past practices create policy?
- How do we get clarity from the Conference?

What conclusions do we draw from this material?

Do we want to take this discussion to Conference? When? How? For what purpose?

Background to be provided

- Criteria for Conference approval
- Lists of G.S.O's Service Material and other non-Conference-approved material
- Definition and past practices regarding "editorial" responsibility
- Definition of "editorial" changes
- Definition and past practices regarding "format" changes
- List of formats
- John K█████'s August 10, 2009 letter regarding cancellation of AAWS contract with Kindle
- 1-10-12 request letter to trustees' Conference Committee provided to this committee as background at the request of trustees' Conference Committee

Memo

Date: June 8, 2012

To: A.A.W.S. Publishing Committee

From: Valerie O., Publications Director

Re: Criteria for Conference Approval
(Types of literature that should receive Conference consideration)

1951 General Service Conference Advisory Action

"In future years, A.A. textbook literature should have Conference approval. (Agenda Committee)

Prior to the vote on this subject, it was pointed out that adoption of the suggestion would not preclude the continued issuance of various printed documents by non-Foundation sources. No desire to review, edit or censor non-Foundation material is implied. The objective is to provide, in the future, a means of distinguishing Foundation literature from that issued locally or by non-A.A. interests."

Today G.S.O. experience indicates that there are two basic criteria for types of literature that should receive Conference consideration:

- Content is consistent with Traditions and the message we want to convey
- Content is within the scope of Conference Committees.

Research indicates that there are no trustee's or Conference Committee Actions that specify criteria for or define types of literature that should require Conference consideration.

Memo

Date: June 8, 2012

To: A.A.W.S Publishing Committee

From: Valerie O., Publications Director

Re: Past Practices re: “Editorial” Responsibility

(A) Definition

(B) “Editorial” Responsibility References from Conference Advisory Actions

(A) Note from Publications Director:

Recent discussions of “editorial” changes appear to be concentrated on the last step in an editor’s responsibilities i.e. the updating of time-specific information in existing or other printed A.A. material. Before presentation to the Conference, a manuscript is edited for “mechanics” e.g. spelling, punctuation, etc., and, more importantly, for consistent style, A.A. language, certain design choices, organization, proofing and continuity of thought and message.

Our editor works with trustees’ committees from the initial stages of either manuscript preparation or of major or minor revisions to Conference-approved new literature to the final stage with the edited product being presented to the Conference. For an in depth overview of editorial responsibilities, please see Background Document C 2.

From the April 2012 Report of the trustees’ Committee on Corrections to the 2012 Conference Committee on Corrections:

“In response to a 2011 Additional Committee Consideration that a process be established for updating the Workbook at each printing that would ensure accurate references, staff consulted with the Publications Department and confirmed that it is a **historically accepted practice that it is the editorial responsibility of the Publications Department to update all numerical, page number references, addresses, statistical information, and current terminology as determined by either the trustees’ or Conference Committees whenever there is a reprint of an existing publication or the introduction of a new publication.**”

2010 Conference Committee on Literature Additional Committee Consideration:

The committee considered a request to define the editorial responsibility of G.S.O.’s Publications Department and took no action. The committee expressed appreciation for the request, noting the concern for Conference-approved literature and for the Conference process, and agreed that the current practices followed by G.S.O.’s Publications Department are appropriate.

(B) “Editorial” Responsibility References from Conference Advisory Actions:

Introduction to Advisory Actions Booklet (Page 6) For many years, the General Service Office distributed “A Summary: Advisory Actions of the General Service Conference of Alcoholics Anonymous.” It was a matter of editorial decision to select actions for inclusion and they were often reworded for clarity.

Conference Literature Committee:

1986 It was recommended that: The A.A.W.S. **editorial staff continue to degenderize A.A. literature**, with the exception of Bill W.’s writings, as the items are reprinted, e.g., “staffing the booth” rather than “manning the booth,” etc.

* **1995** It was recommended that: The first 164 pages of the Big Book, *Alcoholics Anonymous*, the Preface, the Forewords, “The Doctor’s Opinion,” “Doctor Bob’s Nightmare” and the Appendices remain as is.

* Reaffirmed in 1997, 1998, 1999, 2000 and 2001.

1999, 2001 It was recommended that: The Publications Department of the General Service Office **maintain the following specific editorial responsibilities regarding the Fourth Edition Big Book Project**:

- Editorial “fine tuning” such as footnotes, punctuation, capitalization, spelling, updating, jacket materials, page numbers, etc. Thus, page numbers are likely to change for content after page 164.
- Coordinating the flow of work between the book designer, typesetters, proofreaders and the production people, who order the paper and schedule the printing with the book manufacturer.
- In the case of the proposed Fourth Edition of *Alcoholics Anonymous*, the G.S.O. editors would prepare or coordinate new material and changes such as:

New Material

Cover and jacket design
Jacket copy
Preface
Foreword to the Fourth Edition

Changes

Title Page
Contents Page
Factual material that appears in footnotes
Introductions to personal stories

2002 It was recommended that: The Publications Department of the General Service Office maintain the following **specific editorial responsibilities** regarding the Big Book Dropped Stories Anthology Project with the title “**Experience, Strength and Hope**”:

- Coordinating the flow of work between the book designer, typesetters, proofreaders and the production people, who order the paper and schedule the printing with the book manufacturer.

New Material

Cover and jacket design
Jacket copy
Jacket materials
Preface/Foreword

Changes

Contents page
Factual material that appears in
footnotes
Introductions to personal stories

2006 It was recommended that: The draft manuscript of *A.A. in Prison: Inmate to Inmate* be approved and that the Publications Department **maintain standard editorial responsibilities.**

The Conference reaffirm the stand taken by the 1951 Conference as follows: "This Conference has no desire to review, edit, or censor non-Foundation material. Our object is to provide, in the future, a means of distinguishing Foundation literature from that issued locally or by non-A.A. interests." **The principle of retaining professional writers on a fee basis when their employment has been authorized, to ensure prompt, efficient handling of editorial responsibilities be approved.**

2007 It was recommended that: The **Spanish-language Third Edition Big Book, *Alcohólicos Anónimos***, be produced, keeping in mind the 2004 Conference Advisory Action on contents, story selection, and process, as follows:

I. Contents

A. The Third Edition Spanish-language Big Book to be similar in page count to the English Fourth Edition Big Book.

B. The first 164 pages of the Big Book, *Alcohólicos Anónimos*, the Preface, the Forewords, "The Doctor's Opinion," "Dr. Bob's Nightmare," and the Appendices will undergo a complete review to assure accuracy of translation and consistency of style and tone throughout the text. **As in translations of all languages, the Publications Department strives to reflect the best possible translation of Bill W.'s writings and does not require Conference-approval.**

C. Personal Stories:

...A new Foreword to be developed by the Publications Department explaining the process and development of the Spanish-language Third Edition Big Book.

The committee acknowledged that the Publications Department strives to reflect the best possible translation of Bill W.'s writings and recognized that translations of Bill W.'s writings do not require Conference-approval.

Conference Report and Charter Committee

2009 It was recommended that: **All changes to *The A.A. Service Manual/Twelve Concepts for World Service* be listed in the edition in which the changes appear for the first time, and organized by source of change (General Service Board, Conference Advisory Action, Conference Committee on Report & Charter, Publications Department). Conference advisory actions will be noted by vertical margin change bars in the edition in which the change appears for the first time.**

2010 It was recommended that:
The Publications Department publish the Area Service Highlights in their entirety in the *Final Report*.

2010 Floor Action

The Conference Committee on Report and Charter's Advisory Action which read ... be rescinded and replaced with:

"That the Publications Department work cooperatively with the Conference Committee on Report and Charter on the Final Report of the General Service Conference to ensure that all Advisory Actions and Additional Committee Considerations are consistent in format, grammatically correct, and accurately reflect the actions of the General Service Conference." [See Advisory Action #33]

Memo

Date: June 8, 2012
To: A.A.W.S. Publishing Committee
From: Eleanor W., managing editor
Re: Definition of "Editorial" Changes

Publications Director Note: The concept of "Editorial" changes is a misnomer. Currently there is no procedure nor practice for any "Editorial" changes to Conference-approved or Conference-reviewed service material. The current practice is that edits are limited to the correcting of typos or factual errors and/or to the updating of time-specific information in existing printed or other A.A. material.

Past practice was that draft manuscripts were presented to Conference Committees for approval and content suggestions, if any. Post-Conference, the manuscript underwent "Editorial" polishing. Currently the Conference receives "Print" ready manuscripts with final edits incorporated into the Conference Committee manuscript with no post-Conference editing expected unless specifically requested.

One current exception is the potential change to the cover design of the newly approved "Armed Services" pamphlet as several 2012 Conference members suggested that, lacking a subtitle, a new design could help with identification by and attraction for the newcomer.

Managing Editor's Notes: First I would like to state that all writers, free-lance editors, designers and artists are professionals with a strong background in "the book business," as well as being A.A. members who are also informed regarding the A.A. service structure.

Conference-approved literature changes: When a Conference-approved pamphlet or book comes up for reprint the editor scans it for any information that needs to be updated – membership figures; titles that have been changed; suggested changes from the previous Conference; typos or misinformation that has been caught by A.A. members.

Format, style, and layout remain the responsibility of the Publications Department.

Service Material (non-Conference-approved) changes: Service material consists of information pieces ("Coping with influx of new members," "Traditions checklist," et al) which often come about in response to an expressed need; Workbooks; A.A. Guidelines; newsletters and bulletins; flyers. **Again, updating figures, titles, etc. is standard procedure.** Workbooks and Guidelines reflect group experience and often staff members will have new information to include, since they are on the frontline of what is happening in the Fellowship. However, basic changes are usually the extent of it. Workbooks often have more extensive revision since they are reviewed annually by the trustees' and Conference Committees. The G.S.O. staff presents the revised text to the editor for formatting, style, and layout.

Newsletters and bulletins: Manuscript copy of articles is put into folders and circulated to the staff. Again, the purpose is not to rewrite the material but to pick up any misinformation and to suggest adding anything that the writer and/or editor might have overlooked. Again, the layout and art remain the responsibility of the editor. Exceptions - the art for the Holiday *Box 4-5-9* is Okayed by the staff member on the Literature assignment and the Conference (Summer) *Box 4-5-9* is reviewed by the staff member on the Conference assignment.

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LITERATURE
Item I
Doc. 2.e

A.A.W.S. Publications Conference- Approved Material Formats (Excluding A.A.'S G.S.O. Website)	
BOOK FORMATS	BOOKS, BOOKLETS TITLES AND FORMATS
Regular Print - hard cover	Big Book: Regular Hard cover/Portable/Gift/Large Print/Pocket/Braille/eBook
Large Print soft cover	Big Book + Experience, Strength and Hope: Boxed Set
Pocket size - soft cover	12x12: Regular Hard cover/Gift/Large Print/Pocket/Braille/CD-ROM/eBook
Portable soft cover	AA Comes of Age: Regular Print
Gift Edition - hard cover - pocket	AA In Prison: Regular Print
Braille Book	As Bill Sees It: Regular print/Large print
Abridged/ Unabridged	Came To Believe: Regular print/Large print
Abridged, soft cover, pocket version	Daily Reflections: Regular print/Large print/ Braille
CD-ROM	Dr. Bob and the Good Oldtimers: Regular Hard cover
Boxed Sets	Experience, Strength, and Hope: Regular Hard cover
eBook	Living Sober: Regular print/Large print
	Pass It On: Regular Hard cover
	Pass It On + Dr. Bob and the Good Oldtimers: Boxed Set
	Service Manual/12 Concepts: Regular print/Large print
PAMPHLET FORMATS	PAMPHLETS- SPECIAL FORMATS
Regular Print	Twelve Steps Illustrated
Large print	The Twelve Concepts Illustrated
Illustrated	AA For The Older Alcoholic: Large Print
Easy to read	FAQ About AA: Large Print/Braille
Comic book	How It Works: Large Print
Excerpts	Is AA For Me?: Illustrated/Easy to read
Literature Packages	Is AA For You?: Braille
	It Happened to Alice: Comic book
	This is AA: Large Print/ Braille
	Too Young?: Comic book
	What Happened to Joe: Comic book
FLYER FORMATS	FLYERS- SPECIAL FORMATS
Regular Print	Twelve Traditions: Large Print
Large print	
AUDIO FORMATS	AUDIO TITLES AND FORMATS
Audio Cassette Tape	Big Book: Cassette Tape/CD
CD	12X12: Cassette Tape/CD/CD with Braille
CD with Braille (booklet)	A Brief Guide To AA: CD
	AA Comes of Age: CD
	Bill Discusses The Twelve Traditions: Cassette Tape
	Living Sober: Cassette Tape/CD
	Pioneers of AA: Cassette Tape
	Three Legacies, By Bill: Cassette Tape
	Voices of Our Co-Founders: Cassette Tape
	Spanish Big Book(2nd Edition): Cassette Tape/CD
	Radio Public Service Announcements: CD
VIDEO FORMATS	VIDEO TITLES AND FORMATS
DVD	Big Book: DVD in American Sign Language
VHS	12x12: VHS in American Sign Language
DVD In American Sign Language	AA Cooperation With The Professional Community Video: DVD
VHS In American Sign Language	AA In Correctional Facilities: DVD
Beta Cam SP, U-Matic	Bill Discusses The Twelve Traditions: DVD/VHS
	Bill's Own Story: DVD/VHS
	Carrying The Message Behind These Walls: DVD/VHS
	Hope: Alcoholics Anonymous: DVD
	It Sure Beats Sitting In A Cell: DVD/VHS
	Markings On The Journey: DVD
	2009 Young People's Videos: DVD
	Young People's "Animation" Video: DVD
	2009 Young People's Videos+Young People's "Animation" Video: DVD Set
	Your AA General Service Office, The Grapevine, and the General Service Structure: DVD
	Public Service Announcements: Beta Cam SP, U-Matic: DVD

4/10/2012

CONFIDENTIAL: This is background for the 69th General Service Conference, and as such may be a confidential A.A. document. Distribution is limited to A.A. members. Placement of this material in a location accessible to the public, including aspects of the Internet, such as Web sites available to the public, may breach the confidentiality of the material and the anonymity of members, since it may contain members' full names and addresses.

Memo

Date: June 8, 2012
To: A.A.W.S Publishing Committee
From: Valerie O., Publications Director
Re: “Format” changes
(A) Definition
(B) Past Practices

(A) At this time there is no formal definition of A.A.W.S. vs. Conference “format” responsibilities.

(B) Formats of Conference-approved A.A. Literature/Material

Past practice has been that the General Service Conference approves books, pamphlets, videos, and audios which represent the A.A. message. Within those categories the Conference has sometimes specified formats such as large print, pocket-size, easy-to-read, and illustrated versions.

The A.A.W.S. Publishing Committee practices oversight of G.S.O.’s Publications Department which is responsible for the professional and timely delivery of Conference-approved literature/material.

Conference Role re: Additional Formats of Conference-approved Literature/Material

The Conference may discuss additional formats for Conference-approved literature/material.

This year the Conference Literature Committee will be discussing a request to combine the *Twelve Steps and Twelve Traditions* book with the *Twelve Concepts for World Service* booklet. The request for this new version of existing literature was received by the trustees’ Literature Committee which, in turn, forwarded it for consideration to the Conference Literature Committee.

A.A.W.S Publishing Committee’s Oversight of Additional Post-Conference Format Requests

There are two current practices:

1. Recent past practice is an annual committee review of Fellowship or other requests from the Publications Director, G.S.O. staff, etc. for additional formats of Conference-approved literature/material e.g. large print books, audio versions of books, creation of electronic service pieces, etc.

The committee has recently created a list of criteria which are to be considered during the format requests review process.

OR

2. In the past the Publications Director has informed the A.A.W.S. Publishing Committee of ongoing budgeted projects which are to implement updated format technology e.g. conversion of VHS to DVDs, and the conversion of cassettes to CDs.

A.A.W.S. Publishing Committee's Oversight of French and Spanish Translations of Conference-approved Literature/Material

Recent past practice is an annual committee review of a summary of literature and material that is not available in three languages: English, French, and Spanish. The committee sets priorities based on expressed need requests received from any part of the Fellowship, budgetary restraints, and practicality.

In 2012 the A.A.W.S. Publishing Committee asked that the following projects be included in the 2013 Budget:

- French - Large print format in of the Big Book and *Twelve Steps and Twelve Traditions*
- French and Spanish - Summary booklet of Advisory Actions from 1989 through 2009

SAMPLE PAST ACTIONS TAKEN REGARDING FORMAT CHANGES AND DISTRIBUTION

- (A) GENERAL SERVICE CONFERENCE
 - (B) A.A.W.S. PUBLISHING COMMITTEE
 - (C) DISTRIBUTION POLICY APPROVED BY A.A.W.S. BOARD
-

(A) SAMPLE FORMAT CHANGES AND DISTRIBUTION APPROVED BY CONFERENCE

BOOKS

Alcoholics Anonymous

1986 The General Service Conference recommended that: To establish the need for additional formats of the Big Book, an explicit questionnaire (describing the preferred Lexitone – softcover –samples of (1) the pocket size and (2) first eleven chapters, plus Dr. Bob’s story) be developed for use by the delegates in surveying A.A. groups in their areas. It is further recommended that area delegates be responsible for distributing the questionnaires and returning them to G.S.O. by July 15, 1986, and that the results be reported to all Conference members by August 1, 1986. Should the survey results indicate, in the judgment of the General Service Board, substantial requests for additional format(s), A.A.W.S. may act as necessary.

1989 **Large print** The General Service Conference recommended that: The Book Alcoholics Anonymous be made available in large print because of an indicated need over the years.

1993 **Pocket-sized/Abridged** The General Service Conference recommended that: A.A.W.S. produce a pocket-sized version of the Big Book with all front Matter (Preface and various forewords, Doctor’s Opinion), basic text, Dr. Bob’s Story and Appendices.

Twelve Steps and Twelve Traditions

1982 It was recommended that: Since the book *Twelve Steps and Twelve Traditions* is available on cassette tapes, there is **no need to print the book in large type at this time**.

2010 It was recommended: *Twelve Steps and Twelve Traditions* **be published in large print**, in response to an expressed need.

Alcoholics Anonymous Comes of Age

1982 It was recommended that: A.A.W.S., Inc. **produce cassette tapes** of A.A. Comes of Age.

PAMPHLET **A.A. for the Older Alcoholic**

2001 It was recommended that: The pamphlet “A.A. for the Older Alcoholic—Never Too Late” be published in **14 point type, large-print format only**, as this format would fit our current literature racks.

Miscellaneous It was recommended that: All new literature be in a **format suitable for mailing in a #10 envelope**, insofar as is practicable.

Miscellaneous Distribution

Cooperation With the Professional Community Videos (C.P.C. Committee)

2008 It was recommended that: The video segments directed to professionals in the legal/criminal justice and healthcare fields to be streamed on **G.S.O.'s A.A. Web site** be approved with suggested changes and that the trustees' Committee on Cooperation With the Professional Community/Treatment Facilities oversee these changes.

2010 It was recommended that: The video segments directed to professionals in the employment/human relations field to be streamed on to **G.S.O. A.A. Web site** be approved.

Public Service Announcements (Public Information Committee)

2007 It was recommended that: The television public service announcement "A Force of Nature" be **centrally distributed, tracked** and evaluated at a cost not to exceed \$30, 000, in addition to the work of local Public Information Committees.

2008 It was recommended that: The 2008 television public service announcement, "I Thought," be **centrally distributed, tracked** and evaluated at a cost not to exceed \$35,000, in addition to the work of local Public Information Committees.

2010 It was recommended that: The 2010 television public service announcement, "My World," be **centrally distributed, tracked**, and evaluated at a cost not to exceed \$35,000, in addition to the work of local Public Information committees.

(B) SAMPLE FORMAT CHANGES APPROVED BY A.A.W.S. PUBLISHING COMMITTEE

BOOKS

Large Print Formats

1-29-04 English - **As Bill Sees It; Came to Believe; Living Sober**

Spanish - **Alcoholics Anonymous; 12x12**

9-14-07 Spanish - ***The A.A. Service Manual/Twelve Concepts for World Service***

A.A. Comes of Age

9-12-08 Recommended that: *A.A. Comes of Age* be published in **soft-cover format**.

Daily Reflections

1-28-10 Recommended that: A new Spanish ***Daily Reflections with references to the Third Edition*** Spanish Big Book is available

Large Print Pamphlets

2004 English - **This is A.A.; 44 Questions**

CD/DVDs

7-30-09 Recommended that: The **ASL Big Book and Twelve Steps and Twelve Traditions** videos be converted to DVD format.

MISCELLANEOUS

- 7-30-09 Recommended that: Future **Membership Survey table top displays** be produced in English, Spanish and French
- 12-11-09 Considered:
A request to produce **pamphlets without staples** for correctional facilities and took **no action**. The committee considered several cost and production concerns outlined in the background and agreed that an overall policy on producing pamphlets without staples would not be feasible at this time.
- 1-28-10 Considered:
A request to **add the Unity Declaration to A.A.W.S. pamphlets** per a 1973 Conference Advisory Action and agreed to add the Unity Declaration to pamphlets suggested by the Publications Department as feasible and appropriate, in the spirit of the 1973 Conference Advisory Action.
- 7-28-11 Recommended that: Translation of quarterly issues of **“Markings” into French and Spanish** at a cost of \$8,000 per year.
- 12-9-11 Recommended that: **Translation of A.A. literature may include text and images in order to better reach suffering alcoholics from widely divergent cultures and background in countries other than the United States and Canada.** Translation of such literature continues to be within the purview of the Publications Department.

(C) DISTRIBUTION POLICY APPROVED BY A.A.W.S. BOARD

9-16-11 The Board agreed to a policy of **worldwide distribution of eBooks at this time** since A.A.W.S. has the only known secure digital sales platform of A.A.W.S. copyrighted material and there it is not in conflict with existing international licenses.

4.13.12 von

PRESENTATION ON PUBLISHING OPERATION
Copy Preparations
Vinnie M
October 25, 1984

My presentation today is concerned primarily with preparing copy for new pamphlets and books approved by the General Service Conference. Although updates and revises of existing items represent the bulk of our day-to-day work--1984/85 excepted--it is the initial copy preparation that determines the basic message, the look, the style, the length, the cost and its A.A. effectiveness for many years.

Today, several Board and Conference committees are concerned with A.A. literature--recovery literature is reviewed by the Literature Committee, but Public Information, C.P.C. and Correctional Facilities oversee the need for literature items germane to the interests of these committees. For example, within recent history, the P.I. Committee produced "Understanding Anonymity" and "The A.A. Member"; C.P.C. developed "A.A. as a Resource for the Medical Profession" and Correctional Facilities oversaw "It Sure Beats Sitting in a Cell."

Following Conference approval for an idea for a pamphlet, a free-lance writer is hired to develop the manuscript. Our writers are necessarily A.A. members who are professional writers. Finding the right professional for the job can be a big decision. Not every writer's style is appropriate for A.A. "style." The A.A. style of sharing in a warm, positive manner is frequently beyond a "hard news" newspaper reporter, for example. We have also seen that writers who do a fine job on pamphlets primarily meant for A.A. members are not so accomplished when writing A.A. pamphlets for the non-A.A. community, and vice-versa. So, it is obviously crucial to understand the various writers' styles, skills, and so forth.

Once a writer is hired, A.A.W.S. draws up an agreement regarding the writer's fee and our copyright and royalty policies. As many of you are aware, this subject has been handled casually at times, and with the help of our legal counsel, we have become sharper about this aspect of our responsibility.

Although some committees are quite specific about the nature of the contents for a new pamphlet, others are vague, so it is crucial that the staff member working with a free-lance writer clearly communicate the committees' wishes. We try to give the professional as much information and insight as possible into the effect we are trying to achieve. Vague and fuzzy ideas that have to be pieced together can often produce disappointing results. Although our writers very well know how to write, they can be left adrift if we fail to tell them what it is that we want. Should our plans call for heavy illustrations, we must bring in an illustrator at the same time that we hire a writer. Again, our illustrators are professionals in their field and are also A.A. members. We bring the writer and illustrator together and try carefully to coordinate their creative work. In an unusual twist, we are currently working with an illustrator--but not a writer--on the proposed "Twelve Concepts Illustrated." As planned, this pamphlet will be so highly illustrated that the artist is supplying the copy. This situation certainly is a departure but then so is the subject matter.

Our office structure provides that the staff member assigned as Literature Coordinator is responsible for getting a literature item moving--regardless of the originating committee. The Literature Coordinator is also part of a "team" that looks after updates and revises and also has a hand in the preparation of A.A. bulletins and workbooks. The Service Coordinator, another staff member, is a part of the team when we prepare items such as Guidelines, the Service Manual, etc.

Once the basic manuscript is accepted by the Conference, we commence the various processes entailed in producing a pamphlet. The first step in this process is to place the manuscript in the loving hands of one of our editors. A.A.W.S. employs two editors who are professionals in their field and who are A.A. members. The editor's responsibilities are, in general, twofold. First, she tries to carry out the committee's wishes and edit the manuscript to its satisfaction. Second, the editor marks the manuscript following the layout--which, for A.A. pamphlets, are standard--they must fit in a No. 10 envelope--and sees that all parts of the manuscript are easily readable by the printer's typesetter. In the case of an illustrated pamphlet, the editor marks the manuscript following the illustrator's layout. In most publishing companies, the editor thus becomes the liaison between the "author" and the production department. In the case of our office, the staff members represent the "author" which is actually a Conference committee! But, the editor's first and most important job is to edit the manuscript. What does this mean?

The editorial function is in effect two processes. The first, for want of a better term, may be called mechanical editing, though no machine has yet been devised to do it. The process involves a close reading of the manuscript with an eye to such matters as consistency of capitalization, spelling, and hyphenization; agreement of verbs and subjects; beginning and ending quotation marks and parentheses; numbers given as figures or written out; and many other details of style.

We spoke of the writer's "style" earlier, but the word "style" means two things to an editor. The first meaning is that implied in the mechanics which

publishers refer to as "house style"--rules regarding mechanics of written communication details. Writers more often think of style in its other sense as a way of writing, of literary expression. Editors are of course also aware of this meaning of style when they undertake the second, non-mechanical process of editing.

The second editorial process may be called substantive editing--rewriting, reorganizing, or suggesting other ways to present material. The editor will know by instinct and learn from experience when and how much of this kind of editing to do on a particular manuscript. An experienced editor will never inflict her own way of writing on an author who has a quite different style. She recognizes, and does not tamper with, A.A.'s figures of speech and idiomatic usages, as she is an A.A. member herself. With the exception of certain magazine publishers, A.A. World Services is probably unique in that we do seem to have a "house literary style," the "A.A. way" of communicating. It is hard to pin down a description but most of us know it when we see it--and jump when we don't see it in an A.A. manuscript!

Another extremely important function provided by our editors is continuity. Because our editors work with our pamphlets constantly and do not rotate, they may be aware that a recommendation to revise a paragraph in one portion of the pamphlet, may affect pages in the back of the pamphlet that the committee overlooked. This may not sound possible or even likely--certainly a committee looks at the entire pamphlet before making a recommendation. Experience has shown us that this is not always the case and when we are revising a literature item as involved as "The A.A. Service Manual," we certainly are grateful to our editors who can quote page numbers and text like some members automatically quote "The Fifth Chapter."

Copy editing is the editor's most important and most time-consuming task.

It requires close attention to every detail in a manuscript, a thorough knowledge of what to look for and at the style to be followed, and the ability to make quick, logical decisions.

Aside from all of this professional expertise, the editor marks the manuscript for the printer. She marks the manuscript with type specifications indicated on the designer's layout (if there is one) or in the case of pamphlets that are not illustrated, simply follows standard design, but marks it up for the printer.

It is usually at this point that the editorial process comes together with production. Depending on the complexity of the item, our production people may have been brought in earlier so that the designer or illustrator, the editor and the staff can understand each other's particular requirements in turning out a finished product. For example, there are certain typefaces that do not reproduce well on certain types of paper--so the designer and production person have to understand each other's needs. Final copy may have to be cut simply because of paper requirements, so it is important that the production person and the editor communicate well. In our office, an A.A. staff member is on the "team" because the "author"--the committee--should be queried for changes, omissions, suggestions, etc.

At this point, I hope that it is clear that the details and complexities of producing a piece of literature are such that, although each person involved with the project has his or her own area of expertise, it is crucial that each share a working knowledge of the other's.

CONFIDENTIAL: 69th General Service Conference Background

6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages)

To produce a literature item requires the work of many craftsmen, each trained in a special field. In our offices, members of our "literature team" share in a variety of responsibilities that at most publishing houses, are assigned specifically to a number of skilled professionals. For example, following Conference approval of a manuscript, the staff member represents the author and performs some functions of a production controller, dealing with the designer, the printer, and others. At other times, the staff member wears the hat of an editor by obtaining the manuscripts on deadline, arranging for photographs and illustrations, arranging contracts with free-lancers, getting written permission from copyright holders to reproduce any material previously copyrighted, etc. It is very important that the exact division of responsibility for particular aspects be defined and that each member of the "team" should be fully aware of everyone's responsibilities.

Two or more people attempting to perform the same functions during the publication process will delay production and may easily frustrate the other workers with conflicting directives. A sense of urgency goes with the territory--even in an office based on spiritual principles! Proofs returned even a few days late may delay production of a book or a pamphlet for weeks--and this is as true with revises as with new items. When the delivery date of a final product is put off, A.A. members are affected. Production schedules are therefore very important; they are not to be filed and forgotten.

If a piece of A.A. literature--book, pamphlet, workbook or a newsletter--looks easy, that is probably the highest compliment to our literature team. If it looks difficult in the end, something probably went wrong! Our literature has

one purpose--to carry the A.A. message--and any elements that get in the way of this purpose can have unfortunate results. Even graphic design looks easy, but we must work very, very hard to see that this is so. Some people might ask "Why bother with design? Design is expensive and not worth the money. A.A. should keep it simple."

The other side of the coin is that design is often, though not always, a bargain. A responsible designer can save us money by correct choice of type and size of type, sensible organization, and working with our production people to select the right presses and bindery equipment when necessary. The aesthetics alone of good design often "pays off." Design is problem solving, with aesthetics unquestionably one of the chief problems but not the exclusive one. We might consider the creation of a book, booklet, pamphlet, or whatever it is, in the same manner as an architect thinks about houses or an aeronautical engineer thinks about designing jet planes. If this functional approach is taken, there will be less chance for the typography to be illegible, for the pictures or illustrations to be poorly arranged, and for the reader of the printed piece to be ill-served. And after all, the person who ultimately uses A.A. literature is our primary concern.

Today, I've tried to shed some light on the exact nature of our preliminary work. The elements we examined--editorial responsibilities, knowledge of production processes, etc.--apply to any publishing house. There are divisions of responsibility at A.A.W.S. that do not parallel the commercial world. The role of the staff member as a semi "editor" and the "author's representative";

CONFIDENTIAL: 69th General Service Conference Background

6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages)

as a production/traffic person is unusual and may, in some instances, be unnecessary. These are some examples of areas that our management may wish to explore. The sheer volume of A.A. publishing is such and the changes in the printing industry are monumental--the introduction of the computer for copy preparation and even printing have revolutionized the industry--that operation is probably too complex for a rotating staff member to fill. A.A. World Services is extremely fortunate to have two fine editors--but we will probably need to add to our editorial staff very soon. Today, we have not touched on translations, but the process is the same. We have been using a free-lance Spanish editor. We will probably want to look at hiring someone full-time for this responsibility.

6.8.12 Background Material from A.A.W.S. Publishing Committee(33 pages)

LITERATURE

Item I

Doc. 2.i

A.A.W.S.'s Role in Creating new formats

DECEMBER 1995 REPORT FROM VINNIE MCCARTHY, PUBLICATIONS DIRECTOR
10 PAGES

CONFIDENTIAL: 69th General Service Conference Background

6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages)

(2) Foreign Literature (other than Spanish) published by G.S.O.:

Pricing policy: English equivalent.

Bulgarian Twelve & Twelve, Slovak "This is A.A.," "Is A.A. for You?" and "A.A. as a Resource," Czech "Letter to a Woman Alcoholic" and "A.A. as a Resource" and Romanian "A.A. as a Resource."

One director indicated that he has received about eight complaints over the last year regarding the Spanish Big Book. (Our translation is a hybrid of the Colombian version.) Vinnie suggested that these people should contact us so we can polish our translation. Vinnie and Danny said some of the circulating translations may not even have been done by us, i.e., some Spanish-speaking countries do their own translations. When one director asked if anything could be done at the next World Service Meeting about this, it was brought out that there is sharing only at that meeting. They can share about literature but the World Service Meeting does not produce literature.

Report on A.A.W.S.'s Role in Creating New Formats At the suggestion of the Publishing Committee, Vinnie concluded research on the history of the development of new formats over a 30-year period. In some instances, the suggestions for new formats for existing literature came out of the Trustees' or Conference Literature Committees and in others, A.A.W.S. exercised its "Right of Decision" (Concepts III and X) and produced a new format. Sometimes, A.A.W.S. felt it advisable to first seek a broader spectrum of opinion before acting and sought input from the Trustees' and Conference Literature Committees before proceeding.

Holiday Edition of Box 4-5-9 Congratulations were offered to all those responsible for the superb job done on the Holiday Edition of Box 4-5-9 which featured an article on the centennial of Bill W.'s birth, and which also mentioned Dr. Bob.

STAFF:

All staff extended best wishes for the Holiday Season to the A.A.W.S. directors. The staff hope 1996 will bring more drunks through our doors, which is what makes their work at G.S.O. so rewarding.

From the Group Services assignment, Helen shared that there has been a slight delay in the taping of the video of the Twelve and Twelve in A.S.L. As it stands now, taping will begin on January 2 and should take no longer than two or three weeks.

Pat reports that she has received bids from several producers for the G.S.O. video. She is also happy to report that the Box 4-5-9 Holiday Issue was mailed on time.

The first in-house planning meeting for the Conference was held on December 5 at G.S.O. and Richard reiterated the procedure for writing committee reports. He also discussed the entire preliminary agenda as well as preliminary agenda items for Conference Committees. The deadline for Conference agenda items is January 15. Committee assignments for new delegates were to be drawn from the hat following this A.A.W.S. meeting.

Joanie shared that 39 delegates, representing 19 countries, participated in the Eighth European Service Meeting, held October 27-29, in Frankfurt, Germany. Joanie also travelled to Munich on October 26 to visit the Munich G.S.O. staff who are continuing to do an impressive amount of Twelfth Step work. The service material in several foreign languages recently prepared by Publications is proving to be very useful in responding to requests from overseas. Preliminary work is on schedule for the 14th World Service meeting, to take place October 27-31, 1996, in New York City.

Valerie shared that she has been researching formats and technological changes for radio and TV use of our PSAs. Transcripts of PSAs have been prepared for P.I. committees and media professionals so they can review the content without screening the tapes.

6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages)

TO: Richard R.
cc: A.A.W.S. Board

FROM: Vinnie M.

DATE: December 11, 1995

SUBJECT: Attached Background Information Regarding New Formats

We have researched various Board, Trustees' and Conference Committees' histories from 1964 to the present to determine who decided to create new formats of our books, pamphlets, etc.

You will see that most printed format changes were referred to the Conference; audiovisual and "electronic" items, for the most part, were determined by A.A.W.S. There are, of course, exceptions, but briefly the attached can be summarized by saying:

Of seventeen various formats, in six instances did A.A.W.S. act on its own, without referral from or to trustees' or Conference committees.

Attached are the “Composition, Scope and Procedure” of both the trustees’ and Conference Literature Committees. Although these are not the only committees concerned with literature preparation, they were/are behind most of the new formats. Their scopes, as far as most of us here understand, refer to new content. However, many of us also understand that in light of the “right of decision.” A.A.W.S., although having the freedom to act in creating new formats (as compared with content), may not always wish to act on its freedom. There are instances when the Board may desire a broader spectrum of sharing and, on a case by case basis, “....should also be possessed of the right to decide when they will act wholly on their own and when they will refer their problems to the next higher authority.” (Twelve Concepts page 15).

I do hope that the attached provides sufficient background in order for us to begin discussions about A.A.W.S.' role in initiating new formats.

Who Decided

Year	Format	AAWS	Trustees Literature or other	Conf. Literature or other	General Service Board
Big Book Formats					
1979	Audio Cassettes	✓	Ref. to AAWS		
1986	Soft Cover		Ref. to Conf.	Ref. to GSB	✓
1988	American Sign Language Chapter 5 only	✓			
1988	Diskette	✓			
1989	Large Print			✓	
1991	American Sign Language	✓			
1993	Pocket Edition (Abridged)	Ref to trustees	Tabled	✓	

Twelve & Twelve Formats					
1964	Gift Edition		Ref to Conf	✓	
1981	Audio Cassettes	✓	Ref. to AAWS		
1989	Soft Cover	✓		Corr Fac ref. to AAWS	
1991	Large Print			✓	
1994	Pocket Edition	Ref. to Trust.	Ref to Conf	✓	
1995	ASL	✓			

A.A. Comes of Age					
1985	Audio Cassettes		Ref. to Conf.	✓	

A.A. in Prison -- Inmate to Inmate					
1991	60 Min cassette taken from above		Corr. Fac. ref. to Conf.	Corr. Fac ✓	

A Brief Guide to A.A.					
1992	90 Min Cassette Taken from pamphlets & Big Book stories	✓			

Braille					
1994	3 pamphlets	✓			

TRUSTEE'S LITERATURE COMMITTEE

COMPOSITION, SCOPE AND PROCEDURE

COMPOSITION

The Literature Committee is composed of members appointed by the Chairman of the General Service Board to include:

Trustees of the General Service Board
Directors of A.A.W.S. and/or The Grapevine
Additional appointed committee members

A vice chairperson will be chosen/appointed from among the trustee members of the committee. In addition, there are nonvoting editorial consultants and a G.S.O. staff member serving as nonvoting secretary.

SCOPE

The Literature Committee is concerned primarily with A.A. recovery items (books, pamphlets, and audiovisual materials) which have been or will be submitted for Conference approval. In this regard, the committee:

1. Explores the need for new items.
2. Reviews existing items to determine the need for revisions or discontinuance.
3. Coordinates through subcommittees the work of writing and revising literature by:
 - a. Working with the assigned writers
 - b. Calling on specialists in the field affected (clergy, medicine, etc.)
 - c. Requesting advice, comments, recommendations, and criticisms from all appropriate A.A. sources.

(A.A. World Services, Inc. is responsible for the printing and distribution of literature. The Literature Committee is not responsible for translations. Other committees of the General Service Board (e.g., Public Information, Cooperation with the Professional Community, Correctional Facilities, Treatment Facilities) prepare and revise literature germane to the specific interests of these committees. The service coordinator and G.S.O. staff members are responsible for guidelines and service material.)

PROCEDURE

The Trustees' Literature Committee meets quarterly preceding the General Service Board meetings in January, July, and October. The April meeting is held jointly with the Conference Literature Committee during the yearly General Service Conference.

Highlights of the trustees' committee discussion are communicated to the Conference Literature Committee following the January, July, and October quarterly meetings.

CONFERENCE LITERATURE COMMITTEE

Composition, Scope and Procedure

Composition

There are not more than nine voting members of this committee and a non-voting secretary.

The new panel members will be selected by lot geographically in mid-December (at the time of the A.A.W.S. Board meeting) in the presence of two trustees or members of the trustees' Conference Committee.

The members of the committee will include:

Not more than five delegates from the previous year's panel (they continue to serve on this committee for their second year),

and

Not more than five delegates from the current year's panel.

The new chairperson and alternate chairperson are elected by written ballot at the final committee meeting during the Conference session from the first-year panel members and take office immediately following the Conference.

Scope

To review new literature and audiovisual needs.

To review existing pamphlets.

To review new pamphlet drafts as they are prepared.

To recommend specific action to the Board's Literature Committee.

Procedure

1. To meet as a committee during the Annual Meeting of the General Service Conference.
2. To meet jointly at least once with the Trustees' Literature Committee during the annual Conference meeting.
3. To make recommendations, reached in committee by majority vote, to the entire Conference.
4. To present these recommendations to the Conference for approval, disapproval or amendment in a report given by the committee chairperson.
5. To maintain correspondence with committee secretary and other committee members during the year.

makes clear in a general way that the A.A. groups have delegated some of their ultimate authority and all needed operational authority to the Conference, which includes the Trustees and the active services. It is further suggested, in these present articles, that each Conference member on a final vote be entitled to cast his ballot according to the dictates of his own conscience; that the Conference itself also be granted, under the traditional "Right of Decision," the privilege of choosing which matters it will decide by itself and which it will refer back to the groups for their discussion, guidance or direction. These are the traditional definitions which can check the natural tendency of the groups to over-instruct Delegates. This gives the Conference an authority equal to its real responsibility.

Consider next the position of the Trustees. In previous articles we have made it clear that although the Conference has the ultimate authority, the Trustees at most times must insist on their legal right to actively administer our service affairs. Their legal right has been further strengthened and its use encouraged by the traditional "Right of Decision." In these articles we also recognize that the Trustees have a legal right of "veto" over the Conference when, in rare cases, they feel this should be used. By these means we have guaranteed the Trustees an administrative authority equal to their actual responsibility. This has of course been done without denying in any way the ultimate authority of the Conference, or of the Delegates, should it be really necessary to give the Trustees directives or censures, or to reorganize the Board. It should also be noticed that the position of the Trustees is still further strengthened by their "voting participation" in the Conference and by the recognition that they are A.A.'s primary world service administrators.

Much care has also been taken to guarantee the Directors of A.A. World Services, Inc. and the A.A. Grapevine, Inc. an ample operating authority that fully matches their responsibility for the routine conduct of our active services. The Charter provisions of their corporations legally protect their rights; the tradition that the Trustees must elect non-Trustee experts to these boards strengthens them further. Besides, the traditional "Right of Decision" adds still more substance to their position. In these Concepts the perils of turning the General Service Board back into a "departmentalized" operating corporation have also been emphasized.

These are the extraordinary precautions we have taken to maintain the operating authority and integrity of the active services themselves. These safeguards are necessary because the General Service Board owns these corporations. Therefore the authority of the Trustees over them is not only ultimate, it is absolute the moment the Trustees want to make it that way. They can elect new boards of directors at any time; they control the corporate budget; they can withhold operating funds. All these powers are needed and right. Nevertheless, so long as things go well, it is highly important that the Trustees do not unnecessarily interfere with, or usurp the operating authority of these entities. Hence the care we have taken in constructing these definitions of delegated authority.

To a considerable degree, the standing committees of the General Service Board—Policy, Finance, Public Relations, and the like—have a similar latitude. Under the principle of the "Right of Decision," each primary committee may choose what business it will dispose of on its own and what matters it will refer to the Board. The position of these

Concept

CONFIDENTIAL: 69th General Service Conference Background
6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages)

STAFF REPORT

A.A. World Services, Inc.
May 15, 1986

It's a boy!

May 6 was an exciting day as we all paced the floor awaiting the arrival of Curtis and Wendy M [REDACTED]'s new baby. Little Curtis was born that evening - 7lbs. 4ozs.

On a sad note, Ruth [REDACTED] C [REDACTED] Bill's first secretary and the woman honored in Montreal for typing the manuscript of the first Big Book, died early this month.

Betty is on her way to Los Angeles to attend the American Association of Retired Persons (AARP) Convention where we are exhibiting. This is the first large membership convention we have entered and 25,000 are expected to attend. This is a departure from our policy of exhibiting only at professional conferences and conventions. Betty will meet with General Service delegates and C.P.C. chairpersons in the vicinity as they appear to be quite enthusiastic about carrying the A.A. message this way.

Last month Betty attended the National Council on Alcoholism Forum in San Francisco. We cooperated with Al-Anon and Alateen in a family presentation which was quite successful - A.A. father, Al-Anon wife and Alateen son shared their experiences.

This is a year of "firsts" for Maureen. Her first General Service Conference was immediately followed by her first A.A. trip - to Newark, New York for the Central New York Convention. In Maureen's words, "The two experiences really helped put the pieces of the puzzle in place in terms of how the service structure works."

To comply with the Conference request to establish the need for additional formats of the Big Book, (Advisory Action #43), Sarah has prepared an explicit questionnaire for use by the delegates in surveying A.A. groups in their areas. The delegates will have the questionnaires by May 30 and they are requested to return them to G.S.O. by July 15 so that the results can be reported to all Conference members by August 1. (A copy of the questionnaire is attached for your information.) The Conference recommendation states, "Should the survey results indicate, in the judgment of the General Service Board, substantial requests for additional format(s), A.A.W.S. may act as necessary."

The saga of the International Convention pictures continues but the end may be in view, according to Sarah. Several weeks ago, G.S.O. received copies of 500 letters of complaint sent to Federal Photo in Montreal. Federal Photo claims no money was received for the photos although photo orders were prepaid. Our attorneys are working with Federal Photo and Sarah is hopeful that

PUBLICATIONS REPORT

A.A.W.S.

January 26, 1995

Book- units distribution**A.A. Purchases**

A.A.'s purchased approximately the same number of book units in '94 as in '93. When we adjust '93 and '94 figures for the Pocket Edition, we see a slight decline- nearly 14,000 units or (1)%.

Big Books - all formats

In 1994 we sold 1,046,098 Big Books, an increase of 23,005 units or 2%. Again, adjusting for the Pocket Edition, we see that total Big Book sales increased slightly compared with 1993: an increase of 3,885 units or .004.

Although A.A.'s purchases of the hardcover and "portable" editions are down, large print sales increased dramatically in September when the price was reduced. We've sold 82% more units to A.A.'s - or 4,600 copies.

Non-A.A. Purchases

Non A.A.'s purchased 4% more books in '94 compared with '93 - 22,100 additional units. This increase is due primarily to higher sales of the "portable" Big Book and of the soft cover "Twelve and Twelve."

Sales Income

A.A. sales income is down by (4)% or \$279,000.

Non A.A. sales income increased by 3.5% or \$82,300.

len - A.A. sales represented 26.6% of our total in 1994, compared with 25% in 1993.

Other Matters**Foreign Literature**

As we agreed the prices of foreign books printed by our office will be reduced to the equivalent English price when 1995 catalogs are reprinted. The lower prices will be effective March 28, 1995.

Since our last meeting the following books were produced:

	Price - English Equivalent
Ukrainian Big Book	\$4.60
Lithuanian "Daily Reflections"	5.25
Hungarian "Came to Believe"	2.00

Twelve & Twelve - Pocket Edition

This weekend, the trustees' Literature Committee will discuss a request to publish a pocket edition of the Twelve & Twelve. The committee has requested information on costs. I can tell them that the manufacturing cost would be .76 per copy. However, the actual selling price would be determined in the future, should the Conference approve this format.

Whatever the eventual selling price might be, we expect no negative impact on our sales, as this was our experience with the pocket Big Book.

A.A. WORLD SERVICES, INC.

July through October 1995

Gay G. [REDACTED], Chairperson

Following the July Board Weekend, the Board met twice, September 21 and October 26, 1995. In addition, during the period, the Finance and Administration Committee (Salary and Budget, Audit Review and Retirement), the Services Committee and the Publications Committee met once.

FINANCE: For the first nine months of 1995, G.S.O. had net sales of \$6,521,860 compared with 6,962,900 (before additional sales discount and price reductions were in place) last year and a budget of \$6,281,700. Sales were approximately \$240,000 over budget and \$441,000 less than for the period end of September 30, 1994. Gross profit from literature sales for the nine-month period was \$3,186,400 compared with \$4,104,200 in 1994 and a budget of \$3,277,400, approximately \$90,000 less than budgeted.

Contributions received were \$2,617,600, were \$158,000 (5.7%) less than budgeted, and \$134,000 (4.87%) less than the comparable period in 1994.

Total operating expenses for the period were \$92,000 (1.5%) under budget. The net operating loss for the period was \$910,600, approximately \$142,000 greater than budgeted.

In summary, revenue is approximately \$234,000 below budget, primarily due to the decline in contributions, and expenses \$92,000 below budget, for a net operating loss approximately \$142,000 greater than budgeted.

INTERNATIONAL CONVENTION: The Convention loss will be greater than previously thought, approximately \$513,000. The principle factors were: Approximately 4,000 registrants short of the projected 60,000, for \$280,000. The collapse of the Mexican peso relative to the U.S. dollar resulted in a loss of \$62,000 in registration income for the 1,775 attendees from Mexico, as we had fixed the price in pesos at the time we set the registration fee; and also undoubtedly affected attendance from Mexico. There was a loss in connection with the college dormitories we had contracted for of approximately \$130,000, as they were not utilized to the extent we anticipated. Approximately \$47,000 was realized on literature sales. Expenses were 2.6%, or \$105,000 over budget. We are continuing to study in detail where and why we varied from our projections.

PUBLISHING: Book unit distribution was flat compared to the first nine months of last year. A.A. unit sales are up by approximately 2% or 19,120 units. Unit sales to non-A.A.s are down by 3.8%. The recovery and institutions pamphlets which were reduced in price last year are still running 21% ahead of previous distribution. Sales of the audio cassettes of the Big Book have doubled since the price reduction earlier this year. Credit card sales, at 6%, are running about the same as last year.

The Publishing Committee reviewed sample pocket sizes of a possible soft-cover format of *As Bill Sees It*. A decision in this connection was deferred pending discussion at the next Publishing Committee meeting. The Committee also addressed a request to produce the Spanish *A.A. Comes of Age* in hardcover. Due to a considerable required price difference between the proposed hardcover and the current soft-cover, the Committee deferred a recommendation, pending more input from Spanish-speaking members.

6.8.12 Background Material from A.A.W.S. Publishing Committee (33 pages)

The Committee discussed A.A.W.S.' role in producing new formats of existing literature, noted that some new formats resulted from Conference recommendations, while others from direct Board action. The Publications Director will supply the Committee and Board with a history of actions regarding new formats for discussion at the December meeting.

The Committee recommended, and the Board approved a recommendation, that the new C.P.C. Workbook be priced at \$1.65 and the new C.P.C. Kit be priced at \$6.75.

FINANCE COMMITTEE: The Committee reviewed nine months' Financial Statements and discussed the schedule for the 1996 Budget preparation. In addition, the Committee was provided with detailed subschedules used in the budget preparation process for their review prior to the next meeting. The Committee also held lengthy discussions concerning the flat or declining contributions over the past several years. It was recognized that the amount of G.S.O. operating expenses covered by contributions will continue to decline unless contributions rise or service spending is controlled even more tightly. At what point are we truly uncomfortable with the proportion of service expenses supported by excess literature income? It was felt that although, in the short term, there's no emergency, this is an issue which the Fellowship, through its service structure, may need to think about seriously.

TRANSLATIONS: The Following foreign language titles are available and will be priced at the English language equivalent: Big Book in Armenian, Big Book in Nepali, "A Newcomer Asks" in Serbian, *Living Sober* and "Questions and Answers on Sponsorship" in Hungarian.

WORLDWIDE WEB, INTERNET, ETC.: The Board conducted a lengthy discussion regarding the advisability of an information page for A.A. on the Worldwide Web, using such material as the "Fact File." It was decided to proceed with the research on how to implement a Web page should the trustees' Public Information Committee feel that this should be done.

G.S.O. is aware of at least 30 Internet meetings now in existence, and about 8 groups that would like to be registered and listed in the Directories. The Board discussed that if we decide to register them, we would have to consider whether and how they might be listed in the Group Directories. The Conference Report and Charter Committee is responsible for the Group Directories and, for now, it was decided we would write these groups expressing appreciation for what they are doing and advising that a list of Internet groups and meetings is maintained at G.S.O. and furnished to A.A. members upon request. We will also tell them that this is new territory for A.A. and we would like to work through the General Service Conference with respect to the question of listing them in the Directories.

We have implemented E-mail for most staff and executives. For now, we can consider that E-mail is simply another means of communication that will not automatically receive priority over mail transmitted by other means.

There was also discussion concerning the possibility of developing A.A. Guidelines as we continue to learn of A.A. experience with respect to the Internet. The Directors looked forward to the planned Saturday afternoon Sharing Session at the October Board weekend regarding the Internet.

MEXICO: The situation in Mexico has been resolved by the Mexican court. Seccion Mexico has been prohibited from engaging in further publication of literature for which Central Mexicana holds the exclusive license. Seccion Mexico's publications that had been impounded were directed to Mexico's Department of Education for *gratis* distribution.

Listing of Formats as of February 5, 2019
A.A.W.S. Publications
Conference-Approved Materials

Book Formats

- Regular Print – Hard Cover
- Large Print – Soft Cover
- Pocket Size – Soft Cover
- Portable Soft Cover
- Gift Edition – Hard Cover – Pocket
- Braille
- Abridged/Unabridged
- Abridged – Soft Cover – Pocket
- Boxed Sets
- eBook

Pamphlet Formats

- Regular Print
- Large Print
- Illustrated
- Easy to Read
- Comic Book
- Excerpts
- Literature Packages

Flyer Formats

- Regular Print
- Large Print

Audio Formats

- CD
- CD with Braille
- Audio Cassette Tape - until available copy runs out

Video Formats

- DVD
- Data DVD
- DVD in American Sign Language (ASL)
- VHS – until available copy runs out
- VHS in ASL - until available copy runs out
 - a. Samples of possible pamphlet revisions based on new criteria contained in the proposed new policy:

Please direct all
communications to:

P.O. Box 459
Grand Central Station
New York, NY 10163
Fax: (212) 870-3003

August 22, 2018

To all Conference members:

I hope the summer is going well and that you are sharing your 2018 Conference experiences and the approved Advisory Actions widely. As you know from my letter of June 26, the General Service Board has initiated a discussion of the communications audit provided by our communications consultants, Impact Collaborative.

We have begun to share our general reactions to the findings and to look for ways for the Boards (GSB, AAWS and AAGV) and offices to be better communicators within our principles. We have held a few meetings involving the Boards, the ad hoc subcommittee that I formed, the internal GSO and GV core team and GSO staff. I am now reaching out to you to bring you up to date regarding our current process and to invite your recommendations as to how we might communicate better.

At the end of this letter, you will find a document prepared by Impact Collaborative (IC) that describes the methodology they used in the audit and presents their findings. We have decided to present this information directly as provided by IC, but please note three things:

1. This document is abridged in that it does not contain IC's proposals or specific recommendations;
2. some IC content was removed by IC at our request because we thought it could too easily be tied to an individual; and
3. the document is presented in the professional language used by the consultants – in other words, some of the phraseology may feel outside the scope of language normally used within the Fellowship. However, we determined that their findings expressed in their own words will most accurately communicate their thinking.

In essence, IC's findings focus on a number of important areas that are critical to our overall ability to communicate effectively, both within the Fellowship (i.e., to each other) and to the general public – those outside the Fellowship, whether they are interested in A.A. or are still-suffering alcoholics looking for a solution.

On a positive note, the findings indicate that A.A.'s primary purpose is alive and well at the group level. However, communicating that primary purpose and other information is getting somewhat lost at the Board level, within the Conference structure, and at the administrative level.

The findings also indicate that while many within the Fellowship consider it to be "lifesaving" and "a program for living," A.A. is often perceived by those outside the Fellowship as "religious," and is often characterized as reactive as opposed to pro-active in our communications.

Also, there are some long-standing processes and language particular to the A.A. service structure that may be vague and restrictive, such as the concept of "expressed need." The way we communicate among ourselves can be insular and governed by the pervasive influence of the notion that "we've always done it that way."

Our relationship with the media and professionals outside the Fellowship is characterized by missed opportunities, and our literature is poorly designed for the audiences it is intended to reach.

These are just a few of the conclusions IC reached. And yet, as we all know and have experienced first-hand, the power of A.A. to change lives and to lift alcoholics out of the darkness and into the light is unparalleled. Together, we are part of an amazing Fellowship that offers the hand of recovery literally around the world.

So, in essence, the job set out before us is to search out our flaws and rededicate ourselves to overcoming whatever is keeping us from reaching any and all who need us. That is the purpose of the communications audit we have embarked on, and, while we recognize that it will be an ongoing effort, the process can begin with each one of us, right now. I want to acknowledge with gratitude the many initiatives that are already occurring in our service structure to extend A.A.'s hand beyond our traditional audiences. The 68th General Service Conference passed a number of Advisory Actions that are related to our goal of reaching anyone who might want AA's help. That said, the Board can only look to its own behavior and its own service responsibilities – and that is our focus with this audit.

Part of the consultants' work included providing the Board with several recommendations on just how we might approach the issues outlined in the findings. IC proposes we develop a comprehensive three-year communications plan to serve as a blueprint for our way forward, as well as the development of an internal Communications Department at GSO to handle communications both inside and outside the Fellowship. These and other recommendations will be the focus of our discussions in the coming months. We are just at the early stages of our thinking. And we look forward to your input on what the Boards

might do, and hearing about what you are doing to be sure the A.A. message is heard. As the Board decides on recommendations, those will be shared.

The Board is excited to bring you this progress update. We look forward to your input and further discussion at the 69th General Service Conference and beyond as we work together toward our ultimate goal: to carry the message to the alcoholic who still suffers.

For your convenience, we are sending you the report via Constant Contact for you to read, download, and share as you deem appropriate. Should you have any questions or comments, please direct them to our GSO general manager, Greg T [REDACTED]. He will be the focal point for correspondence and communication on this matter.

Once again, I greatly appreciate the opportunity to be in touch on this vital and important topic – a topic that involves each and every one of us.

With gratitude for your service to the Fellowship of Alcoholics Anonymous and for the opportunity to serve you,



Michele G
Chair of the General Service Board

cc: GSB, AAWS, AAGV boards
GSO Staff
Executive Editor/Publisher
General Manager

2019 Conference Committee on Literature

ITEM J: Consider request to revise the pamphlet “The A.A. Group.”

Background Notes:

Excerpt from October 27, 2018 meeting report of the trustees’ Literature Committee:

The committee reviewed and agreed to forward the request to the 2019 Conference Committee on Literature to revise the pamphlet “The A.A. Group.”

Background:

1. Area 1 District 20 Three Legacies Group Motion

CONFIDENTIAL: 69th General Service Conference Background

LITERATURE
Item J
Doc. 1



Dottie P [REDACTED]@gmail.com>

Fwd: Question to be added to the A.A. Group Pamphlet

1 message

Sun, Jun 24, 2018 at 2:52 PM

Debbie S [REDACTED]@gmail.com>

To: Dottie P [REDACTED]@gmail.com>, b [REDACTED]@gmail.com

I make a motion that our group, Three Legacies, take this motion to District 20 and to Area Assemble to have it added as an Agenda Item on the Literature Committee to add the following question to the A.A. Group Pamphlet in the Group Inventory section under the proposed questions for a Group Inventory.

[Do you feel safe coming to the group? Are the group's members treated with respect?]

Thanks,

Jim

Dlstr 20

Three Legacies

Huntsville, AL

suggested adding
this statement
to group inventory
questions on pg 30
of P16 The AA Group

Dottie P [REDACTED]

2019 Conference Committee on Literature

ITEM K: Review progress report regarding the update to the pamphlet “The Twelve Traditions Illustrated.”

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees’ Literature Committee

The committee agreed to forward a written version of a verbal report provided by the General Service Office’s Publishing Department regarding the pamphlet “The Twelve Traditions Illustrated” to the 2019 Conference Committee on Literature.

Excerpts from TLC October 27, 2018 Meeting Report

The committee reviewed the progress report and revised text with respect to the revision of the pamphlet “The Twelve Traditions Illustrated” and requested that the Publishing Department continue the revision and provide an update at the committee’s January 2019 meeting.

The committee discussed the request for additional revisions to the pamphlet “The Twelve Traditions Illustrated.” The committee expressed appreciation for the premise and the language in the suggested revision and requested the Publishing Department include the spirit of the proposed update in the revisions underway for the pamphlet.

Excerpt from TLC July 27, 2018 Meeting Report

The Publishing Department advised that they are in the process of identifying an appropriate graphic designer along with further developing a narrative that is less “text heavy.” The committee requested that Publishing continue revisions to the pamphlet and present a draft pamphlet or progress report at the October 2018 meeting.

2018 Additional Committee Consideration

The committee reviewed draft text for the pamphlet “The Twelve Traditions Illustrated,” and offered additional suggestions for the trustees’ Literature Committee to consider. The committee looks forward to reviewing a progress report or revised draft pamphlet at the 2019 General Service Conference.

Background:

1. 1.31.19 progress report submitted by Publishing Department
2. Area 36 proposed Agenda Item for the 69th General Service Conference committee on Literature
3. Current pamphlet "The Twelve Traditions Illustrated" available on G.S.O.'s A.A. website at: http://www.aa.org/assets/en_US/search/p-43-the-twelve-traditions-illustrated

Memorandum

January 31, 2019

To: Steve S., secretary to trustees' Literature Committee
David R., A.A.W.S. publishing director

From: Ames S., A.A.W.S. managing editor

Re: PROGRESS REPORT, "The Twelve Traditions Illustrated"

In response to a Conference Advisory Action that the trustees' Literature Committee update the pamphlet "The Twelve Traditions Illustrated," and following a progress report submitted to the 2018 Conference Literature Committee, the Publishing Department developed a simplified script covering all Twelve Traditions. Working with this new simplified script, a number of different possibilities have been reviewed by the Publishing Department regarding the development of graphics to accompany the script.

As this project has developed over the past year, there has been some consideration given to rendering this pamphlet (and others) in a video format rather than print – or, perhaps, in tandem *with* print. However, while we continue to look into video on a larger scale for presentation of our pamphlets, we are not there yet in terms of our ability to apply it directly to this pamphlet without extending the timeframe of the project much further than it has already extended.

With a narrowed focus aimed at producing a print version initially (with possible video production later), we have been working with a graphic artist/video producer who submitted some sample ideas in late January. We are currently reviewing these samples, fine-tuning the approach, and discussing meaningful next steps in terms of "marrying" the art/design and the text with an eye toward presenting a unified draft to the trustees' Literature Committee at their next meeting in July.

With the approval of the trustees' committee to move ahead with the drafts, we will begin the process of finishing the pamphlet in time for a full review by the 2020 Conference Literature Committee for either final approval or additional corrections/revisions.

Proposed Agenda Item for Conference Committee on Literature
69th General Service Conference of Alcoholics Anonymous

At its June 2018 Area Assembly, Area 36 voted to submit the following proposal to the 2019 General Service Conference and requests that it be considered as an agenda item by the Conference Committee on Literature. The proposal has been discussed and considered at the group, District, and Area levels as you will see described in the background.

Proposal:

To add the following wording concerning anonymity on social media to the discussion of the Eleventh Tradition in the pamphlet, *The Twelve Traditions Illustrated*:

To quote Bill W. 's writing on page 15 from *The Language of the Heart*, "...it should be the privilege, even the right, of each individual or group to handle anonymity as they wish." However, when dealing with social media, personal anonymity as well as the group's anonymity may be easily compromised. We must be careful when using social media to not use full names and/or photos of A.A. members in a way that would identify them or others as A.A. members.

Background:

The Vision for You Group of Owatonna, MN (District 3, Area 36) feels the need to address anonymity breaks on the internet. As a group, we see members posting on social media sites their names and/or pictures and their membership in A.A. Many members we talk to do not see a problem with this, but we feel that because they use names and/or pictures on an open-to-the-public site along with announcing their membership in A.A. this to be a violation of the 11th tradition. The Vision for You Group therefore proposes that the pamphlet, *The Twelve Traditions Illustrated*, be updated for the section on the Eleventh Tradition to have the internet and or social media added.

This proposal was presented by the Vision for You Group to District 3 in early 2017, which approved forwarding the proposal to Area 36. The District 3 Literature Chair presented the proposal to the Area 36 Literature Committee at the May 2017 Area Committee Meeting. The Area Committee then distributed the proposal to Area 36 groups and districts asking for feedback. The Area Literature Committee used this feedback to revise the original draft into the proposal presented here. This proposal was presented again to the Area Committee on December 2, 2017. The Area Committee voted to put this on the agenda at a future Area Assembly for discussion and vote. The proposal presented here was discussed and approved at the June 16, 2018 Area 36 Assembly.

Respectfully submitted,

Curtis K.
Delegate – Panel 67
Area 36 – Southern Minnesota

2019 Conference Committee on Literature

ITEM L: Review progress report regarding language on safety and A.A. for inclusion in *Living Sober* and “Questions and Answers on Sponsorship.”

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees’ Literature Committee:

The committee reviewed and accepted the progress report from the subcommittee regarding language on safety in *Living Sober* and “Questions and Answers on Sponsorship”. The committee agreed to forward a progress report to the 2019 Conference Committee on Literature.

Excerpt from TLC October 27, 2018 Meeting Report

The committee reviewed the draft text regarding safety and A.A. to be included in *Living Sober* and “Questions and Answers on Sponsorship.” The chair appointed a subcommittee composed of Mark E., chair, Cindy F. and Kathi F. and requested that a progress report be provided for the committee’s January 2019 meeting.

Excerpt from TLC July 28, 2018 Meeting Report

The committee discussed the 2018 Additional Committee Consideration regarding the development of text regarding safety and A.A. to be included in *Living Sober* and the pamphlet “Questions and Answers on Sponsorship.” The committee requested that the Publishing Department develop appropriate text and bring back to the October 2018 meeting.

2018 Additional Committee Consideration

The committee reviewed the trustees’ Literature Committee report on “Language Related to Safety in A.A. Literature.” The committee requested that the trustees’ Literature Committee develop text regarding safety and A.A. to be included in *Living Sober* and the pamphlet “Questions and Answers on Sponsorship,” and bring back the draft text to the 2019 Conference Committee on Literature.

Background:

1. 1.26.19 Subcommittee progress report regarding safety and A.A. in *Living Sober* and “Questions and Answers on Sponsorship.”

**Trustees' Literature Committee's Subcommittee regarding language on Safety in
Living Sober and "Questions and Answers on Sponsorship"**

Progress Report

Saturday, January 26, 2019

Background

Excerpt from the October 27, 2018 TLC Meeting Report

The committee reviewed the draft text regarding safety and A.A. to be included in *Living Sober* and "Questions and Answers on Sponsorship." The chair appointed a subcommittee composed of Mark E., chair, Cindy F. and Kathi F. and requested that a progress report be provided for the committee's January 2019 meeting.

Excerpt from the July 28, 2018 TLC Meeting Report

The committee discussed the 2018 Additional Committee Consideration regarding the development of text regarding safety and A.A. to be included in *Living Sober* and the pamphlet "Questions and Answers on Sponsorship." The committee requested that the Publishing Department develop appropriate text and bring back to the October 2018 meeting.

Excerpt from the 2018 General Service Conference Committee Considerations

The committee reviewed the trustees' Literature Committee report on "Language Related to Safety in A.A. Literature." The committee requested that the trustees' Literature Committee develop text regarding safety in A.A. to be included in *Living Sober* and the pamphlet "Questions and Answers on Sponsorship," and bring back the draft text to the 2019 Conference Committee on Literature.

Report

The subcommittee held a meeting on December 19, 2018 and reviewed its scope and The subcommittee reviewed its scope and considered the suggested text from the Publishing Department including the question of whether the draft text effectively addresses the request.

CONFIDENTIAL: 69th General Service Conference Background

The subcommittee agreed more clarification was needed about whether or not it was intended for text to include topics of safety in the rooms as well safety within sponsorship relationships. It was noted that the topic of safety in the rooms in the draft text is limited.

There was nothing found regarding a request to address safety within sponsorship relationships. The draft text that was produced mostly addressed this area. There was very little on safety in the rooms which is what the Conference Committee seemed to be asking for. Clarification from the Conference Committee on Literature is needed.

Conclusion

The subcommittee voiced their concerns about the scope of the additional consideration from the 68th GSC Literature Committee with the Delegate Chair of the 69th Conference Committee on Literature and asked her to be ready to further help clarify the request at the January 2019 TLC meeting.

The subcommittee will submit this progress report to the January 2019 Trustees Literature Committee.

2019 Conference Committee on Literature

ITEM M: Consider revising the Foreword to the book *Twelve Steps and Twelve Traditions*.

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees' Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature the request to revise the Foreword to the book *Twelve Steps and Twelve Traditions*.

Background:

1. Area 14 North Florida Proposal and Background Letter (2 pages)
2. Memo Conference Coordinator to trustees Literature Committee Chair
3. Advisory Actions related to Bill W.'s Writings

GENERAL SERVICE CONFERENCE
2018 NORTH FLORIDA AREA COMMITTEE 2018
A.A. – A Solution for All Generations

October 22, 2018

Joyce C.
Titusville FL

Patrick C. Conference Coordinator
General Service Office
Via email conference@aa.org

Dear Patrick,

Warm greetings from Area 14, North Florida!

Our Area Chair, Annette D. asked me to forward the following motion for consideration for inclusion on the agenda for the 69th General Service Conference:

MOVE: Add to the Twelve Steps and Twelve Traditions Book, Forward, the following statement, or something similar:

A.A.'s Twelve Concepts are an interpretation of A.A.'s world service structure. The Concepts provide guidelines for carrying the message to thousands of suffering alcoholics yet to come. They aim to record the "why" of our service structure. They may be found in the "A.A. Service Manual combined with Twelve Concepts for World Service".

BACKGROUND: Currently, the reading only references the 12 Steps and 12 Traditions. The Forward to "12 Steps and 12 Traditions" would now read:

"A.A.'s Twelve Steps are a group of principles, spiritual in their nature, which, if practiced as a way of life, can expel the obsession to drink and enable the sufferer to become happily and usefully whole.

A.A.'s Twelve Traditions apply to the life of the Fellowship itself. They outline the means by which A.A. maintains its unity and relates itself to the world about it, the way it lives and grows."

A.A.'s Twelve Concepts of World Service are an interpretation of A.A.'s world service structure. The Concepts provide guidelines for carrying the message to thousands of suffering alcoholics yet to come. They aim to record the "why" of our service structure. They may be found in the "A.A. Service Manual combined with Twelve Concepts for World Service".

CONFIDENTIAL: 69th General Service Conference Background

We frequently come across members with significant sobriety who are not aware of the Concepts. And few of us who are aware of them take an opportunity to truly study them. Just as Bill wrote the Twelve Steps that make possible our Recovery, and just as he wrote the Twelve Traditions that promote and sustain the Unity of our Fellowship, he also wrote the Twelve Concepts to foster and strengthen our Third Legacy, that of Service. Since the 12 Concepts were not available until 1962, they were not around when the 12 and 12 was published in 1951.

In the introduction to the Concepts Bill states the nature of the Concepts as well as his purpose in writing them in the way that he did. His stated purpose was to "...record the "why" of our service structure in such a fashion that the highly valuable experience of the past, and the lessons we have drawn from that experience, can never be forgotten or lost." His goal then was not only to present the Twelve Concepts, but also to record their evolution, development and refinement to their present form.

At all levels of service, we struggle to find enough trusted servants willing to fill our positions. Perhaps the realization that just as a triangle needs three sides in order to exist as a triangle, our Fellowship needs all three legacies to remain what it is, a threefold program of Recovery, Unity, and Service to enable us to deal in truth with our disease. Viewed in that light, it became obvious that without any of its three elements, A.A. (and I) might not endure.

While it is true that the Concepts are not included in the Twelve Steps and Twelve Traditions book, the presentation in the forward, as written, leaves the impression that we have a "two-sided" triangle and leaves our program incomplete.

As currently worded, it seems the forward reflects an incomplete triangle, and only 2/3s of our program. This simple reference would encourage members to expand their study to include the Twelve Concepts, and thereby to complete the triangle. A.A. as a whole and every group, district and area would benefit from the resulting stronger recovery and increased service participation by of its members.

Thank you for your consideration of this matter.

Yours in Service,

Joyce C.
Delegate, Area14 Panel 67 North
Florida Area Conference

delegate@aanorthflorida.org

Memo

Date: November 7, 2018

To: Carole B., Chair, trustees' Committee on Literature

From: Patrick C., Conference Coordinator

Re: Proposed Agenda item for adding language to *Twelve Steps and Twelve Traditions*

In a November 7, 2018 email between the General Manager and Conference Coordinator the following proposed agenda item disposition was discussed. At first, the disposition of this item was determined to be forwarded to Publishing Department for their review.

The General Manager and Conference Coordinator revisited the item and decided that the proposed agenda item would benefit from a full review and discussion by the trustees' Committee on Literature.

I have attached the original request. Please be in touch if you require any additional information.

Thank you.

cc: Greg T., General Manager, G.S.O.
Rich P., trustees' Committee on General Service Conference
Steve S., secretary on trustees' Committee on Literature

Some Conference Advisory Actions Related to Bill W.'s Writings

- 1986 As the preface to the Big Book clearly states that the text was written in 1939 and that it has not been changed, no further explanation regarding out-of-date phrases and/or gender-oriented pronouns or chapter titles is necessary.

The A.A.W.S. editorial staff continues to degenderize A.A. literature, with the exception of Bill W.'s writings, as the items are reprinted, e.g., "staffing the booth" rather than "manning the booth," etc.

- 1988 A footnote be added to the byline "Bill W." in the chapter "A.A.'s Legacy of Service" in *The A.A. Service Manual*, stating that Bill wrote these words in 1951 and that the piece, therefore, reflects that period.

- 1992 The 1986 Advisory Actions (listed below) pertaining to sexist language in the Big Book and other Bill W. writings adequately address the issue:

"As the preface to the Big Book clearly states that the text was written in 1939 and that it has not been changed, no further explanation regarding out-of-date phrases and/or gender-oriented pronouns or chapter titles is necessary." (Advisory Action #31)

"The A.A.W.S. editorial staff continues to degenderize A.A. literature, with the exception of Bill W.'s writings, as the items are reprinted, e.g., 'staffing the booth' rather than 'manning the booth', etc." (Advisory Action #35)

- 1993 "Because of strong sentiment against any changes in the first 164 pages of the Big Book, the request to rewrite the first three chapters of the Big Book not be implemented."

- *1995 The 1995 Advisory Action which follows is to protect the contents of the Big Book as the historical document passed on to the Fellowship from early A.A. members:

"The first 164 pages of the Big Book *Alcoholics Anonymous*, the Preface, the Forewords, 'The Doctor's Opinion,' 'Doctor Bob's Nightmare,' and the Appendices remain as is."

- 2002 The text in the book, *Twelve Steps and Twelve Traditions*, written by Bill Wilson, remain as is recognizing the Fellowship's feeling that Bill's writings be retained as originally published.

In addition, taking into consideration previous Conference Advisory Actions addressing the historical context of Bill Wilson's writings, the trustees' Literature Committee will consider adding a statement to the Foreword of *Twelve Steps and Twelve Traditions* explaining the historical context of Bill's writings and report back to the 2003 Conference Literature Committee.

*This Advisory Action was reaffirmed in 1997, 1998, 1999, 2000 and 2001.

2019 Conference Committee on Literature

ITEM N: Consider suggestion to add “Nonalcoholics may attend open meetings as observers” to the end of the open meeting side of the Primary Purpose (blue) card.

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees’ Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature the suggestion to add “Nonalcoholics may attend open meetings as observers” to the end of the open meeting side of the Primary Purpose (blue) card.

Excerpt from the April 2013 Conference Literature Committee Meeting Report:

The committee recommended that “Nonalcoholics may attend open meetings as observers” be added to the open meeting side of the Primary Purpose (Blue) Card (F-17) in all three languages when the inventory of the English version is depleted.

The statement will read as follows:

“THIS IS AN OPEN MEETING
OF ALCOHOLICS ANONYMOUS

This is an open meeting of Alcoholics Anonymous. We are glad you are all here – especially newcomers. In keeping with our singleness of purpose and our Third Tradition which states that ‘The only requirement for A.A. membership is a desire to stop drinking,’ we ask that all who participate confine their discussion to their problems with alcohol. **Nonalcoholics may attend open meetings as observers.**” (Bold text reflects addition) (**Note: This item failed**).

Background:

1. 12.6.18 Email from Bill N. suggesting change to the Primary Purpose card
2. Primary Purpose Card Suggested Language

12.6.18 Email from Bill N. suggesting change to the Primary Purpose card.

Good morning.

I believe the deadline for agenda items is quickly approaching, if it has past I understand and will send next year.

I would like to ask the Conference Literature Committee to review the Blue Cards and add language to make sure they closely match the language in the AA group pamphlet. Particularly adding the language on the Open Meeting Blue Card that makes clear non alcoholics may attend as observers only. I believe much confusion has happened because the card does not match the language found in our conference approved literature.

Thank you for your hard work at GSO and have a very Merry Christmas.

Thanks,

Bill N.
Buford, GA

Proposed / Suggestion for update To F-17 Primary Purpose (Blue) Card

To make the open meeting description to be “Uniform” and *all* A.A. Literature include the phrase
“Nonalcoholics may attend open meetings as observers”

States A.A.’s primary purpose (for both open and closed meetings) for those groups who wish to read it at meetings.

(F-17) Primary Purpose Card

**“THIS IS AN OPEN MEETING
OF ALCOHOLICS ANONYMOUS”**

This is an open meeting of Alcoholics Anonymous. We are glad you are all here—especially newcomers. In keeping with our singleness of purpose and our Third Tradition which states that “The only requirement for A.A. membership is a desire to stop drinking,” we ask that all who participate confine their discussion to their problems with alcohol.

(The 1987 General Service Conference made this statement available as an A.A. service piece for those groups who wish to use it.)

Suggested new card reading could be as follows:

**“THIS IS AN OPEN MEETING
OF ALCOHOLICS ANONYMOUS”**

This is an open meeting of Alcoholics Anonymous. We are glad you are all here—especially newcomers. In keeping with our singleness of purpose and our Third Tradition which states that “The only requirement for A.A. membership is a desire to stop drinking,” we ask that all who participate confine their discussion to their problems with alcohol. **“Nonalcoholics may attend open meetings as observers”**

(The 1987 General Service Conference made this statement available as an A.A. service piece for those groups who wish to use it.)

Why: The Changes should be uniform in AA literature.

2019 Conference Committee on Literature

ITEM O: Consider request to update the pamphlet “Twelve Steps Illustrated.”

Background Notes:

At the July 2018 meeting of the trustees' Committee on Cooperation with the Professional Community/Treatment and Accessibilities (C.P.C./T.A.), the chair appointed a subcommittee to pursue efforts to support carrying the message to A.A. members who are Deaf and Hard-of-Hearing. In addition, the subcommittee reviewed accessibilities literature, continuing an evaluation of support for accessibilities issues within the Fellowship.

The subcommittee did a review of accessibilities literature, and made proposals for changes to these pieces. They noted multiple requests for simplified language literature coming to G.S.O. and to the General Service Conference from various sources in the past years.

The committee felt that a new version of the pamphlet "The Twelve Steps Illustrated" is warranted to capture a simplified language that reflects the meaning of the Steps more effectively than the current version and that includes quality illustrations. The committee wants to ensure that any such simplified language product does not lose the powerful meaning of our steps/message, but that it becomes accessible to more individuals with low reading levels.

At their January 2019 meeting, the trustees' Committee on C.P.C./T.A. accepted the report of the subcommittee and agreed to forward to the 2019 Conference Literature Committee a proposal that the pamphlet “The Twelve Steps Illustrated” be enhanced with additional language and illustrations that reflect the meaning of the Steps. The committee noted that the changes to service material proposed by the subcommittee will be implemented as these items come up for reprint.

Background:

1. Current pamphlet “The Twelve Steps Illustrated” available on G.S.O.’s A.A. website at: https://www.aa.org/assets/en_US/p-55_twelvestepsillustrated.pdf

2019 Conference Committee on Literature

ITEM P: Review matrix of A.A. recovery literature.

Background Notes:

Excerpt from January 26, 2019 meeting report of the trustees' Literature Committee:

The committee reviewed and agreed to forward to the 2019 Conference Committee on Literature the cover memorandum along with the matrix for review of recovery literature.

Background:

1. 1.26.19 memo from trustees' Literature Committee to Conference Committee on Literature
2. Recovery literature matrix

MEMORANDUM

Date: January 26, 2019
To: Conference Committee on Literature
From: Trustee's Literature Committee
Subject: Annual review of recovery literature

As per the Advisory Action of the 2017 General Service Conference requesting implementation of an annual review of recovery literature, with the first report to be delivered to the 2018 Conference, we are pleased to submit for your review a matrix of recovery literature. As requested, the matrix provides copyright dates for each item, as well as identifies which items are included in which service kits.

Due to a change in the reporting of our website analytics, please note that the corresponding data with respect to downloads and page views prior to December 2017 is not available.

As noted on the matrix, the following projects are currently in process:

1. "Too Young?" – update report on revision to pamphlet submitted to 2019 Conference Committee for review;
2. "The Twelve Traditions Illustrated" – update report on revision to pamphlet submitted to 2019 Conference Committee for review;
3. "Young People and A.A." – update report on revision to pamphlet submitted to 2019 Conference Committee for review.
4. Safety language in *Living Sober* and "Questions and Answers on Sponsorship" – update report on including language to the book and pamphlet submitted to 2019 Conference Committee for review.

CURRENT CATALOGUE OF A.A. LITERATURE (Under Patronage of Trustees/Conference/Literature Committees)										CONFERENCE COMMITTEE REVIEW			CONFERENCE COMMITTEE RECOMMENDATION			PRINT DISTRIBUTION RATES 2013		PRINT DISTRIBUTION RATES 2014			PRINT DISTRIBUTION RATES 2015			PRINT DISTRIBUTION RATES 2016			PRINT DISTRIBUTION RATES 2017			# 2017 PAGE VIEWS AND DOWNLOADS			# 2018 PAGE VIEWS AND DOWNLOADS			Additional Information																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Last Review	Years since last review (as of 2018)	Title and Copyright Date	Item ID	Included in Service Kit	Content	Relevance	Usefulness	Language		Update	Total Revision	Update Not Necessary	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
1953	64	Twelve and Twelve ©1952 12 Etapes et 12 Traditions Doez Pasos y Doeze Tradiciones	B-02 FB-02										371,664	22,344	3,721	466,781	22,490	3,020	282,473	18,949	2,684	308,045	20,715	2,729	331,579	21,590	2,693	16058 PV / 4460 DL	4283 PV / 3297 DL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
1973	44	Came To Believe ©1973 Nous en Sommes Venus à Croire Llegamos a Creer	B-06 FB-06										48,454	6,026	1,516	51,874	5,133	1,270	31,874	4,761	1,176	31,595	4,589	908	31,646	5,107	612	N/A	N/A											Only available on online store																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
2001	16	Alcoholics Anonymous ©1939 Les Alcooliques Anonymes Alcoholicos Anonimos	B-01 FB-01										973,150	29,091	6,604	1,166,454	30,319	6,052	779,779	27,054	5,390	854,202	28,470	5,003	901,484	27,161	5,821	10989 PV / 11778 DL	7363 PV / 1927 DL	4883 PV / 1027 DL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											</

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CONFIDENTIAL: 69th General Service Conference Background

CURRENT CATALOGUE OF A.A. LITERATURE (Under Purview of Trustees/Conference Literature Committees)				CONFERENCE COMMITTEE REVIEW			CONFERENCE COMMITTEE RECOMMENDATION			PRINT DISTRIBUTION RATES 2013			PRINT DISTRIBUTION RATES 2014			PRINT DISTRIBUTION RATES 2015			PRINT DISTRIBUTION RATES 2016			PRINT DISTRIBUTION RATES 2017			# 2017 PAGE VIEWS AND DOWNLOADS			# 2018 PAGE VIEWS AND DOWNLOADS			Additional Information
Last Review	Years since last review (as of 2018)	Title and Copyright Date	Item ID	Included in Service Kit	Content	Relevance	Usefulness	Outdated Language	Update	Total Revision	Update Not Necessary	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP	FR	EN	SP			
2017	11	Too Young? ©1979	P-37	ACC PI						47,740	3,506	1,747	45,264	2,914	1,231	43,850	3,704	1,135	40,223	3,756	1,254	36,733	4,060	1,439	588 PV / 107 DV / 6 DL	1,439 PV / 107 DV / 6 DL	Currently being updated as per 2017 Advisory Action				
		FP-37																													
		SP-37																													
2006	10	¿Demasiado Joven?	P-39	ACC						28,132	4,443	807	26,367	3,895	367	24,209	3,442	298	17,289	2,539	619	17,430	3,586	381	131 PV / 0 DL	131 PV / 0 DL	5 PV / 0 DL				
		FP-39																													
		SP-39																													
2016	10	Young People & A.A. ©2007	P-04							80,611	9,393	1,445	77,089	5,742	1,512	72,335	7,102	968	69,245	6,673	1,313	65,095	5,255	1,432	643 PV / 79 DV / 0 DL	643 PV / 79 DV / 0 DL	Currently being updated as per 2016 Advisory Action				
		FP-04																													
		SP-04																													
2008	8	Is A.A. for You? ©1973, 2008	P-03							329,072	47,234	8,532	317,297	47,201	9,347	300,664	51,478	7,232	301,933	46,978	7,454	284,774	39,773	8,730	332 PV / 186 DV / 0 DL	332 PV / 186 DV / 0 DL					
		FP-03																													
		SP-03																													
2009	7	¿Es A.A. para Usted?	P-21							17,995	N/A	599	16,330	N/A	103	14,703	N/A	108	13,763	N/A	502	14,120	N/A	86	384 PV / 107 DV / 0 DL	384 PV / 107 DV / 0 DL					
		FP-21																													
		SP-21																													
2017	7	Questions & Answers on Sponsorship ©1976, 1983	P-15	TR						266,632	7,051	3,213	254,214	5,744	1,597	239,983	8,233	1,662	229,158	6,053	2,330	222,887	8,072	2,275	463 PV / 146 DV / 0 DL	463 PV / 146 DV / 0 DL					
		FP-15																													
		SP-15																													
2011	6	A.A. Member - Medication & Other Drugs ©1984, 2011	P-11	TR CPC						82,741	4,390	1,735	71,804	3,273	1,104	75,504	2,715	851	70,816	3,287	1,066	64,696	3,285	1,035	532 PV / 18 DV / 0 DL	532 PV / 18 DV / 0 DL					
		FP-11																													
		SP-11																													
2012	5	A.A. And The Armed Service ©2002, 2007	P-50							12,542	N/A	N/A	11,865	N/A	N/A	10,148	N/A	N/A	7,917	N/A	N/A	10,013	N/A		407 PV / 142 DV / 0 DL	407 PV / 142 DV / 0 DL					
		P-46																													
		SP-46																													
2014	3	Circles of Love and Service	FP-45							35,476	2,349	1,310	54,262	2,940	993	40,038	1,977	1,838	35,568	2,082	737	32,797	2,827	1,053	487 PV / 137 DV / 0 DL	487 PV / 137 DV / 0 DL					
		SP-45																													
		SP-84																													
2014	3	Many Paths to Spirituality ©2014	P-84							N/A	N/A	893	1,555	82,390	7,040	6,300	56,814	3,321	8,831	51,804	2,000	8,092	1,935 PV / 146 DV / 0 DL	1,935 PV / 146 DV / 0 DL							
		FP-84																													
		SP-84																													
2018		G.S.R. General Service Representative: "Your Group's Link to A.A. as a Whole" ©2018	P-19							35,428	2,689	1,686	37,045	2,289	1,260	40,539	1,579	1,279	36,405	3,096	1,366	35,158	2,418	1,265	2,933 PV / 146 DV / 0 DL	2,933 PV / 146 DV / 0 DL					
		FP-19																													
		SP-19																													
2018		For The Woman ©2018	P-05							77,639	8,450	1,507	77,242	6,953	1,944	68,936	8,411	903	58,978	5,544	1,402	57,462	5,820	1,336	1,933 PV / 186 DV / 0 DL	1,933 PV / 186 DV / 0 DL					
		FP-05																													
		SP-05																													
2018		Experiencia, Fortaleza Y Esperanza	P-32							29,131	1,839	438	27,649	1,551	261	26,737	1,743	698	25,118	1,593	284	25,342	980	506	179 PV / 217 DV / 0 DL	179 PV / 217 DV / 0 DL					
		FP-32																													
		SP-32																													
2018		Inside A.A. ©2018	P-18							34,653	2,031	1,166	35,952	2,705	944	28,825	2,466	1,216	30,150	1,574	1,028	30,664	1,861	1,008	658 PV / 16 DV / 0 DL	658 PV / 16 DV / 0 DL					
		FP-18																													
		SP-18																													

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