

A HANDBOOK FOR THE WESTERN WASHINGTON AREA 72 COMMITTEE



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The Western Washington Area Handbook is considered a working service document and is subject to change. While this handbook is a reflection of how the Western Washington Area conducts business, it is meant to be used as a guideline, not as a binding document.

Only passed motions are binding actions.

PURPOSE OF THE AREA COMMITTEE

“Perhaps more than any other group of people in A.A., the area committee is responsible for the health of the Conference structure and thus for growth and harmony in the A.A. Fellowship. If G.S.R.s are lax, if there is lack of harmony in a district, if there are difficulties in public information or some other service area, the committee member knows it and can turn to the full committee for help.

“An active committee deals with all kinds of service problems: Is experience being shared among groups? Is the A.A. message getting into hospitals, prisons, jails, and rehabilitation centers? Are news media and professionals who deal with suffering alcoholics well informed about A.A.? Are new groups and Loners being visited and helped?” Reprinted from *The A.A. Service Manual Combined with Twelve Concepts for World Service*, with permission of A.A. World Services, Inc. (2018-2020 Edition, p. S45)

The Area holds an important position in the U.S./Canada General Service Conference structure. The Areas are directly connected to the A.A. groups and their members through DCMs and GSRs. At the same time, they participate in the decision-making of A.A. through Area Delegates.

Generally speaking, Western Washington Area 72's purpose is threefold:

1. To elect a delegate who will represent the area's conscience at the annual General Service Conference, where decisions are made that affect A.A. throughout the U.S. & Canada.
2. To form a local decision-making structure so groups can collectively decide on matters that affect their area.
3. To carry out Twelfth Step work that may not be practical for groups, districts or intergroups to take on by themselves. (*The A.A. Service Manual/Twelve Concepts for World Services*, p. 19)

WESTERN WASHINGTON AREA 72 COMMITTEE

Western Washington Area 72 Committee is comprised of Area Elected officers, Area Appointed officers, District Committee Members (DCMs), and Past Delegates. Voting members of the Area Committee include Area Elected officers, Appointed officers and DCMs (or Alternate DCMs, in the absence of the DCM). Past Delegates are ex-officio non-voting members.

The Area Committee meets three times per year at Quarterly Meetings (held in January, April and July of each year), and for a final meeting at the Area Assembly (October). The Area Committee creates the annual Assembly agenda, reviews the work of standing committees and other Area services (such as archives, newsletter, and website), and handles ongoing administrative tasks. Some of the functions of the Area Committee members are:

- Sharing experiences, ideas and problems in each of the Districts represented.
- Receiving information to take back to the Districts from our Delegate, other Area Officers and special committee chairpersons about General Service Office, the General Service Conference and various Area activities.
- Presenting, developing, reviewing and/or clarifying discussion topics and/or motions concerning Area policy and AA at large.

We have found that the first two functions: experience sharing and information gathering, though sometimes time consuming, have been enjoyable and worthwhile.

Current Motion Practices:

We seek to represent the best interests of Area 72 and Alcoholics Anonymous through the collective wisdom of our group conscience.

The idea for a motion can originate from an individual, a group, a district, or an Area Standing or Steering Committee. When forming a group conscience, the Area Committee relies on the guidance of the Traditions, the Concepts, and The A.A. Service Manual.

Housekeeping actions—those that ensure the orderly functioning of the Area—are best handled and voted on at the Committee level. Our Concepts suggest that it is advantageous for the groups to delegate such responsibilities to specific bodies within the service structure. On rare occasions, the Committee may need to take prompt action at a quarterly Committee meeting on an issue that would normally be handled at the Assembly. In such cases, polling groups through their GSRs has proven effective.

Actions taken by the Washington Area Assembly can only be changed by subsequent Washington Area Assembly action (Motion 82.8).

To ensure ample time for discussion, evaluation, and clarification, ideally, motions are first presented at Area Committee Quarterlies. There, they can be discussed, refined, and rewritten before being added to the Assembly agenda. Preferably, motions should be introduced at either the January or April Quarterlies. This process allows home groups to be fully informed and involved in the process, unlike floor motions, which bypass the home group entirely. Historically, the General Service Board has suggested that floor actions (motions) should be reserved for emergent issues only, not new business items.

Current Discussion Topics Practices:

A discussion topic brought to a Quarterly or Assembly is not something that must pass or fail with a vote. Instead, it serves as an open forum to exchange ideas, explore different perspectives, identify underlying causes, and consider possible solutions. The insights gathered from these conversations are then shared with groups across the Area.

Sometimes, a discussion topic continues over multiple Quarterlies or Assemblies. If a clear need for action emerges, it can evolve into a motion. In recent rotations, many motions considered at the Area Assembly were first developed through this discussion process.

By using discussion topics before formalizing motions, we create space for thoughtful and thorough consideration. This approach allows feedback from groups during the Quarterly cycle to shape the proposal, resulting in motions that reflect a well-informed and deliberate group conscience. When a motion grows out of a discussion topic, it benefits from collaboration between groups and the Area Committee, ensuring that the motion itself is rooted in our shared decision-making process.

Finally, we would like to share a few recommendations based on our experience:

- A. Communication is more important than parliamentary procedure. Ample time should be made available during Area Committee meetings to discuss and clarify issues, ideas, and motions. Committee meetings should not be so formally structured that free discussion about a concept or new idea is discouraged because it is not in the form of a motion.
- B. To help us more effectively reach an informed group conscience, we encourage use of the Area Newsletter and website as a forum for continual communication.
- C. Informal meetings between DCMs from nearby districts have been a valuable vehicle.
- D. In our experience, committee meetings have provided opportunities for learning and growing within our Fellowship. These meetings are an ideal place to protect and ensure the continued unity of our Area. We believe that preparation for, and participation in, Area Committee meetings are integral components to conduct spiritually centered Area business.

THE DISTRICT COMMITTEE MEMBER

"The district committee member, or DCM, plays a vital role in general service. While the GSR is the voice of a *group*, the DCM is the voice of a *district*. A district needs a leader. The GSRs will look to the DCM for guidance on being GSRs and serving their groups. They will look to the DCM to lead on forming an agenda for district activities. They'll want to be inspired and encouraged, but not told what to do.

"A DCM who can set their own opinions aside in favor of listening and supporting the district's GSRs and of understanding and advancing the conscience of the district's groups is practicing two important principles of leadership in A.A.: leading by example and serving with humility." (*The A.A. Service Manual/Twelve Concepts for World Services*, p. 13)

The DCMs job is primarily that of two-way communication. The following are relatively common service activities undertaken by DCMs:

1. Regularly hold district meetings.
 - a. DCMs are asked to give reports to the GSRs on news, issues, proposals and future events from the area and GSO. It is also important for DCMs to keep the GSRs informed about Conference activities, perhaps even assisting the Delegate in reporting the proceedings of the General Service Conference, either by organizing report-backs or delivering the reports to their districts in lieu of the Delegate.
 - b. GSRs are typically asked to report on what's happening in their groups, and DCMs can make sure that GSRs have what they need in order to ensure good communication across the service structure.
2. Regularly attend Area Quarterlies and the Area Assembly. DCMs are voting members of these Area Committee meetings.
3. Reach out to groups in the district that do not have GSRs.
 - a. Some groups may have little or no history of electing GSRs. Some may have had active GSRs in the past, but no longer. The DCM is asked to open a line of communication with these groups. The purpose is not to badger them into electing GSRs, but to begin to connect them to A.A. as a whole.
4. Organize workshops and/or sharing sessions on service activities.
5. Bring Traditions problems to the attention of the Delegate.

- 6.** Help GSRs become acquainted with *The A.A. Service Manual/Twelve Concepts for World Service*. DCMs can also be helpful by introducing the GSRs to *Box 4-5-9* and service material from GSO, which includes workbooks and guidelines on an array of topics.
- 7.** Alert the district's GSRs to new literature, service materials and technology applications from GSO and Grapevine. This includes new books published by A.A. World Services and the Grapevine. DCMs often hear about new literature before it appears in the catalog, and it can be helpful to alert GSRs on what's coming.
- 8.** Assist the Delegate or the Registrar in obtaining and updating group contact information for the General Service Offices database, "Fellowship Connection."
- 9.** Some districts assign additional duties to the DCM and Alternate DCM.

See *The A.A. Service Manual/Twelve Concepts for World Services* and the Area 72 District Committee Member Handbook for additional information.

WESTERN WASHINGTON AREA EVENT CALENDAR

This is a general schedule of events that various members of Western Washington Area 72 (WWA72) participate in each year. Each item is subject to change by committee decision or necessity.

General Service Representatives (G.S.R.s):

- Attend their local district meetings monthly and the Area 72 Assembly in October.
- Participate in regional Pre-Conferences, Delegate Reports and Pre-Assembly workshops.
- Highly recommended to attend GSR workshops when available.
- Invited to most Area functions, but are not voting members of the Area Committee.

District Committee Members (D.C.M.s):

- Attend Area 72 Committee Quarterly business meetings and the Area 72 Assembly.
- Help organize their associated regional Pre-Conferences, Delegate Reports and Pre-Assembly workshops.
- Highly recommended to attend DCM workshops when available.

Appointed Standing Committee Chairs:

- Attend the Area 72 Committee Quarterly business meetings and the Area 72 Assembly.
 - Attend and facilitate their respective Standing Committee Quarterly meetings.
- Representatives from each district are urged to attend the Standing Committee meetings.

Appointed Trusted Servants:

- Attend the Area 72 Committee Quarterly business meetings, the Area 72 Assembly, and steering committee meetings when applicable.
- Attend those functions which specifically necessitate their presence.
 - For example: attend Pre-Conferences and Pre-Assembly workshops.

Elected Trusted Servants:

- Attend the Area 72 Committee Quarterly Business Meetings, the Area 72 Assembly and those functions which specifically necessitate their presence.
 - For example: the Delegate and Alternate Delegate attend Pre-Conferences and Area Chairperson attends Pre-Assembly workshops.

Past Delegates:

- Attend the WWA72 Committee Quarterly business meetings, and the WWA72 Assembly. Past Delegates are often invited to participate on steering, standing, and ad hoc committees.

<u>JANUARY</u>	• First Friday and Saturday that is not New Years: Western Washington Area Committee Quarterly Business Meeting • Second Saturday: Area Treatment Facilities Quarterly Meeting • Third Saturday: Area Accessibilities Quarterly Meeting • Fourth Saturday of the Month: Area Web Committee Quarterly Meeting • Fourth Saturday of the Month: Area Young People's Committee
<u>FEBRUARY</u>	• First Saturday: Area Archives Quarterly Meeting • First Saturday: Area Cooperation with the Professional Community (C.P.C.) Quarterly Meeting • Second Saturday: Area Public Information (P.I.) Quarterly Meeting • Third Saturday: Area Grapevine & Literature Quarterly Meeting
<u>MARCH</u>	• First weekend: Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.) • Pre-Conference Assemblies (30 days prior to General Service Conference) • Third Saturday: Area Corrections Quarterly Meeting
<u>APRIL</u>	• First Friday and Saturday unless in conflict with Easter weekend: W.W.A. Committee Quarterly Business Meeting • First Saturday following the W.W.A. Committee Quarterly: Area Treatment Facilities Quarterly Meeting • Third Saturday: Area Accessibilities Quarterly Meeting • Fourth Saturday of the Month: Area Web Committee Quarterly Meeting • Fourth Saturday of the Month: Area Young People's Committee
<u>MAY</u>	• Delegate Reports begin • First Saturday: Area Archives Quarterly Meeting • First Saturday: Area Cooperation with the Professional Community (C.P.C.) Quarterly Meeting • Second Saturday: Area Public Information (P.I.) Quarterly Meeting
<u>JUNE</u>	• Second Saturday: Area Grapevine & Literature Quarterly Meeting • Third Saturday: Area Corrections Quarterly Meeting
<u>JULY</u>	• First weekend unless in conflict with the Fourth of July: W.W.A. Committee Quarterly Business Meeting • First weekend following the W.W.A. Quarterly: Area Treatment Facilities Quarterly Meeting • Third Saturday: Area Accessibilities Quarterly Meeting • Fourth Saturday of the Month: Area Web Committee Quarterly Meeting • Fourth Saturday of the Month: Area Young People's Committee
<u>AUGUST</u>	• Pre-Assemblies begin • First Saturday: Area Archives Quarterly Meeting • First Saturday: Area Cooperation with the Professional Community (C.P.C.) Quarterly Meeting

	• Second Saturday: Area Public Information (P.I.) Quarterly Meeting
<u>SEPTEMBER</u>	• Second Saturday: Area Grapevine & Literature Quarterly Meeting • Third Saturday: Area Corrections Quarterly Meeting
<u>OCTOBER</u>	• First full weekend: Western Washington Area Assembly (62.1) • First Saturday following the Area Assembly: Area Treatment Facilities Quarterly Meeting • Third Saturday: Area Accessibilities Quarterly Meeting • Fourth Saturday of the Month: Area Web Committee Quarterly Meeting • Fourth Saturday of the Month: Area Young People's Committee
<u>NOVEMBER</u>	• First Saturday: Area Archives Quarterly Meeting • First Saturday: Area Cooperation with the Professional Community (C.P.C.) Quarterly Meeting • Second Saturday: Area Public Information (P.I.) Quarterly Meeting
<u>DECEMBER</u>	• Second Saturday: Area Grapevine & Literature Quarterly Meeting • Third Saturday: Area Corrections Quarterly Meeting • Election years the Elected Officers go over submitted resume for the next rotation

AREA COMMITTEE GUIDE

INTRODUCTION

It is the intent of this handbook to serve as a reference guide to the trusted servants of the Western Washington Area 72 Committee, outlining their responsibilities and the allocation of funds approved by prior Assembly motions for each to carry out their service duties.

It should be stressed that this information is meant to supplement, not replace, The A.A. Service Manual which the Western Washington Area 72 Assembly accepted as a guideline in 1972. However, Areas differ in structure, size, service positions, and duties, and it is therefore important to understand what our Area Committee is and how each part relates to the other.

Job descriptions have been compiled from the experiences of members who, in previous years, held these specific jobs. Attention has been given to issues which are unique to Western Washington Area 72. Some job duties are mandated by passed Area motions. Some descriptions are more detailed than others due to the more diverse nature of the position. Complete descriptions cannot be included in the scope of this handbook but can be requested from the current member serving in a position. While every effort was made to be as accurate as possible, it should be understood that changes and flexibility in the carrying out of any service job should always be a consideration and should not prevent anyone from carrying out their respective service functions.

1. AREA COMMITTEE

The Western Washington Area 72 Committee consists of the following members:

- 6 Area elected officers
- 16 Area appointed positions and standing committee chairpersons
- 44 District Committee Members (DCMs)
- Past Delegates (ex-officio, non-voting)

The Committee meets quarterly, January, April and July, with attendance at the Area Assembly counting as the fourth meeting. It is general practice for districts to host quarterly meetings of the Area. The purpose of these meetings is to discuss the business of the Area, maintain an open line of communication within our Area through sharing sessions and reports, and formulate and approve motions to be added to the agenda of the Area Assembly.

2. AREA ASSEMBLY

The Area Assembly is held annually on the first weekend in October. The Assembly is currently a three-day event. Workshop panels are scheduled on Friday, with a G.S.R. sharing session and a Past Delegate panel that evening. Saturday is an all-day business meeting which includes reports from committee members, DCM sharing session and GSR sharing session, and discussion and voting on old and new business motions. The voting body of the Assembly consists of currently serving Elected Area Trusted Servants, Area Appointed Standing Committee Chairs, Area Appointed Trusted Servants, DCMs (or alternate DCMs in their absence), GSRs (or alternate GSRs in their absence). To allow for time to complete business, in the election years, a buffet dinner is held; non-election years we have a speaker after dinner. A spiritual breakfast with a speaker is

scheduled for Sunday morning. A detailed description of Area Committee meeting activities is outlined in the A.A. Service Manual.

3. GENERAL AREA FUNDING

In order to satisfy our Area's legal responsibilities for fully and properly reporting our income and to seek a tax-exempt status, Western Washington Area 72 established a non-profit status in 1989. The Area is entirely supported by group contributions. To keep the fellowship informed, the Treasurer provides a quarterly report, which is shared at Area Committee Quarterlies and the Assembly, distributed through DCMs, and published in the Area Newsletter.. Some of the expenditures approved by Assembly action are:

- A. Seed money will be provided by the Area to Assembly Host Committee to be computed to the cost of venue deposit plus \$1,000.00 for additional cost (Motion 16.1).
- B. Seed money for use by districts hosting Western Washington Area 72 Quarterly meetings (not the Quarterly meetings of the standing committees) (per Motion 90.1). These funds are to be repaid to the Area so that it will be available for the next host district.
- C. An annual variable budget, equal to 5% of the yearly approved budget, administered at the discretion of the Finance Committee, to pay for unforeseen or unexpected service-related expenses for Area Elected and Appointed trusted servants and Area Committees (Motions 06.2, 10.3).
- D. Reimbursement to Area Elected and Appointed trusted servants and Steering committee members for travel costs required in performing responsibilities of service positions.
- E. All Area Committee funding as outlined in the following sections.

Working Reserve:

Per motion 18.1, the working reserve is equal to a minimum of ten percent of the average annual Area expenses for the preceding two calendar years and the current budget year. The reserve percentage to be annually reviewed and adjusted, as needed, by the Finance Committee. On December 31st of each year, the Area Treasurer will calculate the excess funds from cash balances, including any excess funds from the current year's assembly and contribute the excess funds to the General Service Board.

Unlike a Prudent Reserve or Reserve Fund, the working reserve is intended to cover the Area's operating expenses in the early part of the year before contributions are received. It is not meant to be replenished as used.

4. AREA ELECTED OFFICERS:

- | | |
|-----------------------|---------------------------|
| i. Area Delegate | ii. Alternate Delegate |
| iii. Area Chairperson | iv. Alternate Chairperson |
| v. Area Treasurer | vi. Alternate Treasurer |

These six positions are elected by the Assembly to serve two-year terms, which align with the Delegate's seating at the General Service Conference. Western Washington Area 72 seats a new Delegate in odd-numbered years, as outlined in the *The A.A. Service Manual/Twelve Concepts for World Services*, Appendix M, "Conference Panels". Elections are held at the Assembly during even-numbered years.

Attendance is required at the three quarterly meetings and at the Western Washington Area 72 Assembly. These officers also meet after the election Assembly, usually the first weekend in December, to review résumés and select Appointed and Standing Committee trusted servants for the next two-year term, which are in turn presented for approval by the Area Committee at their first January quarterly meeting. In addition to the specific responsibilities of each officer position, it is important to emphasize that all officers serve the districts and groups within Western Washington. Therefore, maintaining open communication—through regular newsletter contributions and a willingness to participate in workshops and other service activities upon request—is considered an essential part of the role.

5. AREA OFFICERS - JOB DESCRIPTIONS:

5.1 AREA DELEGATE

Provides leadership to the Area by involvement in Area functions to the fullest extent possible, and by keeping an open line of communication between the General Service Office (G.S.O) and the groups. Distributes conference agenda items to groups for their discussion and input, holds regional Pre-Conferences, then carries our Area's collective conscience to the General Service Conference in April of each year. Returns from the conference and reports back to the districts.

For a complete listing of Delegate's duties, please refer to The A.A. Service Manual/Twelve Concepts for World Services.

5.2 AREA ALTERNATE DELEGATE

Receives some Conference-related correspondence from the General Service Office. Stays informed and prepared to assume the Delegate's duties if necessary. Coordinates with the Delegate on Area issues. Is available to chair or work on special projects as needed or requested by the Area. Traditionally, the Area Alternate Delegate has also been responsible for providing ongoing education to DCMs and GSRs (e.g.: DCM/GSR roundtables & workshops).

5.3 AREA CHAIRPERSON

Assumes a leadership role within the Area by organizing, setting the agenda for, and chairing three Western Washington Area 72 Quarterly business meetings and the Western Washington Area 72 Assembly. Also chairs the meeting for selection of appointed committee positions. Keeps Alternate Chairperson informed. Receives District minutes and corresponds with the Districts regarding their problems and concerns. A further description of duties is outlined in the A.A. Service Manual.

5.4 AREA ALTERNATE CHAIRPERSON

Communicates with the Chairperson on information pertinent to the Area. Chairs the DCM sharing session at Area Quarterly meetings and the Western Washington Area 72 Assembly. As Host Committee member, acts as liaison between the Western Washington Area 72 Committee and the host committees for the Western Washington Area 72 Quarterlies and Assembly. Participates in Host Committee meetings, and the planning of the Assembly agenda. Plans the Assembly workshops. (Expenses for mileage and communication for the Area Assembly planning are reimbursed by receipt from the Host Committee.)

5.5 AREA TREASURER

Serves as guardian of Area funds and keeps the Area informed on financial matters. Responsible for forecasting income and expenses, preparing financial reports, and analyzing past financial patterns. Identifies and raises awareness of money-related issues as they arise. Encourages contributions to support Area and General Service Office services.

Responsibilities:

- Create and monitor usage of the Area budget.
- Quickbooks chart of accounts administration.
- Area general fund accounts receivable (processes all deposits). This includes deposits of checks/cash as well as posting electronic contributions.
- Bookkeeping to bank account reconciliation.
- Complete monthly reconciliation to ensure bank account transactions align with QuickBooks entries
- Generates and shares quarterly financial report documents, including but not limited to: financial statements, balance sheet, forecasting (budget to actuals), and contribution detail report.
- Financial reporting to the Area Committee Quarterlies and Assembly.
- Provides all required information and reports to a licensed tax professional for annual tax filings.
- Consults tax professional for all tax or accounting concerns
- Completes required tax paperwork for contracted workers before IRS deadline. (e.g.: 1099-NEC for contracted workers, such as interpreters, is historically due Jan 31.)
- Annually renews the Area insurance policy.
- Helps to ensure that the Area financial activities and practices comply with currently published IRS 501(c)(3) Compliance Guides.

To support ongoing communication about financial contributions and services, the Alternate Treasurer makes use of the Western Washington Area 72 Newsletter, printed materials, direct mail, and personal outreach. These efforts help inform groups and trusted servants about contributions to the Area and the General Service Board, reinforcing transparency and engagement in the Area's financial health.

5.6 AREA ALTERNATE TREASURER

The Alternate Treasurer is responsible for disbursing funds as approved by the Western Washington Area 72 Assembly and per the budget approved by the Area 72 Committee. This position provides quarterly financial reports that include the itemized expenses and updates on budget line items. The Alternate Treasurer works closely with the Treasurer to encourage contributions at the group level and stays informed of the financial needs of the Area, as well as any financial challenges individual groups may be experiencing.

As part of financial education and outreach, the Alternate Treasurer is available to attend service functions to speak about the Seventh Tradition, explain the Area's budget and expenses, and provide general information on Area finances. In addition, the Alternate Treasurer serves as Chair of the Area Finance Committee and coordinates the committee's efforts to research and review financial matters as needed.

This role also includes coordinating logistics for Area Quarterlies and the Annual Assembly. The Alternate Treasurer arranges registration and lodging for Appointed and Elected Trusted Servants, as well as interpreters, when necessary. Additionally, the Alternate Treasurer organizes travel arrangements for the Delegate to attend events approved by motion, such as the General Service Conference, the Pacific Region Alcoholics Anonymous Service Assembly (PRAASA), and the Pacific Northwest Conference (PNC).

To support ongoing communication about financial contributions and services, the Alternate Treasurer makes use of the Western Washington Area 72 Newsletter, printed materials, direct mail, and personal outreach. These efforts help inform groups and trusted servants about contributions to the Area and the General Service Board, reinforcing transparency and engagement in the Area's financial health.

6. AREA FISCAL GUIDELINES:

Budgeting:

The initial budget is created by the Area Treasurer and Area Alternate Treasurer, reviewed by the Finance Committee and presented for potential approval at the January Quarterly by the Area Committee. Regardless of budget approval, expenses can only be funded with adequate revenue. The budget is an estimation (or forecast) of income and expenses for the year.

Suggested methods for creating and managing the budget:

- **Forecasting:** While some line items in the budget can be predicted and controlled, many line items are merely best educated guesses, particularly for travel and language services which make up the majority of the Area's expenses. QuickBooks provides a "budget to actuals" reporting tool which is helpful for forecasting whether the Area income is covering actual expenses each quarter. Adjustments to the forecast may be necessary periodically throughout the year as actual income and expenses may vary from the original January estimates.
- **Historical Data:** Past years' income and expenses should be considered when estimating the upcoming budget.
- **Committee Expenses:** Consult with committee chairs and appointed officers for anticipated costs associated with their committee activities and/or services for the year or the next quarter. For example: What are the expected costs for language interpretation and translation services? What is the expected need for corrections literature? Will you need new software or website plug-ins?
- **Travel Expenses:** Consider the geographic locations of Area events and servants for estimating travel costs for mileage and lodging. Consider the upcoming Assembly venue for estimating meal and parking costs. Consider that reimbursement requests vary by individuals in every rotation.
- **Cost of doing business:** Monitor the cost of doing business. For example: annual increase in Archives rent, gas prices, hotel rates, printing costs, postage, rent and venue deposit requirement trends.
- **Variable Budget:** "...an annual variable budget, equal to 5% of the yearly approved Area budget, to be administered at the discretion of the Finance Committee, to pay for service related expenses for the Area elected and appointed trusted servants and Area Committees." (Motion 10.3)

- **Reporting and Transparency:** The Treasurer provides detailed financial reports for the Area Committee's approval every Quarter. Usage of other communication tools to continue/maintain transparency among Fellowship is encouraged. (Area newsletter, emails, group and district visits, etc.)

Working Reserve:

The Area Treasurer operates on a working reserve to meet expenses. Per motion 18.1, the working reserve is equal to a minimum of ten percent of the average annual Area expenses for the preceding two calendar years and the current budget year. The reserve percentage to be annually reviewed and adjusted, as needed, by the Finance Committee. On December 31st of each year, the Area Treasurer will calculate the excess funds from cash balances, including any excess funds from the current year's assembly and contribute the excess funds to the General Service Board.

Unlike a Prudent Reserve or Reserve Fund, the working reserve is intended to cover the Area's operating expenses in the early part of the year before contributions are received. It is not meant to be replenished once used.

Accounting, Taxes:

This section is not intended to provide legal, business, or tax advice, and is furnished without any representation or warranty. While the information in the Area Handbook is believed to reflect the Area's legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the current Area Committee. Questions and tax preparation should be addressed to the legal, business, tax or accounting professionals.

- **Tax Exemption and Legal Status:**
 - The Area is an "Unincorporated Association".
 - The Area is recognized as exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3).
 - The Area is not registered as a "Nonprofit Corporation" with the State of Washington.
 - The Area is not registered as a "Charitable Organization" with the State of Washington.
 - The Area is not exempt from income or sales tax with the State of Washington.
- **Accounting Method:**
 - The Area operates on a cash accounting basis.
 - The Area operates on a January through December fiscal year.
- **Financial Software:**
 - The Area uses Quickbooks Online (cloud-based version) accounting software to manage and report the Areas banking and financial activities.
 - The Area uses Stripe as a payment gateway for online transactions.
 - The Area uses Square for point of sale transactions at Area events.
- **Records and Reporting:**

- The Area Treasurer is responsible for the following financial reports: a financial statement (income and expenses), a balance sheet, and contribution details.
- The financial statement and balance sheet are required reports for our reporting to the IRS and in compliance with the Area's 501(c)(3) status.
- Financial reports are distributed electronically to the Area Committee after the close of each quarter.
- Reports are posted to the Area website and submitted to the newsletter editor after they are approved by the Area Committee at Quarterly and Assembly meetings and are available to all A.A. members.
- Internal Revenue Code (IRC) Section 501(c)(3) requires that tax-exempt organizations must comply with federal tax law to maintain tax-exempt status and avoid penalties. See the currently published IRS 501(c)(3) Compliance Guide for more information here: <https://www.irs.gov/pub/irs-pdf/p4221pc.pdf>
- **Treasurer and Alternate Treasurer Accounting Roles:**
 - The Area Treasurer is responsible for accounts receivable: bookkeeping to banking reconciliation, financial reporting, and filing.
 - The Alternate Treasurer is responsible for accounts payable Including, but not limited to: insurance policies, archives rent, P.O. Box, mail forwarding, etc.

Area Employer Identification Number (EIN)

No A.A. group, district, or committee may open a bank account using the Area's EIN with the exception of the Area Assembly Host Committee. Below are the requirements for the Assembly Host Committee:

- The checking account must be open under the Area's current business bank account
- The host committee must ensure that all income from the Assembly is from voluntary contributions, event registrations, and food and beverage resales with no markup.
- At least one Area Elected Officer must be a signer on the Assembly bank account.
- Area Alternate Chair, Treasurer, and Alternate Treasurer should have access to the host committees bank account online.
- The Assembly host committee must provide the following financial reports to the Area Treasurer prior to the Area's tax filing deadline in May of each year:
 - Financial statement (income and expense report)
 - Balance sheet
- The host committee activities must comply with the currently published IRS 501(c)(3) Compliance Guide: <https://www.irs.gov/pub/irs-pdf/p4221pc.pdf>

7. BUDGETED EXPENSES FOR AREA ELECTED OFFICERS:

Expense reimbursements for Elected trusted servants are divided into four categories: meeting expenses, communication expenses, travel, and an unallocated budget line.

AREA 72 BUSINESS MEETINGS

Includes Area Quarterlies and Assemblies. Travel reimbursement is based on actual mileage, with the calculated mileage serving as the maximum limit. Mileage is reimbursed at the current IRS business rate; however, the reimbursement form may offer alternative rate options for those

who prefer to use them. (Refer to the IRS website for the current mileage rates:
<https://www.irs.gov/tax-professionals/standard-mileage-rates>)

Covered expenses include:

- Mileage and travel-related fees (e.g., parking, ferries, tolls) incurred in the performance of the responsibility of their position
- Meals
- Lodging (paid in advance by the Alternate Treasurer)
- Registration (paid in advance by the Alternate Treasurer)

COMMUNICATION EXPENSES

Communications expenses are paid on the basis of bills submitted to the Area Alternate Treasurer.

- Mail (postage)
- General supplies (envelopes, photocopies, copy paper, ink etc.)

UNALLOCATED BUDGET LINE

Amount approved annually as part of the annual budgeting process, per motion 00.4 and 18.2.

OTHER EXPENSES

According to Motion 10.3, Area Elected trusted servants may request reimbursement from the Finance Committee for service-related expenses not covered by existing motions.

7.1 AREA DELEGATE:

EXPENSES reimbursed by Western Washington Area:

1. Budget for the Annual General Service Conference:
 - a. Payment to the General Service Board is made at twice the requested amount (per Motion 07.1)
 - b. Delegate's out-of-pocket expenses
2. Delegate's report to the Districts (copies and mileage)
3. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA) (Motion 75.2)
4. Pacific Regional Forum (Motion 80.3)
5. Pacific Northwest Conference (PNC) (Motion 15.1)
6. Area 72 Quarterly meetings and Assembly
7. Meeting to select appointed trusted servants
8. Regional Pre-Conferences (four or more per year) (Motion 75.2)
9. Communication Expenses

UNALLOCATED BUDGET LINE

- Amount approved annually as part of the annual budgeting process

7.2 AREA ALTERNATE DELEGATE

EXPENSES reimbursed by Western Washington Area (copies and mileage for):

1. Area 72 Quarterly meetings and Assembly
2. Meeting to select appointed trusted servants
3. Regional Pre-Conferences (four or more per year) (Motion 98.2)

4. Communication Expenses

UNALLOCATED BUDGET LINE:

- Amount approved annually as part of the annual budgeting process

7.3 BUDGET/EXPENSES FOR THE FOLLOWING AREA ELECTED OFFICERS:

- AREA CHAIRPERSON
- AREA ALTERNATE CHAIRPERSON
- AREA TREASURER
- AREA ALTERNATE TREASURER

EXPENSES reimbursed by Western Washington Area (copies and mileage for):

1. Area 72 Quarterly meetings and Assembly
2. Meeting to select appointed trusted servants
3. Communication Expenses

UNALLOCATED BUDGET LINE or DISCRETIONARY FUND:

- Per year, to be used as needed.

8. AREA APPOINTED TRUSTED SERVANTS AND STANDING COMMITTEE CHAIRPERSONS

After being elected, the incoming Western Washington Area 72 officers meet to select appointed officers and standing committee chairpersons for a two-year term. These selections are made from past DCMs or trusted servants who have made themselves available by submitting service résumés for consideration. The Area Archivist is selected by the Archives Steering Committee and submitted to Area Elected Officers for approval/disapproval. All of these selections are affirmed by the Western Washington Area 72 Committee at the first January quarterly meeting of the new committee. The following is a list of Appointed Standing Committee Chairpersons and Trusted Servants (16):

1. Area Accessibility Committee Chair
2. Area Archives Committee Chair
3. Area Archivist
4. Area Cooperation with Professional Community Committee Chair
5. Area Correctional Facilities Committee Chair
6. Area Grapevine & Literature Committee Chair
7. Area Language Coordinator
8. Area Newsletter Editor
9. Area Public Information Committee Chair
10. Area Registrar
11. Area Secretary
12. Area Sound Equipment Operator
13. Area Treatment Facilities Committee Chair
14. Area Web Committee Chair
15. Area Website Servant
16. Area Young People's Committee Chair

We recognize that our service committees are vital to the health and growth of A.A. and ways to reach the newcomer and inform the public and the fellowship are primary. Each of the standing committees is authorized to hold committee quarterlies as a communication link for those involved in their area of service. In addition to the committee quarterlies and various workshops each committee, Area Archivist, Area Registrar, Area Secretary, Language Coordinator, Sound, and Newsletter Editor, may hold roundtable discussions at the Area Quarterly meetings for any interested A.A. member who would like to attend.

9. AREA APPOINTED TRUSTED SERVANTS AND STANDING COMMITTEE CHAIRPERSONS DESCRIPTIONS

9.1 AREA ACCESSIBILITIES COMMITTEE CHAIR

Chairs the Area Accessibilities Committee, which addresses accessibility needs across Western Washington. Keeps up with the annual Remote Communities Report from GSO. Attends and facilitates four quarterly meetings with host district reps or DCMs, rotating locations to include remote districts. Supports districts and groups in removing barriers—physical, mental, geographical, cultural, ethnic, spiritual, or emotional—that make AA participation difficult. In addition to travel funding for Quarterlies and the Assembly, some extra funds are available for committee projects. Also serves on the Language Steering Committee and may facilitate a Remote Communities Subcommittee. Committee guidelines are in [Appendix I](#).

The Area Accessibilities Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.2 AREA ARCHIVES CHAIR

The Area Archives Chair leads quarterly Archives Standing Committee meetings, chairs monthly Archives Steering Committee meetings and, when necessary, facilitates decisions regarding repository site selection.

The Area Archives Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

Archives Policy:

The Area Archives Policy is available in [Appendix II](#) of this document. This Archives Policy describes the duties of the Archives Steering Committee and the Area Archivist roles.

9.3 AREA ARCHIVIST

The term of the Archivist is served in two-year increments, up to eight years, nominally six years. The Archivist manages the Area Repository, manages the collections (such as artifacts, paper, digital/audio information, photographs, and videos) and is responsible for the maintenance of the digital catalog and a consistent filing system. The Area Archivist will manage Archives

Repository volunteers, work parties, and coordinate archives training efforts. The Archivist represents Area 72 at National AA Archives Workshops (NAAAW).

Submits a monthly report to the ASC including volunteer work projects, accomplishments and hours. Submits a quarterly report for and attends the quarterly Area Archives Standing Committee meetings, the monthly Archives Steering Committee meetings, and when necessary, assists in Repository site-selection decisions. Forecasts annual budget, supplies, and expenses for approval by the ASC for submission to the Alternate Treasurer; and tracks spending and budget utilization.

As an Appointed Officer, the Area Archivist attends the annual Area Assembly and Area Quarterly meetings. In addition to participating in the business meeting, the Archivist brings items from the Area 72 Archives for display, space permitting. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.4 AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE CHAIR

The Area Cooperation with the Professional Community Committee Chair coordinates efforts to inform the professional community and those who work with alcoholics about A.A.—who we are, what we do, and what we do not do—while following the guidelines in the CPC Workbook published by AAWS. Introduces District Chairs to G.S.O. resources and chairs four quarterly meetings where District Chairs share experience and support one another in community outreach; these may be held jointly with Public Information depending on the rotation. Maintains an updated contact list of District CPC Chairs and ensures they have the resources and volunteers needed to carry the message. Prepares and updates presentations and outreach materials, including the Outreach to Health Care Professionals, and shares them with District Chairs. Attends events with District Chairs when requested, seeks new ways to reach professionals, and provides leadership by example.

The Area Cooperation with the Professional Community Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.5 AREA CORRECTIONAL FACILITIES COMMITTEE CHAIR

Follows the guidelines in the Corrections Workbook and serves in an advisory role to Intergroups, District Chairs, and DCMs on corrections work. Collaborates with Intergroup and District Corrections Chairs to avoid duplicating services. Schedules and chairs four quarterly Corrections meetings to share information on correctional facility meetings, literature needs, and current developments, coordinating with Intergroups and Districts as hosts. Attends the annual National Corrections Conference and reports back to the Area and Corrections Committees. Supports the development of District Corrections Committees through training and guidance, particularly in areas of new growth, using the Corrections Workbook as a resource.

Assists Intergroup and District Corrections Chairs with coordinating sponsorship and support for A.A. meetings in correctional facilities and is available to share on corrections service at Intergroup, District, and Home Group meetings. Appoints and supports the Corrections Bridge Coordinator in running the Prerelease Contacts Program and the Corrections Literature Coordinator in providing A.A. literature and Grapevine subscriptions to facilities. Stays current on correctional facility regulations and helps communicate them to meeting sponsors and volunteers. Works with the Corrections Committee to keep the Area website updated with corrections information and seeks new ways to carry the A.A. message to persons in custody through the fellowship's resources and structure.

The Area Corrections Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.6 AREA GRAPEVINE & LITERATURE COMMITTEE CHAIR

The Area Grapevine and Literature Committee Chair follows the guidance outlined in the Grapevine and Literature Workbooks, as well as both committee Guidelines. This role exists primarily to educate the fellowship about A.A. literature, related service materials, and how to access them. The Chair maintains a comprehensive display of literature from A.A.W.S., G.S.O., A.A. Grapevine, Inc., and makes it available at service workshops, Quarterlies, and the annual Area Assembly. Literature may be sold on an individual basis, but not in competition with groups, Districts, or Intergroups. Assets, including display items and inventory, are limited to \$5,000 in value. The Chair also gives presentations on A.A. literature when requested, encourages groups to elect Grapevine Representatives (GVRs), and promotes the Grapevine and La Viña as valuable resources for members and groups. Additionally, the Chair holds four Area-wide Grapevine and Literature Quarterly meetings each year.

The Area Grapevine & Literature Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.7 AREA LANGUAGE STEERING COMMITTEE CHAIR

The Language Coordinator chairs the Language Steering Committee. This committee coordinates all interpretation and translation requests for Area business events and related documents in Western Washington. The Chair works closely with the Area Treasurer and Alternate Treasurer to prepare a budget for anticipated expenses and collaborates with the Alternate Treasurer to ensure spending stays within the approved budget and aligned with annual projections.

The Area Language Steering Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business

meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

Committee composition and further duties of the Language Steering Committee are outlined in [Appendix III](#) towards the back of this document.

9.8 AREA NEWSLETTER EDITOR

The Area Newsletter Editor publishes our monthly newsletter, which serves as one of our primary communication vehicles within the Area.

Distribution:

- Free subscriptions are provided for current GSRs, DCMs, Area Elected and Appointed Trusted Servants, GSO, Regional Trustee, and past Area Delegates.
- Paid subscriptions are available for the suggested subscription rate of \$12/year to cover costs.

Monthly duties:

- Communicate deadline and if desired, a topic to the Area Committee each month
- Format and edit content
- Prepare final deliverables for publishing
- Collaborate closely with the Area Registrar and a local publisher of the editor's choice
- Submit to a local publisher for bulk mailing
- Collaborate with the Language Chair to publish a Spanish edition
- Distribute the Spanish editions to each of the Spanish speaking Districts (1, 57 & 58)

Other regular duties:

- Coordinate with the publisher to define the publishing schedule
- Communicate with the Area Secretary to include the Secretary's minutes after each Area quarterly business meeting (January, April, July, and October annual Assembly)
- Work with the USPS to maintain current contact information and resolve address issues as they arise
- Maintain the Area Newsletter folder/file stored on the Google Drive associated with Area account (newsletter@area72aa.org)
- The current Newsletter source/target formats are docx/pdf. The Newsletter Editor may appoint a working committee to assist in the format, content, and distribution of the Newsletter.
- For more information about the Area Newsletter Editor position, please contact the current editor.

The Area Newsletter Editor participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter

9.9 AREA PUBLIC INFORMATION COMMITTEE CHAIR

The Public Information Chair studies and follows A.A. Guidelines, the Public Information Workbook, and other relevant literature on Public Information service. The Chair presides over

four P.I. Quarterly meetings each year, rotating among hosting districts. The P.I. Committee Chair and encourages districts to elect P.I. Chairs and groups to appoint representatives. The Chair also supports the organization of P.I. workshops, maintains an updated contact list of District P.I. Chairs, and ensures distribution of meeting minutes. Anonymity breaks are reported to the Area 72 Delegate, with District Chairs encouraged to do the same. As a member of the Web Steering Committee, the P.I. Chair attends its four quarterly meetings and assists with updates to the Area P.I. webpage as needed.

The Area Public Information Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.10 AREA REGISTRAR

The Registrar serves as the steward of Area records, facilitating communication between groups, the Area Committee, and the General Service Office by maintaining an accurate roster of all GSRs and Area Committee members. The Western Washington Area 72 database is compatible with G.S.O.'s Fellowship Connection. Due to the confidential nature of this information, all requests for the full roster or labels must go through the Area Delegate or Area Chair.

The Registrar can generate various reports from G.S.O.'s database upon request and produces a current Area directory, including elected and appointed trusted servants, DCMs, Alternate DCMs, and past delegates. The Registrar also maintains the Area newsletter mailing list, providing monthly updates to the newsletter publisher. Additionally, the Registrar assists districts and the Area Committee with address updates and registration procedures. For a full listing of the Registrar's duties, contact the current Registrar.

The Area Registrar participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.11 AREA SECRETARY

Assists Area Chairperson in preparing and distributing meeting notices of Area meetings to the Area Committee. Coordinates the collection of reports and documents that will be included in the meeting minutes. They work with the Webservant and Language Chair to ensure reports are translated and posted online as needed. At Area Quarterlies and Assemblies, the Secretary attends, records the proceedings using notes, audio, and written reports, and distributes the minutes by email to the committee and the Newsletter Editor. They are also responsible for transporting the Area mailboxes to each Quarterly and Assembly.

The Secretary tracks motions and discussion topics throughout their full process, recording who made them, background details, any changes made during Quarterlies, and their final outcomes—whether passed, failed, or withdrawn. These results are submitted annually to the Archives through the Area Newsletter or another appropriate method.

In addition, the Secretary prepares and displays slides during Quarterlies and Assemblies, including motions and voting spreadsheets, and update motion wording live so participants can follow changes in real time. While this role requires access to technology, the Secretary's responsibility is to ensure information is available, and they may seek assistance if needed.

Finally, the Secretary works with the Area Chair to edit and publish the Area Handbook between the final Assembly of one rotation and the January Quarterly of the next. Midway through the rotation, they also provide updated pages reflecting motions passed at the Assembly.

The Area Secretary participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.12 AREA SOUND AND ZOOM OPERATOR

The Area AV and Sound Coordinator manages audio and video needs for Area meetings and events. This includes coordinating the video conference platform (currently Zoom), serving as one of the point people for the Area's business account, working with the sound/tech team and Technology Steering Committee on video conference events. This position is also responsible for storing, maintaining, transporting, assembling, and disassembling the Area's sound equipment. The Sound coordinator works closely with the Alternate Chairperson and Host Committees to ensure the facility can accommodate the Area's audio/video needs for Quarterlies and Assemblies. During Area business meetings, the Sound person and their team run the equipment and records Quarterlies, Assemblies, and other events as requested, providing copies to both the Area Secretary and Archivist. In addition, the Sound Coordinator is available to support sound needs at Pre-Conference and Pre-Assembly gatherings..

The Area Sound and Zoom Operator is the co-chair of the Technology Steering Committee. The Area Sound and Zoom Operator participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.13 AREA TREATMENT FACILITIES COMMITTEE CHAIR

Follows the guidelines outlined in the G.S.O. Treatment Facilities workbook. Schedules and chairs four quarterly meetings with district chairpersons, rotating the location among districts. Maintains an up-to-date contact list of district chairpersons and promotes participation in the Bridging the Gap program, keeping a list of temporary contacts for individuals transitioning out of treatment facilities. Also coordinates Grapevine subscriptions for districts to provide to treatment facilities.

The Area Treatment Facilities Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.14 AREA WEB STANDING COMMITTEE CHAIR

Chairs the Area Web Standing Committee and serves as a member of the Area Web Steering Committee. Assists the Area Webservant with responsibilities related to the Area website, G-Suite, the meeting guide, and other technology tasks as directed by the Area. Ensures adherence to A.A. Guidelines for the Internet and other relevant A.A. literature regarding online presence. Chairs four quarterly Standing Committee meetings each year and encourages Web- or Internet-related workshops, either independently or in collaboration with other committees. Maintains a current list of District Webservants, District websites, and related email contacts for communication. Reports any online anonymity breaks to the Area Delegate and Area P.I. Chair and encourages district Webservants to do the same.

The Area Web Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.15 AREA WEBSERVANT

The Area Webservant convenes and leads the Area Website Steering Committee meetings, is a co-chair of the Technology Steering Committee and serves as a member of the Web Standing Committee. The Webservant is responsible for managing content, maintenance, and security of the Area website and mobile applications, as well as maintaining and supporting the Area email and online document systems in collaboration with the Technology Committee. This role ensures that A.A. Guidelines for the Internet, all relevant A.A. literature, and A.A. Traditions are followed. Additional duties include providing tech support to Area Committee members and participating in the Area Assembly and Quarterly Meetings as an Appointed Officer. The Webservant also represents the Area by attending the National A.A. Technology Workshop (NAATW) annually.

The Area Webservant participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

9.16 AREA YOUNG PEOPLE'S CHAIR

The Young People's Committee Chair schedules and facilitates four quarterly meetings each year with District Young People's Chairpersons, strengthening communication among districts in Area 72. The Chair maintains an updated list of District Chairpersons, shares District and group needs within the Area Young People's Committee and serves as the main point of contact at the Area level for young people's service needs. Collaboration with other Area Committees is encouraged when youth participation is needed, such as for school panels, juvenile correctional facilities, or youth treatment centers. Using Conference-approved literature and service materials, the committee also supports sharing experiences and best practices for working with juveniles in General Service. Additional duties include maintaining and updating the Area 72 Young People

Committee workbook and related service resources, such as website content and committee descriptions.

The Area Young People's Committee Chairperson participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.

10. BUDGETED EXPENSES FOR AREA APPOINTED TRUSTED SERVANTS AND STANDING COMMITTEE CHAIRPERSONS

Expense reimbursements for appointed trusted servants are broken down into three categories: meeting expense, communication expense and allocated budget line.

AREA 72 BUSINESS MEETINGS

Includes Area Quarterlies, Assemblies and respective Standing and/or Steering Committee Quarterly meetings. Travel reimbursement is based on actual mileage, with the calculated mileage serving as the maximum limit. Mileage is reimbursed at the current IRS business rate; however, the reimbursement form may offer alternative rate options for those who prefer to use them. (Refer to the IRS website for the current mileage rates: <https://www.irs.gov/tax-professionals/standard-mileage-rates>)

Covered expenses include:

- Mileage and travel-related fees (e.g., parking, ferries, tolls) incurred in the performance of the responsibility of their position
- Meals
- Lodging (paid in advance by the Alternate Treasurer)
- Registration (paid in advance by the Alternate Treasurer)

COMMUNICATION EXPENSES

Communications expenses are paid on the basis of bills submitted to the Area Treasurer.

- General supplies (envelopes, photocopies, copy paper, etc.)

ALLOCATED BUDGET

Specific to Committee or position, not-to-exceed annual amount approved by the Area.

Expenses will be reimbursed by the Area Alternate Treasurer.

- NOTE: Per Motion 02.5, (and amended by Motions 06.3 & 17.1) there is an unallocated budget line for travel expenses incurred by attending service functions at the invitation of Districts or Groups, when travel expenses cannot be covered by said Districts or Groups.

OTHER EXPENSES

According to Motion 10.3, Area Appointed trusted servants may request reimbursement from the Finance Committee for unforeseen or unexpected service-related expenses not covered by existing motions.

10.1 APPOINTED TRUSTED SERVANTS WITH NO ALLOCATED BUDGET:

AREA ARCHIVIST
AREA LANGUAGE COORDINATOR
AREA NEWSLETTER
AREA REGISTRAR
AREA SECRETARY
AREA SOUND SYSTEM OPERATOR
AREA WEB SERVANT

EXPENSES reimbursed by Western Washington Area:

1. Travel and copies for Area 72 Committee Quarterly meetings (3 per yr.) and Assembly travel, meals, lodging, registration.
2. Communication expenses: mail (postage), general supplies (envelopes, copies, etc.)
3. Travel, lodging, and expenses for national workshops with General Service Office participation that support trusted servant responsibilities.
4. Travel required in the course of their responsibilities.

10.2 APPOINTED STANDING COMMITTEE CHAIRS/TRUSTED SERVANTS WITH ALLOCATED BUDGET:

AREA ACCESSIBILITY CHAIR

1. Budget line per year

AREA ARCHIVES CHAIR

1. Budget line per year

AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)

1. Budget line for literature

AREA CORRECTION CHAIR

1. Budget line per year
2. Budget line per year for literature (Motion 14.2)

AREA GRAPEVINE & LITERATURE (GV&L)

1. Budget line per year for literature

AREA PUBLIC INFORMATION (PI)

1. Budget line per year

AREA TREATMENT CHAIR

1. Budget line per year
2. 25 Grapevine or La Viña subscriptions per year (Motion 17.5)

AREA LANGUAGE COORDINATOR CHAIR

1. Budget line per year

AREA WEB COMMITTEE CHAIR

1. Budget line per year

AREA YOUNG PEOPLE'S CHAIR

1. Budget line per year

EXPENSES reimbursed by Western Washington Area:

1. Travel and copies for Area 72 Committee Quarterly meetings (3 per yr.) and Assembly travel, meals, lodging, registration.
2. Travel required in the course of their responsibilities
3. Travel, lodging, and expenses for national workshops with General Service Office participation that support trusted servant responsibilities.

4. Communication expenses: mail (postage), general supplies (envelopes, copies, etc.)

10.3 PACIFIC REGIONAL TRUSTEE (04.5)

In election (even numbered) years, Western Washington Area reimburses the Pacific Region Trustee for travel, meals, lodging, and registration costs to attend Area 72 Assembly. Traditionally, the Pacific Region Trustee facilitates some or all of the Area 72 elections. According to Motion 04.5, the Trustee also gives a report at the Assembly when available.

11. STEERING COMMITTEES

Western Washington Area 72 maintains five standing steering committees—Finance, Archives, Web, Language, and Technology—responsible for providing advice, carrying out assigned duties, and conducting research outside of Area Committee Meetings. The Area reimburses travel expenses incurred by committee members attending these meetings. In addition to the standing committees, ad hoc committees may be established as necessary to address specific matters.

The composition and purpose of each Steering Committee vary. For complete information, refer to the appropriate appendix or consult the Chair of the respective committee.

11.1 FINANCE COMMITTEE

The Finance Committee consists of the Area Alternate Treasurer, the Area Treasurer, a Past Delegate, and four to seven interested District Committee Members. It is chaired by the Area Alternate Treasurer.

The Finance Committee supports Area 72 by researching the financial impact of motions, administering the five percent variable budget, and exploring ways to ensure financial prudence. The committee reviews and recommends financial tools, maintains meeting minutes for transparency, and collaborates with the Treasurer and Alternate Treasurer on the annual budget. It also oversees the evaluation of the working reserve percentage, adjusting as needed.

Additional details and responsibilities can be found in [Appendix IV](#).

11.2 ARCHIVES STEERING COMMITTEE

The primary purpose of the Western Washington Area Archives is to preserve the factual history of the local Fellowship. The Archives give the Area a sense of its past and an opportunity to study it. The Archives Steering Committee maintains a safe, secure facility for receiving, storing, and preserving materials related to the past and present activities of AA and its members in Western Washington. The Committee also actively displays historical materials for the benefit of the Fellowship and serves as a resource for district and local archives activities.

The Archives Steering Committee consists of six members, each serving a four-year term. To ensure continuity, three members are replaced every odd-numbered year. The seventh member is the Area Archivist, and the eighth is the Area Archives Chair, who serves as committee chair. Candidates submit resumes in the fall of even-numbered years; the Committee reviews these and selects three members. Steering Committee members may serve consecutive terms.

The selected Area Archivist is then presented to the Elected Officers to be included in the slate of Appointed trusted servants for ratification at the January Area Committee.

Additional information on Steering Committee composition, purpose, funding, display, and loan policies is available in [Appendix II](#).

11.3 WEBSITE STEERING COMMITTEE

The Area Website Steering Committee is composed of Appointed Area Webservant, Appointed Area Public Information Chair, Appointed Area Web Chair, Past Delegate, and at least two additional AA member volunteers. Additional volunteers may be appointed for defined periods of time to assist with specific technical tasks. The committee maintains and further develops the Area website, email and document system, following policies set for in the Website Policy to ensure that the Traditions are upheld. The Website Steering Committee has a budget line each year to support website maintenance.

11.4 LANGUAGE STEERING COMMITTEE

Established by motion 17.3, Language Steering Committee is made up of the Appointed Area Language Chair, ASL and Spanish interpreter coordinators, the ASL calendar coordinator, the Area Accessibility Chair and a Past Delegate.

The Language Steering Committee coordinates Spanish and ASL interpretation at the three Area Quarterlies, the annual Assembly, and other Area business events as requested. It manages all language translation projects—including minutes, reports, agendas, handbooks, flyers, and newsletters. The committee maintains an ASL calendar of interpreted A.A. meetings, assists with annual budget planning, and manages the inventory and loaning of interpretation equipment.

Work closely with Area Alternate Treasurer to ensure prompt payments to contracted interpreters and that all Language Steering Committee activity stays within approved Area budget.

See [Appendix III](#) for the Language Committee Guidelines.

11.5 TECHNOLOGY STEERING COMMITTEE

The Technology Steering Committee is composed of the Area Sound System Operator, Area Webservant, and at least three AA member volunteers. Additional volunteers may be appointed for periods of time to assist with additional tasks at the discretion of the steering committee. The technology steering committee is charged with meeting the technical needs of the Area, including but not limited to set up and facilitation of hybrid Area business meetings, managing the Area email/cloud storage system, online meeting platforms, and assisting with technology education/workshops.

See [Appendix V](#) for more information.

AREA 72 PASSED MOTIONS

These are a compilation of Area 72 Motions passed from Assemblies 1961-2024

REVISED January 2025

1961 Vancouver, Washington

- 61.1 A motion was made and passed unanimously that District 5 be split into Districts 5 and 13.
- 61.2 A motion was made and seconded that effective with the opening of the next State Assembly (1962) all groups be required to be represented in the Assembly in order to be able to vote, thus eliminating all proxies. Motion was amended to permit institutional groups to exercise one vote each, by proxy. The amended motion was carried by a 70 to 6 vote.
- 61.3 A motion was made and passed that Trail, B.C. host the next State Assembly.
- 61.4 A motion was made and carried unanimously that the state delegate be paid \$20.00 per day, in lieu of salary for a period not to exceed 10 days, for the purpose of making required reports to groups.

1962 Trail, B.C.

- 62.1 Motion made and passed unanimously that the State Assembly be held the first Saturday in October.
- 62.2 Motion made and carried unanimously that the mileage for the new State Delegate be increased from 7¢ to 10¢ a mile, effective immediately. [Superseded by 06.3.]

1963 Bellingham, WA

- 63.1 Motion made and passed that Yakima, Washington be the site for the 1964 Pacific Northwest Conference. A second motion was made and passed that a permanent committee of six composed of two representatives from Washington; two from Oregon and two from British Columbia, with the two from Washington being the Delegate and Chairman (or their alternates).
- 63.2 Motion that the Kelso Longview Group be transferred from District 4 to District 12 (Vancouver, Washington area) because of geographical location. Motion passed unanimously.
- 63.3 Motion made and passed that the name of the October Assembly be henceforth Washington Assembly of A.A."
- 63.4 Motion made and passed to hold the 1964 Washington Assembly of A.A. in Lewiston, Idaho.
- 63.5 A motion was made and passed to increase mileage for funded Area Officers to 15¢ per mile. [Superseded by 06.3.]
- 63.6 A motion was made and passed to sell Newsletter equipment to Dorothy L. for \$100.00.
- 63.7 A motion was made and passed to pay the mileage costs incurred by the appointed chairmen (H. & I., P.I., GV. & Lit., Finance and Newsletter) to three Committee Member meetings and one Area Assembly each year at the same rate approved for the elected officers, on a trial basis of one year. [Superseded by 06.3.]
- 63.8 A motion was made and passed to establish a fund, not to exceed \$500.00 each to further Hospitals and institutions, Public Information, Grapevine and Literature programs throughout the Washington Area. This fund would be used exclusively for A.A. materials and would be the responsibility of the H. & I., P.I., and GV & Literature Chairman and co-chairman, to fill the needs of any local programs that are communicated to them. [Superseded by 77.13.]

- 63.9 A motion was made and passed to leave a prudent reserve of \$1,500.00 in the Washington Area Treasury as of January 1 of each year. After all allocated funds have been properly dispersed, if any moneys over \$1,500.00 remain as of January 1, said moneys will be sent to New York G.S.O. [Superseded by 95.9.]

1964 Lewiston, Idaho

- 64.1 Motion made and passed redistricting a portion of Seattle and a portion of District 1:
1. District No. 1 will be divided into three subdivisions-1-A. The area around Trail, B.C.
 - a. The greater Spokane area.
 - b. The area around Lewiston, Idaho with a committeeman for each subdivision who shall have equal status with the other District Committeemen.
 2. Districts No. 7 and No. 8 will be redistricted into new district areas comprising Nos. 7, 8 and a brand new No. 14, as follows:
 - a. Groups meeting north of the Ballard Ship Canal in Seattle proper will remain in District 7.
 - b. Groups meeting south of the Ballard Ship Canal to Jackson Street in Seattle proper will remain in District 8.
 - c. Other groups located east and north of these areas, generally speaking along the borders of Lake Washington to the north and east of same are to be in the new District 14.
- 64.2 Motion made and passed that the new State Officers appoint a Special Committee to consist of a chairman and four members-two east and two west-to make a complete study of redistricting the entire Washington Area . . . to be presented to the 1965 State Assembly.
- 64.3 Motion made and passed that the following be placed on the agenda for the 1965 Assembly:
- a. should the annual State Assembly continue to be alternated from east to west?*
 - b. should it be held two successive years on each side of the state?
 - c. should it be open to the entire Washington area each year?

1965 Everett, Washington

- 65.1 Motion made and passed that the redistricting be accepted as correct and become effective January 1, 1966.
- Motion passed to prepare new maps showing the redistricting.
- 65.2 Motion made to continue alternating the location of the Assembly from east to west*.
- 65.3 A resolution was submitted and approved as follows: We the members of the 1965 Washington State Assembly, being acutely aware of the lack of emphasis on the problems of small communities earnestly request that the National Headquarters institute proceedings for the development and preparation of information and literature specifically directed to the small community. It is further hoped that the National Headquarters will suggest to all state and regional assemblies and conferences that special workshops be conducted pertinent to the problems of the small community."
- Applies only to Western Washington Area 72

65.4 Motion made to ask GSO to emphasize problems facing small communities.

1966 Wenatchee, Washington

66.1 Motion made, seconded and passed that Alternate Committeemen will not be awarded a vote in the State Assembly.

1967 Bellingham, Washington

67.1 Motion made and passed that \$10.00 a day, with a maximum of \$50.00 annually and 5¢ per mile be paid to the State Chairman, State Secretary and State Treasurer for expenses effective immediately. [Superseded by 06.3.]

1968 Trail, B.C.

68.1 A motion was made and passed unanimously that the Washington Area Assembly subscribe to 100 subscriptions of the Grapevine to be distributed to hospitals and institutions. [Superseded by 71.3.]

1969 Tacoma, Washington

69.1 Motion made and passed that District 14 be divided into three districts, henceforth to be known as District 14A, 14B, and 14C.

1970 Spokane, Washington

70.1 Motion made and passed that the Washington Area Assembly of A. A. approve that we put in a bid for Seattle to be the Host City of the 1975 International 40th Anniversary A.A. Convention.

70.2 Motion made in order to carry the A.A. message more effectively the Intergroup Association of Spokane and Seattle send a representative to all State Assemblies and State Committee Meetings. This will be a two-year term, a representative being allowed one vote. After discussion, an amended motion was voted on and passed: in order to carry the A.A. message more effectively any Intergroup in the Washington Assembly may send a representative to all State Assemblies and State Committee Meetings. This will be on a trial basis beginning January 1, 1971 for a two-year term being allowed one vote.

1971 Vancouver, Washington

71.1 A motion was made and passed to purchase one used mimeograph machine for the Newsletter printing.

71.2 A motion was made and passed that the State Committee be given the power to approve the redistricting of District 1. This was given on a one instance basis so the new committee member could be seated at the 1972 Assembly.

71.3 A motion was made and passed to award \$100 for the purchase of Grapevine subscriptions to be sent to institutions. [Superseded by 77.1.]

71.4 A motion was made and passed to renew the \$100 to purchase literature for the various institutions. [See current literature budgets for individual committees.]

- 71.5 A motion was made and passed to pay the Delegate's expenses to the Pacific Regional Assembly. [Superseded by 75.2.]

1972 Pasco, Washington

- 72.1 A motion was made and approved that the Washington Area Assembly accept the A.A. Service Manual as a guideline.
- 72.2 A motion was made and approved that the Newsletter serve as notices for meetings and that the Secretary notify the Committee Members individually for the Committee Meetings.
- 72.3 A motion was made and passed to increase the amount of funds given to the Delegate for the New York trip by \$100. [Superseded by 97.2.]
- 72.4 A motion was made and passed that the Intergroup Representatives continue to attend the Committee Meetings and Assemblies, but that they do not have the power to vote.
- 72.5 A motion was made and passed to establish a funding amount of \$250 to purchase literature for display, this fund to be self-sustaining.

1973 Olympia, Washington

- 73.1 A motion was made and passed to accept ratified changes as submitted to Redistricting Committee and to proceed with numerical numbering of Districts. 73.2 A motion was made and passed to continue to employ the professional printer for Newsletter and to dispose of present equipment in following our traditions of not owning property.
- 73.3 A motion was made and passed to grant \$100 per year to the Public Information, Hospitals & Institutions and Grapevine and Literature Committees for advancement of their committee work. [See current budgets for separate committees.]
- 73.4 A motion as made and passed that part of desiring yourself available for service office is to agree to speak briefly of yourself and A.A. experience.
- 73.5 A motion was made and passed to ratify existent expense structure for attendance of District Committee Member meetings and Area Assemblies. Area Delegate is to be paid all necessary expenses (this also includes the Delegate's reports following New York Conference) Area Chairman, Area Treasurer and Area Secretary to be pad 10¢ a mile, incidental supplies, food and lodging. [Superseded by 06.3.]
- 73.6 A motion was made and seconded that the subject on approach to field of alcoholism be relegated to a committee (appointed by Area Chairman) to investigate and examine this issue and present it as top priority item at the next Assembly.

1974 Richland, Washington

- 74.1 A motion was made and passed that the two-hat resolution vote be by majority and voice vote. The resolution was read, vote was taken and the resolution was not accepted by the Assembly.
- NOTE: The passed motion affected the voting procedure. The failed resolution can be found as item 74.A in the Failed Motions section.*

- 74.2 A motion was made and passed to ratify redistricting changes effective January 1, 1975 as follows: District 1A will be 19; District 4A will be 20; District 8A will be 21; District 10A will be 22; District 14A will be 14; District 14B will be 18, District 14C will be 16.
- 74.3 A motion was made and passed that we accept the recommendations of the committee regarding relations with outside agencies, that being no area-wide committee is called for at this time and the primary responsibility for relating effectively with outside agencies should be handled locally through existing A.A. structures. Informational workshops on relating effectively and within the Traditions should be held, and A.A. literature on the subject of relating with outside agencies should be utilized.

1975 Ocean Shores, Washington

- 75.1 A motion was made and passed that all voting except for the election of officers brought before the Assembly be polled by District Committee Members from their GSRs attending the Assembly, and the total be submitted by the District Committee Member to the Assembly.
- 75.2 A resolution was made and passed that the Delegate's expenses be paid for the Area Assembly, three Area Committee Meetings, Pacific Region Service Assembly, the General Service Conference at G.S.O. in April, and all trips required to report on the General Service Conference. [Travel expenses portion superseded by 06.3.]
- 75.3 A motion was made and passed that we fund the Delegate to the Pacific Northwest Conference and to vote the year before on sending the Delegate to the World Conference in lieu of the Pacific Northwest Conference. [Superseded by 83.2.]
- 75.4 A motion was made and passed that the Washington Area Assembly voice its disapproval of G.S.O. at the 40th International Conference in allowing the sale or promotion of the book Bill W. by an outside agency at that Conference.
- 75.5 A motion was made and passed that the Seattle Intergroup host the 1980, A.A. International Convention. It is traditional that the host city has the endorsement of the Area Assembly of which they are a part, therefore be it resolved that the Washington Area Assembly in October of 1975 evidence its support by placing on its agenda a motion to endorse Seattle's bid.
- 75.6 A motion was made and passed that all activities non-A.A. related and promoted at the Denver Conference (i.e., Bill's Own Story, the selling of jewelry at an A.A. meeting, the tapes and photos, and non-A.A. approved literature for sale) be added to the preceding as actions disapproved of by the Washington Area Assembly.
- 75.7 A motion was made and passed that the Washington Area Assembly pay the mileage costs incurred by the appointed chairmen (H.& I., P. I., GV & Literature, Finance and Newsletter) to three Committee Meetings and one Area Assembly each year at the same rate approved for the elected officers on a one-year basis. An amendment was made and passed that this be a permanent funding for Chairmen and Co-chairmen. [Superseded by 06.3.]
- 75.8 A motion was made and passed that the Washington Area Assembly pay these expenses for the calendar year 1976, in addition to Delegate's expenses previously covered in old business, actual expenses incurred (to include lodging if distance indicates) for Chairman, Treasurer, their Alternates, the Alternate Delegate, and the appointed Area Secretary (six people). Receipts to be submitted in all cases, Further resolved and passed that the ten Committee Chairmen (H.& I., P.I. GV, Finance and Newsletter) be reimbursed for actual travel expenses. In

no case will the above expenses exceed 15¢ per mile, or be expended for other than three Committee Meetings and one Area Assembly per year.

- 75.9 A motion was made and passed that the Washington Area Assembly of A.A. and the A.A. Groups and Districts which host or assist in the preparation of the A.A. Area Assemblies and functions, should whenever possible, engage speakers for principal meetings from among the Washington Area Assembly Fellowship rather than to import "name" speakers from outside our Area, usually at considerable expense to the Fellowship. It is also resolved that the site, accommodations and meal plans be selected with full consideration for those A.A. members who cannot afford large outlays of either personal, or Group funds for participation in these A.A. events.
- 75.10 A motion was made and passed that a resolution be made to re-establish the Traditions Committee at G.S.O. in New York City to insure against the encroachment of outside influences.
- 75.11 A motion was made and passed to increase the allotment of \$500.00 to \$750.00 for the 1976 Hospitals and Institutions Committee. [Superseded by 77.13.]
- 75.12 A motion was made and passed that it has been proven in the past that on election years there is not sufficient time to handle the election of Officers and give reasonable consideration to regular business of the Area, and therefore we change our Election Year Assembly procedure to extend the business meeting on and to Sunday morning, after the breakfast.

1976 Yakima, Washington

- 76.1 A motion was made and passed to accept nominations from the floor for this election.
- 76.2 It was resolved and passed that the Washington Area District Committee Persons ask the GSRs for Group conscience on whether we should or should not create a Washington Area of A.A. history file. The collection and preservation of past and future documents of record and value to be stored, reproduced and disseminated upon request from individuals throughout the Washington Area Assembly of A.A. this October prepared to vote their group conscience on this issue.
- 76.3 It was resolved and passed that the Washington Area Newsletter be used for more Area business, such as the Treasurer's report, the minutes of Committee Meetings, activities of P.I., H. & I. Committees, etc.
- 76.4 It was resolved and passed that the District making bids for the October Assembly does its homework and have tentative reservations made before it makes the bid.
- 76.5 A motion was made and passed that the actual expenses supported by vouchers be paid for the following trusted servants: Area Alternate Delegate; Chairperson; Alternate Chairperson; Treasurer; Alternate Treasurer; and Secretary to the three annual Committee Meetings and the Assembly. [Superseded by 06.3.]
- 76.6 A motion was made and passed that the reports of expenses of elected and appointed trusted servants be made in the accompanying format each year beginning in 1976, by the Area Treasurer and Finance Co-Chairpersons as appropriate. This report to be available to DCMs by the second Committee Meeting of the following year and published in the next edition of the Washington Area Newsletter.

- 76.7 A motion was made and passed that in as much as new resolutions require group conscience [we] would respectfully propose we form and present new resolutions for study and consideration at the 1977 Committee Meetings for final approval October of 1977.
- 76.8 A motion was made and passed that the eight Committee Co-Chairpersons and Newsletter Editor be paid actual voucher expenses for the three Committee meetings and the Washington Area Assembly. [Superseded by 06.3.]
- 76.9 A motion was made and passed that voting on Trusted Servants, resolutions, and other issues be conducted by polling the DCMs.
- 76.10 A motion was made and passed that we appoint one Washington Area Newsletter Editor.

1977 Olympia, Washington

- 77.1 A motion was made and passed that 100 Grapevine subscriptions be contributed annually by the Washington Area Assembly's General fund to hospitals and institutions in the Washington Area of A.A., and that the Area Treasurer be responsible for an initial up to date mailing list and for annual renewals. It was further resolved that the Hospitals and Institutions Committee work fund be reduced to the size of other committee funds \$500.00 since the General fund will have financial responsibility for the Grapevine subscriptions. [Superseded by 85.1.]
- 77.2 A motion was made and passed to Increase the seed money for the annual Washington Area Assembly meeting from \$150.00 to \$500.00. All monies in excess of expenses and seed money to be sent to G.S.O. in New York. [Superseded by 05.1.]
- 77.3 A motion was made and passed that the restriction concerning speakers at the annual Washington Area Assembly banquet be removed. That is that speakers can be imported from outside of our Area.
- 77.4 A motion was made and passed that in the printing of proposed resolutions, an explanation be included giving present procedure.
- 77.5 A motion was made and passed to take Goldendale out of District 7 and place it in District 6 as requested by the GSR from Goldendale. This is agreeable to both District 6 and District 7. It still leaves District 7 over two hundred miles in length.
- 77.6 A motion was made and passed that the presently constituted Washington Area Hospital and Institution Committee be dissolved in order to form two new committees to deal separately with hospital and treatment facilities - and correctional facilities, the titles of said committees to be forthcoming.
- 77.7 A motion was made and passed that the Washington Area Assembly expresses interest in the idea of a Pacific Forum in 1978, and if scheduled will reasonably support the Forum.
- 77.8 A motion was made and passed that the Washington Area Assembly Officers appoint an Archivist responsible for organizing, collecting, storing, and managing the Washington Area Archives. Said person would have the authority to select and chair an Archives Committee if one is needed.
- 77.9 A motion was made and passed that a motion to be presented for acceptance by the Washington Area Assembly in 1977 read as follows: The Washington Area Archives be stored in a repository, such as the King County Central Office.

- 77.10 A motion was made and passed that an amount not to exceed \$300.00 be authorized from the Washington Area funds for the Archivist to purchase materials and supplies necessary to establish initial storage, cataloging, accountability and retrieval systems.
- 77.11 A motion was made and passed that the printed resolutions appear in the September issue of the Washington Area Newsletter.
- 77.12 Motion was made and passed that the names of the two newly constituted committees be:
 - a. Correctional Facility Committee, and
 - b. Treatment Facility Committee.
- 77.13 A motion was made and passed that the Hospitals and Institutions fund be closed. A \$500.00 fund be established for the Corrections committee. A \$500.00 fund be established for the Treatment Facility Committee. [Superseded by 78.9.]
- 77.14 A motion was made and passed that the Washington Area Assembly include a GSR Sharing Session for new ideas, questions, criticisms, opinions following the DCM reports in our business session.
- 77.15 A motion was made and passed that the co-chairpersons east and west be appointed for the new Treatment Facility Committee and the Correctional Facility Committee, and that they be paid expenses to Committee Meetings and the Assembly as is presently done for the existing committees.
- 77.16 A motion was made and passed to have the Washington Area Assembly of A.A. pay the expenses of the Washington Area Delegate to the Regional Forums to be held in the Pacific Region in 1978.

1978 Spokane, Washington

- 78.1 A resolution was made and passed that resolutions voted on at the group level, prior to the Fall Assembly, not be opened for discussion on the floor at the Assembly.
- 78.2 A resolution was made and passed that the prudent reserve date for the Washington Area Assembly be adjusted to be 1 July instead of 1 January due to the heavy financial load between 1 January and 1 July, due to the General Service Conference in April, the Pacific Regional Service Assembly in March, and the Delegate's report to the groups from April through June. [Superseded by 86.2.]
- 78.3 A resolution was made and passed that the Washington Area Assembly surplus, over expenses and seed money, be combined or put into the Washington Area Assembly Treasury to be used as working capital till the prudent reserve date.
- 78.4 A resolution was made and passed to establish a new district from the area that is presently District 3. The northern boundary will be Sandpoint, the southern boundary, St. Maries, Idaho, west borders Coeur d'Alene, and east borders the State of Montana. (District 25)
- 78.5 A resolution was made and passed that the Washington Area Archivist be funded to attend the Washington Area Assembly only, and submit quarterly written reports. [Superseded by 06.3.]
- 78.6 A motion was made and passed that the Washington Area Archivist be funded to attend the three Washington Area Committee meetings. [Superseded by 06.3.]

- 78.7 A motion was made and passed that the north boundary of District 7 be extended due west to the Pacific Ocean so as to include the Long Beach Peninsula.
- 78.8 A motion was made and passed that the year end financial report be put in the earliest issue of the Washington Area Newsletter (before the Assembly convenes) for the purpose of informing the GSR's before the Washington Area Assembly in October for the consideration for voting on money issues.
- 78.9 A motion was made and passed that the budget for literature for correctional facilities be increased from the present \$500.00 to \$1,000.00. [Superseded by 80.4.]
- 78.10 A motion was made and passed to give the responsibility of distribution of Grapevine subscriptions for institutions to Gv & Lit. chairpersons. The treasurer now has the responsibility.

1979 Vancouver, Washington

- 79.1 A resolution was made and passed to Revoke Resolution #1 [i.e., 78.1] as passed at the Washington Area Assembly in 1978."
- 79.2 A motion was made and passed to agree that we had made a token gesture only, with Grapevine subscriptions, and that actual need was far greater. We (the Assembly) hope that groups and districts will take on the task of donating subscriptions to this cause when it's feasible
- 79.3 A motion was made and passed to send the Delegate to the International A.A. Convention in New Orleans on July 3-6, 1980.

1980 Moscow, Idaho

- 80.1 Moved and passed that arrangements be made prior to each Washington Area Assembly that room rent for the conducting of Washington Area business be paid for from the Washington Area Treasury. [Rescinded by 82.14.]
- 80.2 Moved and passed that the prudent reserve for the Washington Area Treasury be raised from \$1,500 to \$3,000. Any balance over \$3,000 to be sent to G.S.O. in New York as of July 1st of each year. [Superseded by 95.9.]
- 80.3 Moved and passed that when the Pacific Regional Forum is held in the Pacific Region, of which we are a part, that our Delegate's expenses be paid by the Washington Area Assembly so that our service area will be represented in the Service Forum.
- 80.4 Moved and passed that the budget for literature and books for Correctional Facilities be increased from \$500 to \$1,000 for each half of the Washington Area. [Superseded by 85.1.]
- 80.5 Moved and passed that District 4 separate into two districts in that Benton and Franklin Counties (including Burbank of Walla Walla County) remain the designated District 4 and that Walla Walla and Columbia Counties (to exclude Burbank of Walla Walla County) receive the new designation of District 26.
- 80.6 Moved and passed that the Grapevine and Literature Chairperson have a budget of \$700 for an adequate literature supply at the Washington Area Assembly. (East or West* Chairperson, depending on host side of the Cascades.)

- 80.7 Moved and passed to split District 7 into two sections with Clark County and Skamania County to remain District 7 (and part of Klickitat). Cowlitz County and the parts of Pacific County now in District 7 to be known as District 27.

1981 Bellingham, Washington

- 81.1 Moved and passed that District 8 be permitted to split into two districts — Districts 8 and 28.
- 81.2 Moved and passed that District 9 be permitted to split into two districts — Districts 9 and 29.
- 81.3 Moved and passed that the Washington Area Districts be permitted to bid for the Assembly two years in advance, starting with bids at the 1981 Washington Area Assembly for 1983. The bid for the 1982 Assembly (east side of the Area) will still be at the 1981 Assembly as usual.
- 81.4 Moved and passed that job description submitted by Grapevine and Literature Chairpersons be accepted and approved by the Assembly.

1982 Wenatchee, Washington

- 82.1 Moved and passed that the Washington Area Secretary become an elected position.
- 82.2 Moved and passed that the Delegate be given \$250.00 expense money for the trip to the General Service Conference.
- 82.3 Moved and passed that the functions of the Finance Chairpersons, East and West* be given to the Alternate Treasurer.
- * Applies only to Western Washington Area 72*
- 82.4 Moved and passed that the Washington Area lease two copies of the film A.A., An Inside View for use by Public Information, East and West*.
- 82.5 Moved and passed that the Okanogan Groups be allowed to change from District 1 to District 5.
- 82.6 Moved and passed that a sub-committee for the Area be formed to prepare a simple explanation of the functions and procedures of our Area quarterly meetings for the information of future DCMs.
- 82.7 Moved and passed that the funding of the Public Information Committees, East and West, each be increased from \$250.00 to \$500.00.
- 82.8 Moved and passed that any actions established by the Washington Area Assembly cannot be changed except by Washington Area Assembly action.
- 82.9 Moved and passed that all motions to be voted on by the A.A. groups and the Washington Area Assembly be written in plain and simple language.
- 82.10 Moved and passed that the monies in excess of the prudent reserve (\$3,000.00) be sent to G.S.O. as of November 1, 1982 (this year only).
- 82.11 Moved and passed that the Host District of the Washington Area Assembly will make sure there is adequate room to conduct Washington Area business until its completion at the expense of the Washington Area Treasury.

- 82.12 Moved and passed that included in the job description of the Washington Area Corrections Chairpeople is the scheduling and conduct of quarterly rotating meetings of the Corrections Chairpeople of each District for the exchange of ideas.
- 82.13 Moved and passed that the Washington Area pay the expenses of the Chairperson as well as the Delegate to the Pacific Northwest Conference this year only (1983).
- 82.14 At the 4/3/82 Bremerton Quarterly it was moved and passed to rescind the 1980 motion 80.1 That arrangements be made prior to each Washington Area Assembly that room rent for the conducting of Washington Area business be paid for from the Washington Area Treasury. DCMs voted based on previous polling of their District's GSRs.

1983 Bellevue, Washington

- 83.1 Moved and passed that all Standing Committee Chairpeople that hold quarterly committee meetings be paid their travel expenses to those meetings. [Superseded by 06.3.]
- 83.2 Moved and passed that the Washington Area Assembly not fund the Delegate's expenses to the Pacific Northwest Conference, as we no longer require the attendance of either our Delegate or Chairperson at that Conference.
- 83.3 Moved and passed that the job description of the Chairpersons of the Area Hospital and Treatment Facilities Committees include the scheduling of quarterly committee meetings.
- 83.4 Moved and passed that \$50.00 per year be allocated within the budgets of all standing committees for communication expenses within their committees. [Superseded by 86.3.]
- 83.5 Moved and passed that the 1983-84 budget for the Area Archivist will be \$300.00. Future budgets will be proposed annually at the August Area Committee Meeting for approval by the Area Assembly in October.
- 83.6 Moved and passed that the time for the GSR Sharing Session be changed to 11:00 a.m., with two GSRs (1 East and 1 West) selected to chair and the topic to be approved in advance.
- 83.7 Moved and passed that the complete schedule for the Washington Area Assembly be published in the Newsletter.
- 83.8 Moved and passed that the Pacific Region Forum host committee be allocated \$50.00 from the Washington Area for flyers to publicize the Pacific Region Forum.
- 83.9 Moved and passed that a Committee be appointed to study methods to streamline Washington Area Assembly business, recommendations to be presented at the 1984 Assembly.

1984 Pasco, Washington

- 84.1 Moved and passed that we return to the practice of appointing the Washington Area Secretary.
- 84.2 Moved and passed that we fund the Delegate to the 1985 International A.A. Convention in Montreal.
- 84.3 Moved and passed that we appoint an Editor and Committee with authority to start a Washington Area history.

- 84.4 Moved and passed that the Washington Area establish a Third Legacy Committee with an appointed Chairperson to travel throughout the Area to discuss service structure and A.A. as a whole; and to allow \$50.00 for new props.
- 84.5 Moved and passed that we establish an annual fund of \$500.00 for the Area Archives.
- 84.1A The following advisory action was passed; That for the Washington Area business it is recommended that new business be submitted through quarterly Area Committee Meetings to provide time for discussion before the Area Assembly.
- 84.2A The following advisory action was passed: That it is recommended that for election year Assemblies the Host Committee consider having a Buffet Dinner as experienced at the 1984 Assembly.

1985 Olympia, Washington

- 85.1 Moved and passed to increase the Literature Fund for the Corrections Committees from \$1,000.00 per year to \$1,250.00 per year and the Grapevine subscription allowance from 25 to 40 for each side of the mountains* due to the growth of the facilities. [Literature budget (non-Grapevine) superseded by 90.4.]

**Applies only to Western Washington Area 72*
- 85.2 Moved and passed that the Washington Area Assembly in October votes to support Seattle Intergroup's bid for the 1990 International Convention.
- 85.3 Moved and passed that the proposal by the Area History Committee for publishing the Washington Area History be accepted and implemented.
- 85.4 Moved and passed that we raise the present \$3,000 working reserve to \$5,000. [Superseded by 95.9.]

1986 Spokane, Washington

- 86.1 Moved and passed to rescind the motion that created the Third Legacy Committee at the 1984 Washington Area Assembly at Pasco, Washington.
- 86.2 Moved and passed that the prudent reserve date be changed from July 1 to November 1 in order to take care of all of the expenditures up to and including the Washington Area Assembly. [Superseded by 92.3.]
- 86.3 Moved and passed that the communications (i.e., postage, printing, long distance phone calls, etc.) line available to the Standing Committee Chairpersons be increased from \$50 to \$100. [Superseded by 88.3.]
- 86.4 Moved and passed that the literature budget for the Grapevine and Literature Committee, East and West, be increased from the present \$700 to \$1,000 per year. [Superseded by 90.3.]

1987 Tacoma, Washington

- 87.1 That beginning with this year (1987) the Washington Area Alt. Delegate, Alt. Chairman and Alt. Treasurer each be paid for communications (phone calls, copies, stamps, etc.) expenses, to be supported by voucher or receipt.
- 87.2 That the Canadian Flag shall be displayed with the U.S. Flag at future Assemblies.

- 87.3 To extend the District 25 borders to include a portion of the Northwest corner of Montana.
- 87.4 That the Washington Area increase the seed money for the Assembly Host Committee from \$500 to \$1,000. [Superseded by 05.1.]
- 87.5 That on a one-time basis only, an additional \$500 each, be allocated in 1987 for Grapevine and Literature East and West for procurement of new literature made available from G.S.O.

1988 Coeur d'Alene, Idaho

- 88.1 That the newly elected officers be reimbursed for expenses incurred during the selection of the appointed Area Trusted Servants. [Superseded by 06.3.]
- 88.2 An Archives Advisory Board shall be appointed. Its duty will be to present an Archives management plan to the 1989 Area Assembly for approval and implementation.
- 88.3 That all communication expenses by the Washington Area Appointed Chairpersons be reimbursed separately from Committee service credit lines.
- 88.4 That the bidding process for the Washington Area Assembly be changed from bidding for Assemblies two years away until three years away.
- 88.5 That a committee be formed to look into the possibility of splitting the Washington Area into two Areas and to report back within a year.
- 88.6 No smoking in the 1989 Assembly.
- 88.7 Motion to make videotape of the 12 x 12 and the Big Book for the hearing impaired. The sense of the meeting was for the Washington Area Delegate to take this consideration back to G.S.O. in April.
- 88.8 That the Washington Area Treasurer shall select a study group to investigate the requirements which must be met in order to satisfy the Washington Area's legal responsibilities for fully and properly reporting the income of our not-for profit fellowship and maintaining tax exemption at both the Federal and State levels and to submit a written report on all of the alternatives available to us at least three months before the 1989 Area Assembly.
- 88.9 That the Washington Area shall create a separate Area Committee. The Committee will be a Cooperation with the Professional Community Committee. It shall have an East Side Chair and a West Side Chair. The Committee shall function like other Committees on the Area level and shall carry out duties as set forth in G.S.O. Guidelines.
- 88.10 That a new district (District 19) be formed out of a southeastern portion of District 12.

NOTE: The new district is described as lying south of the Snohomish River west of a line formed by Broadway, E. Casino Road, and Evergreen Way. The new district further includes that area south of 100th Street S.E. and west of 35th Avenue S.E. and the portion of Whidbey Island lying south of Classic Road.

1989 Seattle, Washington

- 89.1 That the Archives Advisory Board's policy statement be accepted as the Archives policy of the Washington Area and that the policy be implemented as suggested by the Board.

- 89.2 That the Washington Area Archivist be authorized to hold regular quarterly Archives meetings and be paid travel expenses to and from the quarterly Archives Committee meetings. [Travel expenses superseded by 06.3.]
- 89.3 That the Washington Area Assembly be a non-smoking Assembly every year.
- 89.4 That the Washington Area fund its Delegate to the 1990 International Convention in Seattle.
- 89.5 That the mileage allowance be increased from 15 cents/mile as set in 1963 to the current IRS rate.
- 89.6 That the Washington Area finance, at the current IRS rate, mileage of the Area Split Committee to attend their meetings.

1990 Yakima, Washington

- 90.1 That the Washington Area provide \$300.00 seed money to be used and to be repaid by districts hosting Washington Area Quarterly Meetings.
NOTE: This motion does not include quarterly meetings of the standing committees. The Assembly approved the addition of the underlined phrase.
- 90.2 That an Assembly fee should be established for all participants at the annual Area Assembly.
NOTE: This motion was passed with the understanding that payment of the fee would be voluntary. The July 1991 Area Committee further affirmed that the voluntary nature of the fee was to be indicated on all future Assembly flyers and registration forms.
- 90.3 That the Washington Area Literature Chairpeople, East & West*, be given \$250.00 to upgrade literature since G.S.O. has twice in the last 2 years increased the price of literature. And that the credit line for this position be raised from \$250.00 to \$500.00.
** Applies only to Western Washington Area 72*
- 90.4 That the literature budget for Treatment Facilities and Corrections Committees, both East and West*, be increased by 10 percent. [Superseded by 92.4.]
** Applies only to Western Washington Area 72*
- 90.5 That the Washington Area Archives Committee develop a proposal to microfiche that portion of the Area Archives, which are suitable for that process. And a proposal for the disposition of the originals. Said proposal, to be submitted at the July Quarterly of 1991, if practicable.
- 90.6 That the Washington Area Committee appoint and authorize a committee of 5 to purchase two computer systems one for the WA Area Treasurer and one for the WA Area Newsletter Editor. Initial Cost not to exceed \$2000.00 per system; ongoing costs not to exceed \$500.00 per year total. (System: computer, printer, software. Ongoing: insurance, training.) [Maintenance budget portion superseded by 95.10.]
- 90.7 That the Washington Area fact finding committees voted in by GSR's give a full unedited report on their findings to the GSR's before motions on committee findings are discarded.
- 90.8C The following new districts were created by the consent of the Assembly:
District 30 out of District 6
District 31 out of District 14
Districts 32 and 33 out of District 18

Districts 34, 35, 36, 37, 38, and 39 out of District 13 District 40 out of District 15
 District 41 out of parts of Districts 17 and 15 District 42 out of District 17
 District 43 out of parts of Districts 6 and 4
 In addition, District 15 now takes in a portion of District 18

1991 Silverdale, WA

- 91.1 That Districts 44 and 45, formed out of District 9, be accepted by the Washington Area assembly.
- 91.2 The Washington Area provide a repository for the protection and safe-keeping of historical documents and related archival materials of the Washington Area. Repository to be located in Yakima, WA, monthly rent to be approximately \$250.00 a month. [Superseded by 01.3.]
- 91.3 Beginning in 1992 the Washington Area hold a minimum of 4, one day, Regional Assemblies to discuss the agenda items for the General Service Conference.
- 91.4 The Washington Area Assembly fund the 12 Step work of the Area wide Corrections Bridging the Gap program by reimbursing telephone, postage, and printing expenses not to exceed \$1200.00 per year as part of the Correction Chairpersons' Communications Expenses.

1992 Tri-Cities, Washington

- 92.1 Form three districts out of District 23: The San Juan Islands and North Whidbey and Fidalgo Islands to be new District 46 and Sedro Woolley and East Skagit County to be new District 47.
 Form new District 48 out of the northern part of District 5 laying in Okanogan County and including Manson and Chelan.
 Form new District 49 out of that part of District 3 lying East of the Spokane city limits.
 Form new District 50 out of the northern part of District 25 which includes Bonner and Boundary Counties.
 Form new District 51 out of that portion of District 1 lying within Washington State and the portion of District 3 lying In Stevens County.
 Form new District 37 out of the portion of District 7 lying north of a line running through the middle of the city of Vancouver at Fourth Plain.
- 92.2 That the Delegate's travel expenses to the Pre-Conference Assemblies be paid by the Washington Area. [Superseded by 06.3.]
- 92.3 The Washington Area shall maintain a working reserve equal to 10 percent of the average annual Area expenditures for the preceding two calendar years and the current budget year. At October 31 of each year, the Area Treasurer will contribute the excess funds to the General Service Office. (Amended in 18.1)
- 92.4 That the annual literature credit line for the Correctional Facilities East and West* Committees be increased to \$2000.00 effective January 1, 1993. [Superseded by 95.11.]
- 92.5 We move that the Area pay mileage only for Grapevine & Literature Chairs, both East and West*, to yearly Grapevine & Literature workshops. Once on East side and next year on West side. [Superseded by 06.3.]
 * Applies only to Western Washington Area 72

- 92.6 Move that persons who qualified this morning and who now are available for the positions of Treasurer or Alternate Treasurer be allowed to re-qualify if they feel they have specific skills or abilities pertinent to these positions. (1992 Assembly only)
- 92.7 For election purposes (during 1992 Assembly only), polling of the DCM's and available officers be eliminated. A time-saving alternative being to call available DCM's and officers to the podium. Nominations may then be taken from the floor and candidates identified and qualified at that time.

1993 Lynden, Washington

- 93.1 Put Public Service tag line on tapes and videos put out by G.S.O. for use by radio and television.
- 93.2 We move that the Washington Area Assembly submit an application to the General Service Conference to create an additional delegate area on the east side of the Cascade mountains. That said application be signed by the Washington Area Delegate following approval at the 1993 assembly in October and be submitted to the General Service Conference on or before December 31, 1993. That the archives will belong to both areas in as much as they are our joint history, and that past area delegates elected prior to the creation of the new delegate area will be standing members of both committees. In addition, a committee will be appointed to assist the area in agreeing to the division of the treasury, any property, and in assisting in the logistics of separating our operations upon approval by the General Service Conference.
- 93.3 That the Washington Area, in the spirit of self-support increase its contribution to the General Service Office for the delegate's expenses at the General Service Conference from \$600 to \$1000, beginning with the April, 1994 General Service Conference. [Superseded by 07.1.]
- 93.4 The 1995 P.R.A.A.S.A. Host Committee from the Washington Area requests that the Area Assembly loan advance money of \$500 to the committee for the purpose of starting an account to handle the early mailing of communication, fliers, etc.
- 93.5 New Districts #53 of N Central Spokane, #54 of Buckley/Enumclaw/E Pierce City, #55 Sequim, & #56 Port Townsend/Quilcene were seated by the unanimous consent of the Assembly.

1994 Spokane, Washington

- 94.1 We move that the Washington Area create the appointed position of Area Registrar. The Registrar would require a communications budget and travel expenses to the three Area quarterlies and one Area Assembly each year.
- 94.2 Move that the Washington Area host districts have the option to delete the dinners on nonelection years.
- 94.3 That the new Delegate Area application be resubmitted to the 1995 General Service Conference with necessary changes being made.

1995 Silverdale, Washington

- 95.1 It is in the spirit of harmony that we support equal distribution of our Area Treasury; half to remain in the present delegate area (West) and half to the new delegate area (East). The separation of Area funds will be completed after the October Assembly and prior to November 1, 1995.

- 95.2 Recognizing that the Washington Area currently owns two separate computer systems, it is agreed that, on or before December 31, 1995, one complete system remain in the present area (East) and the other in the new delegate area (West).
- 95.3 Since there is a need to have dual meeting minutes transcribed at the 1995 July quarterly and Area Assembly, it is agreed that two Area Secretaries will be needed. Expenses for both secretaries to attend these service functions will be funded in the same amount normally provided for our Area Secretary.
- 95.4 As a result of lack of funding for our existing east and west transition committees, an advance of not more than \$250 for each committee from the Area's general treasury is requested to reimburse for communication expenses only
- 95.5 In recognition of the close ties and love and service among members of the Washington Area (Area 72) since its establishment in 1951, and in light of the division into two new delegate areas, east and west, be it resolved that members of the new eastern area always feel a special welcome to attend A.A. functions in the west, and members of the new western area always feel a special welcome to attend A.A. functions in the east.

WESTERN WASHINGTON AREA

- 95.6 That immediately following the resignation of the Washington Area Chairperson, that the Washington Area Alternate Chairperson rotate into the position of Chairperson of Area 72 to complete the term. Additionally, he shall act in the capacity of Chairperson in the portions of the July Quarterly and the October Assembly which are designated for the Western part of the Area.
- 95.7 That any standing motion in Area 72, which references East/West be foot-noted to reflect that they now apply only to Area 72 as it will be geographically located effective January 1, 1996. That any reference to the East/West be ineffective due to the New Delegate Area which was approved at the 1995 General Service Conference.
- 95.8 That the Washington Area Guidelines be amended to: (i) delete the references to East/West; (ii) reflect the adjusted credit lines for each standing committee for the West side only; and (iii) be updated to reflect the current reimbursement rate for Standing Committee Chairs and/or Area Officers, as applicable.
- 95.9 That the current prudent reserve, of \$5,300.00, remain as is since it will self adjust within the next two years in accordance with the formula which is currently in place.
- 95.10 That the Washington Area Committee appoint and authorize a committee of five to acquire one computer system to replace the system which was distributed to the New Delegate Area. Initial cost not to exceed \$2,000.00 (computer, printer, software), ongoing not to exceed \$500.00 per year for both systems.
- 95.11 That the credit line per year (for literature) for Area 72 Correctional Facilities be increased from \$2,000.00 to \$2,500.00. [Superseded by 01.4.]
- 95.12 That the Area Grapevine and Literature Chair be authorized to hold two Grapevine and Literature Quarterlies per year, which will replace the one Grapevine and Literature Workshop currently authorized. Travel by the Grapevine and Literature Chair to and from that Grapevine and Literature Quarterlies will be reimbursed by the Area at the current reimbursement rate. [Superseded by 06.3.]

- 95.13 That an ad hoc committee be established to look at the need for third legacy work within the Washington Area 72. Committee work shall conclude by July 96 Quarterly.
- 95.14 That the statement: "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." be added to the bottom of the page available from Alcoholics Anonymous World Services (Order #P28) titled The Twelve Traditions of Alcoholics Anonymous.
- 95.15 In the spirit of rotation the Alternate Treasurer, Alternate Chair, or Alternate Delegate will move to fill the Treasurer, Chair, or Delegate when vacated by early resignation.

1996 Fife, Washington

- 96.1 That the Washington Area Assembly not fund the Area Delegate to the International Convention, as there is no requirement for attendance, nor is there any business reported to the General Service Board.
- 96.2 Beginning in 1997 the purpose of the Pre-Conference Assemblies shall be to discuss General Service Conference Topics with G.S.R.s. They will then have 30 days to work with their groups in forming a Sense of the Area which will be forwarded to the Delegate prior to the April Conference.
- 96.3 That the General Service Conference make the cut-off date for all agenda items to be November 15.
- 96.4 Move to pay the travel, lodging, and meal expenses of the Pacific Regional Trustee to our even numbered Area Assemblies.
- 96.5 The Washington Area 72 archival material collected prior to December 31, 1995 will be distributed to Western Washington Area 72 and Washington State East Area 92 as follows:
 - a. Duplicate material will be evenly divided.
 - b. For items which can be copied, each area will receive a copy.
 - c. Other material will remain in Area 72. This is in keeping with the spiritual intentions of both areas to maintain Washington Area 72 history intact.
 - d. Recognizing that this will be a thoughtful, slow process, a 10 member committee will be formed consisting of equal membership from Western Washington Area 72 and Washington State East Area 92. All material will be reviewed and distributed by October 31, 1997.
 - e. The current archives repository in Yakima will be retained with each area contributing equally to the rent and utilities until October 31, 1997.
- 96.6 Contingent upon the Western Washington Area (72) and Washington State East Area (92) having passed the motion to divide the Washington Area Archives, that the Western Washington Area (72) provide a repository (*Tacoma, WA) for the protection and safe-keeping of historical documents and related materials of the Western Washington Area. Repository to be located within the Western Washington Area and monthly rent and utilities cost to be no more than \$400.00 a month. [Funding superseded by 01.3.] * Motion 96.6 authorized the search and selection of a repository location. The selected location was a storage facility in Tacoma on St Helens Avenue.

1997 Tacoma, Washington

- 97.1 We move that the Western Washington Area Corrections Committee's literature credit line be increased by 25% to cover additional literature needs such as Spanish Literature and that 10 La Viña (Spanish Grapevine) subscriptions be added. [Literature (non-La Viña) budget superseded by 03.2.]
- 97.2 Move that the Area increase the Delegates expense allowance from \$250.00 to \$500.00 for the General Service Conference.
- 97.3 That \$88.04 be allocated to corrections literature fund to correct the deficit.

1998 Lynden, Washington

- 98.1 Move that the Mileage for the Western Washington Area Archivist be reimbursed for up to six trips to the repository per year for the purpose of maintaining the archives. [Superseded by 06.3.]
- 98.2 The Western Washington Area pay the Alternate Delegate's travel expenses to the regional Pre-Conferences. [Superseded by 06.3.]
- 98.3 Change the Grapevine & Literature job description in the Western Washington Area Committee Handbook as follows:

9.7 Area Grapevine & Literature

Follows the Guidelines as outlined in the Grapevine Workbook and in the Literature Committees Guidelines marked MG-9 from G.S.O. Exists primarily to educate the fellowship about A.A literature, related service material, and how to obtain it. Maintains a comprehensive literature display consisting of items from A.A.W.S, G.S.O., A.A Grapevine, Inc., and other A.A. materials. Is available to take this display to various service workshops, quarterlies and the Area Assembly. Sells literature on an individual basis so as not to be in competition with any group, District or Intergroup. Assets described as display items, literature inventory and cash on hand shall not exceed \$5,000. Gives informed talks on A.A. literature when asked, encourages groups to have Grapevine Representatives (GVR) and stresses the Grapevine as a valuable tool for groups and individual members. Holds two Area wide Grapevine and Literature semi annual meetings per year.
- 98.4 That in order to bring the Washington Area Archives policy to current status, the addition of the word Western be inserted before the word Washington throughout the text of the policy.
- 98.5 District 2 was created by approval of the Assembly from parts of District 12 and 23.

1999 Everett, Washington

- 99.1 Move that the Western Washington Area purchase a Hearing Helper Tour Guide System to help bridge communication between English and Non-English speaking members, amount to be spent not to exceed \$1,400.00 and the system is to be purchased before October 31, 1999.
- 99.2 Move that the Western Washington Area Archives annual credit line of \$500.00 for Archival upkeep be increased to \$1,000.00 for three years (2000, 2001 & 2002) to provide for preservation or the deteriorating material in the repository. At the end of the three years the annual credit line is to be returned to \$500.00.
- 99.3 That an Archives workbook be developed by the General Service Office.

- 99.4 Move that the Western Washington Area appropriate \$500.00 to purchase A.A. Literature for placement in the new Stafford Creek prison near Aberdeen, WA. (District #21). Scheduled to open in the spring of 2000.

2000 Ocean Shores, Washington

- 00.1 Western Washington Area #72 support the Pacific Northwest Conference with seed money if required, not to exceed \$200.00.
- 00.2 We move that, The Western Washington Area be financially responsible for any shortfalls incurred by the Committee/Districts hosting any Area assembly. The Assembly Host Committee will be assisted by an ad-hoc committee composed of by the Alt. Area Chairperson and representatives from the previous two Area Assembly Host Committee to ensure fiscal responsibility in planning for Assemblies.
- 00.3 That the Western Washington Area #72 give District #10 \$400.00 seed money to reserve the Kitsap Pavilion for the Area Assembly in the year 2004.
- 00.4 Move that each Area Elected Official be given an unallocated budget line item of \$350.00 per year, to be used as needed. All money is to be accounted for by submission of receipts to the Treasurer or Alternate Treasurer.

2001 Jantzen Beach, Portland, Oregon

- 01.1 That the proposal submitted by the Western Washington History Advisory Committee to publish an Area history book be accepted.
- 01.2 That the \$1000 seed money be made available to a District(s) Host Committee when they are picked to host an assembly. Even if this is five (5) years in advance. [Superseded by 05.1.]
- 01.3 That the Western Washington Area 72 expend up to \$650.00 per month, the actual amount to be approved by the Western Washington Area Committee, for rent and utilities to provide a Repository for the protection and safekeeping of historical documents and related materials of the Western Washington Area.
- 01.4 We move to increase the Corrections committee literature fund by \$1000.00 to be disbursed by that committee where needed. [Superseded by 03.2.]
- 01.5 The Western Washington Area 72 Grapevine & Literature committee moves that starting in 2002 the Grapevine & Literature committee Semi-annual meeting be changed to a Quarterly meeting to be consistent with the other Area Standing committees. Submitted by WWA Area Grapevine & Literature Committee.

2002 Issaquah, Washington

- 02.1 We move that Western Washington Area form a Website Committee, composed of the Alternate Delegate, the Alternate Chairperson, The Public Information Chair and the Cooperation with the Professional Community Chair, to create and provide oversight for an Area Website. The committee would be responsible for a domain name, finding a server, and the content of the Website.
- 02.2 We move that the Western Washington Area create the appointed position of Area Web Servant. This person would become a member of the Area Website Committee, would be

responsible for the input of content, and the maintenance of the website. This position would include funding for communications and expenses incurred to attend the 3 Western Washington Area Quarterly meetings and the Western Washington Area Assembly.

- 02.3 AAWS publish a pamphlet title Bridge the Gap Between Prisons and AA.
- 02.4 That Western Washington Area 72 withdraw from the Pacific Northwest Conference.
- 02.5 That the Western Washington Area be financially responsible for reimbursing any travel expenses incurred by appointed Area Officers when attending service functions at the invitation of Districts or Groups when those travel expenses cannot be covered by the inviting District or Group. Reimbursements would be limited to \$350.00 per officer per calendar year. All reimbursements are to be accounted for by submission of receipts to the Area Treasurer or Alternate Treasurer. [Superseded by motion 06.3, but it should be noted that Districts and Groups are expected to reimburse trusted servants they have invited if they are able to do so].
- 02.6 The Western Washington Area spend up to \$2500 to purchase audio/recording and public address equipment. Said Equipment to be used for Area business functions i.e. Quarterlies, Pre- Conferences, Delegate's Reports, Pre-Assemblies and Assemblies. Equipment to be the responsibility of the Alternate Area Chairperson. Specifics of operation to be outlined and equipment to be operated by volunteers. Final equipment purchased to be decided by an Ad Hoc Committee.

2003 Tukwila, Washington

- 03.1 Motion to rescind Motion # 83.6 to allow for flexibility in the agenda.
- 03.2 We move that the Western Washington Area Corrections Committee's literature credit line be increased to \$6,400.00.
- 03.3 Move that the Western Washington Area reimburse the host committee, or host district, up to \$100.00 for rental of a facility to host a Western Washington Area 72 Standing Committee quarterly. Quarterlies included are: Archives, Cooperation with the Professional Community, Corrections, Grapevine and Literature, Public Information and Treatment. The host committee may use the 7th Tradition proceeds at their discretion and integrity and will determine whether or not to seek the available funds from the Western Washington Area.
- 03.4 Moved that all previous GSR sharing session motions be replaced with a GSR sharing time slot that would be decided at the discretion of the area chair.
- 03.5 We move that the Western Washington Area (WWA-72) spend up to \$1,500/yr. to reimburse travel costs for the operator(s) of audio/recording and public address equipment. Said reimbursements to cover costs (mileage, lodging, meals) to and from the following Area business functions i.e. Quarterlies, Pre-Conferences, Delegate's Report, Pre-Assemblies and Assemblies. [Superseded by 06.3.]

2004 Silverdale, Washington

- 04.1 Moved that any excess money left over after paying expenses for the Area Assembly be forwarded to the Area Treasurer.
- 04.2 We move that the Area Website Committee be composed of the appointed Area Webmaster, the appointed Area Public Information Chair and a steering committee of three volunteers

with a demonstrated interest in the Traditions, general service and/or websites. The committee will maintain and further develop the area Website, following policies set forth by the original Website committee to ensure that the Traditions are upheld.

- 04.3 We move that the Western Washington Area create and fund a new standing committee to be called the Accessibility Committee:
1. That the committee be chaired by an Accessibility Chair.
 2. That the committee receive initial annual funding in the amount of \$7,500.00, to be reviewed annually by the Area Treasurer
 3. That the committee handle all accessibility needs and issues within the guidelines that the committee shall establish and budget allows.
- 04.4 We move that the Western Washington Area (WWA-72) include in its selection process the position of WWA-72 Sound System Operator. The process of selection/replacement of the WWA-72 Sound System Operator will be identical to that used for the current WWA-72 Appointed Servants.
- 04.5 We propose that on election years, at the Western WA Area 72 Assembly, there will be a report by the Pacific Regional Trustee, when available.

2005 Lynden, Washington

- 05.1 We move that the Area increase seed money from \$1000.00 up to \$3000.00 to make available to a district host committee as needed when they are chosen to host an Area Assembly.
- 05.2 We move that the Western Washington Area Accessibility Committee Chair be granted the same reimbursable expenses to which the other Western Washington Standing Committee Chairs (Corrections, Treatment, PI, CPC, and Grapevine/Literature) are currently entitled. These expenses would be paid from the Area treasury in the same manner as the reimbursable expenses of the other Standing Committee Chairs in the Western Washington Area.
- 05.3 We move that Area 72 forward to the Conference Report and Charter Committee a suggestion to put back the graphics of the Structure Inside an A.A. Group (from the A.A. Group pamphlet, p.24) in the Chapter 2 of The A.A. Service Manual.
- 05.4 We move that the Western Washington Area 72 financially support the Web Site Committee, by adding a committee credit line of \$500 per year.
- 05.5 Move to have WWA 72 supply \$500.00 seed money for the Regional Forum, June 22-25, 2006.

2006 Tacoma, Washington

- 06.1 Area 72 requests that A.A. World Services produce and distribute the American Sign Language version of ALCOHOLICS ANONYMOUS in a DVD format.
- 06.2 We move to authorize an annual variable budget, equal to 5% of the yearly approved Area Budget to be administered at the discretion of the Finance Committee, to pay for unexpected service-related expenses for the Area elected and appointed trusted servants. (Superseded by motion 10.3).
- 06.3 Area elected and appointed trusted servants and steering committee members will be reimbursed for travel costs required in the performance of the responsibility of their position. Said reimbursements to cover costs (mileage, travel fees, lodging, and meals). Amended 17.1

- 06.4 We move that the Western Washington Area Assembly deal with floor motions in the following manner. Prior to formally discussing and voting on floor motions, the Area Chairperson will determine by simple majority vote whether the Assembly wants to:
- a) Address, discuss, and vote on the floor motion at that time; or
 - b) Refer the floor motion to the Quarterly process to be considered for addition to the agenda for the following Assembly.

2007 Lynnwood, Washington

- 07.1 We move that the WWA Area contribute twice the amount requested annually by the General Service Board to offset a portion of the Delegate's expenses at the General Service Conference. This amount not to exceed the actual cost of the Delegate's expenses at the General Service Conference.
- 07.2 We move that the Western Washington Area Newsletter include a Spanish translated version four (4) times a year where minutes of the Area Quarterlies/Assembly appear, then published and distributed it in a timely manner to the Spanish Language Districts. Amended in 18.5
- 07.3 We move that in the spirit of self-support, WWA 72 hires a tax professional to complete our tax return yearly.
- 07.4 We move that Western Washington Area 72 purchase a new computer system & software for Western Washington Area 72 Archives.

2008 Everett, Washington

- 08.1 We move that WWA 72 buy an accounting program as recommended by the Area Treasurer.
- 08.2 We move that the General Service Conference instruct AAWS to produce and publish a book containing personal stories from geographically remote areas of the world.

2009 Lynnwood, Washington

- 09.1 Approved requests for interpretation and/or translation at the three Area Quarterlies and the annual Area Assembly be funded by the Area treasury.
- 09.2 The Western Washington Area makes available to the Cooperation with the Professional Community (CPC) Committee money for exhibit/booth fees at professional conferences/conventions not to exceed \$1,000.00 per year.
- 09.3 We ask A.A. World Services to produce pamphlets without staples so that they can enter into all correctional facilities.

2010 Longview, Washington

- 10.1 That the Area fund the Area Archivist to attend the NAAAW (National Alcoholics Anonymous Archives Workshop) annually, covering travel, lodging, registration and meal expenses.
- 10.2 Increase the cap of the value of the assets of the Grapevine and Literature committee on hand as established in Motion 98.3 to \$7500.

- 10.3 We move to authorize an annual variable budget, equal to 5% of the yearly approved Area Budget, to be administered at the discretion of the Finance Committee, to pay for service related expenses for the Area elected and appointed trusted servants and Area committees.
- 10.4 It is requested that AAWS remove all portions of the CPC videos that read Unikron.com.
- 10.5 We request that the General Service Conference review the use of non-A.A. logos or trademarks on and in our literature and video products and create a policy that is in keeping with our Traditions of neither affiliation nor endorsement.

2011 Ocean Shores, Washington

- 11.1 The information from the Area Newsletter be made available on the Area Website.
- 11.2 Area 72 Appointed Trusted Servants be given full Right of Participation as defined in Concept IV in Area 72 Quarterlies and Assemblies.
- 11.3 We respectfully request that the General Service Conference have a collection of Grapevine stories on gratitude published as a book.

2012 Shelton, Washington

- 12.1 We move to amend, effective January 2013, the 1989 Archives Policy as follows: This amendment creates two (2) new positions Archivist and Archives Chair to replace the current Area Archivist position. An archival specialist, the new Archivist will be relieved of area administrative responsibilities, which will be taken over by the new Archives Chair.

Archives Chair
The Archives Chair will be selected using the established process for Appointed Officers.

Duties: The Archives Chair will participate in the Area Assembly and Area Quarterly Meetings as an Appointed Officer, chair quarterly Archives Committee meetings, chair monthly Archives Steering Committee meetings, facilitate Repository site-selection decisions, and produce articles for the WWA72 Newsletter.

Archivist
The Archives Steering Committee will select, replace, or reappoint an Archivist using the currently established process, which requires ratification by the Area Committee at the first Area Quarterly Meeting of each rotation.

Duties: The new Archivist will have archival experience and will manage archives work parties, coordinate archives training efforts, maintain the digital catalog, maintain a consistent filing system, manage our repository, represent the Area at National AA
Archives Workshops, and manage collections such as artifacts, paper, audio information, photographs, and videos.
- 12.2 That the WWA72 create a separate Area Standing Committee called the Area Web Committee. The committee chair will be selected using the established process for appointed officers. The committee shall function like other standing committees at the Area Level and shall carry out duties as set forth in GSO Guidelines.

- 12.3 Request that the Delegate ask the Literature Committee of the General Service Board to change the manner in which the page numbers are quoted in the Daily Reflections (Spanish edition) coincide with the page numbers in the Spanish Big Book – third edition.

2013 Tacoma, Washington

- 13.1 We respectfully request that AA World Services, Inc. develop literature for Transgender and Gender non-conforming alcoholics.
- 13.2 We ask AA World Services to consider producing a special edition book that combines the 36 principles of Recovery: 12 Steps, 12 Traditions, and 12 Concepts as written by Bill W.

2014 Lynden, Washington

- 14.1 Form new District 43 out of that portion of District 44 lying west of the Tacoma Narrows Bridge and the portion of District 10 lying In Kitsap County south of Gorst and Mason County (Belfair and Allen)
- 14.2 We move that the Western Washington Area Corrections Committee’s literature credit line be increased to \$8,0000.00.

2015 Seattle, Washington

- 15.1 WWA72 to rejoin the Pacific Northwest Conference by participating in the hosting rotation and financing the participation of The Delegate.
- 15.2 Area 72 fund our Web Servant to annually attend the National Alcoholics Anonymous Technology Workshop.

2016 Vancouver, Washington

- 16.1 We move to amend motion 05.1 to read: Seed money will be provided by the Area to Assembly Host Committee to be computed to the cost of venue deposit plus \$1000.00 for additional cost.
- 16.2 We respectfully request that the General Service Office create literature regarding safety in AA.
- 16.3 The Web Steering Committee credit line is increased from \$500 to \$1000.

2017 Shelton, Washington

- 17.1 “Move to amend motion 06.3 to read: Area elected and appointed trusted servants, steering committee members, and the Corrections Bridge and Corrections Literature coordinators will be reimbursed for travel costs required in the performance of the responsibility of their position. Said reimbursements to cover costs (mileage, travel fees, lodging, and meals).”
- 17.2 “Move that the web steering committee consist of Appointed Area Webmaster, Appointed Area Public Information Chair, Appointed Area Web Chair, Past Delegate, and at least two additional AA member volunteers.”
- 17.3 “Create a New Area Appointed Officer Position and Steering Committee for Language Translation and Interpretation. The Language Steering Committee manages and coordinate all language translation and interpretation needs for the Area Committee. The Language Steering Committee is composed of the Appointed Area Language Coordinator and three volunteers

with a demonstrated interest in the 12 Traditions, general service, and/or language translation and interpretation. Additional volunteers may be appointed for defined periods of time to assist with specific language projects.

The Language Steering Committee would have an initial credit line of \$10,000.00 to fund any translation and interpreter expenses not already covered by motions pertaining to translation and interpretation (07.2 and 09.1). The Language Steering Committee credit line to be reviewed annually by the Area Treasurer with adjustments reflected in the annual budget and approved by the Western Washington Area 72 Committee at the January quarterly meeting each year.

Language Coordinator

- The Language Coordinator will be selected using the established process for Area Appointed Officers.
- Participates in the Area Assembly and Area Quarterly Meetings as an Appointed Officer.
- Coordinates and facilitates the Language Steering Committee meetings.

Committee Responsibilities:

- Coordinate Spanish and ASL interpretation at the three Area Quarterlies and the annual Area Assembly (funded by Area treasury – Motion 09.1)
- Coordinate Spanish and ASL interpretation other Area events, such as pre-conferences, GSR schools, pre-assemblies, etc. (funded by language committee line of credit)
- Manage all language translation projects for the Area Committee. Projects may include (but are not limited to), the Area Committee minutes, appointed and elected officer reports, Area event agendas, the Area handbook, the GSR handbook, and other documents needed to provide Area Committee information to non-English speaking servants in the Area. (funded by language committee credit line)
- Manage language translation for four Area Newsletters per year with the minutes of the Area Quarterlies/Assembly (funded by the Area treasury - Motion 07.2)
- Maintain and distribute an ASL calendar for A.A. meetings in the area which provide ASL interpretation. (funded by language committee credit line)"

- 17.4 "We move to amend motion 09.1 as follows: Approved requests for interpretation at the three Area Quarterlies and the annual Area Assembly be funded by the Area treasury."
- 17.5 "We move that the Treatment Committee Credit Line be \$550.00 and 25 Grapevine or La Viña subscriptions per year."
- 17.6 "Move to authorize Area Sound System Servant to spend up to \$10,000 to purchase new or upgrade current equipment."

2018 Tacoma, Washington

- 18.1 "Amend motion 92.3 to Read: The Washington Area shall maintain a working reserve equal to a minimum of 10 percent of the average annual Area expenses for the preceding two calendar years and the current budget year. The reserve percentage to be annually reviewed and adjusted, as needed, by the finance committee. On December 31st of each year, the Area Treasurer will calculate the excess funds from cash balances, including any excess funds from the current year's assembly and contribute the excess funds to the General Service Office."

- 18.2 "Remove existing caps on all past motions. Amounts to be reviewed and estimated by Treasurer and Alt Treasurer and adjusted as needed in the budget." ** The 2018 Assembly approved a proposed relocation of the Repository from Tacoma to Lakewood by loud expression of approval and assent rather than by ballot.
- 18.3 "That the Western Washington Area 72 publish the Third Edition of Our Stories Disclose, A History of the Western Washing Area of Alcoholics Anonymous 1939-2002 to be updated through 2018."
- 18.4 "WWA 72 respectfully request that the AAWS develop audio versions of Dr. Bob and the Good Old Timers and Pass It On."
- 18.5 "We request to replace motion 07.2 with: Translate the Western Washington Area Newsletter into Spanish, at minimum those editions which contain the minutes of the Area business meetings, then publish and distribute to the Spanish Language Districts, ideally within 30 days or less than the English edition."

2019 Longview, Washington

- 19.1 "Area 72 create an appointed Young People's Chair Position. The Committee chair will be selected using an establish process for appointed officers. The committee shall function like other standing committees at the Area level."
- 19.2 "We move to change our name to Western Washington Area."
- 19.3 "We move that we fully fund Area Appointed Trusted Servants to attend national workshops/conferences that have G.S.O. participation and that support their responsibilities to the area. This motion would replace motion 10.1 and 15.2. Area Trusted Servants that attend national workshops/conferences will provide detailed reports to their respective committees, to the archives, and to the area. The funding would be included in the regular budgeting process which relies on available funding and approval at the January Quarterly by the body."

2020 Virtual Assembly (Zoom platform)

N/A

2021 Virtual Assembly (Zoom platform)

- 21.1 Move for Western Washington Area 72 to fund Spanish interpretation for the Pacific Northwest Conference (PNC) when Area 72 hosts.
- 21.2 Move to hold the 2021 Assembly via Zoom and vote at the 2021 assembly whether to hold the 2025 assembly at the Lynnwood Convention Center or pay contract obligations.
- 21.3 We move that Western Washington Area 72 create a district for the online groups in the Area.
- 21.4 Area 72 adopt current, and future, General Service Office practices regarding contribution limits.
- 21.5 Move for Western Washington Area 72 to fund ASL interpretation for the Pacific Northwest Conference (PNC) in 2022.

2022 Renton, Washington / Hybrid

- 22.1 We move WWA 72 to create a new Spanish Linguistic District.
- 22.2 We move the Area Archivist is an Appointed Trusted Servant and shall have full Right of Participation, as defined in Concept IV, in Area 72 Quarterlies and Assemblies. Selection of Area Archivist will be as follows: The Archives Steering Committee (ASC) will follow internal guidelines on selection of Area Archivist, forward selection to elected Trusted Servants for approval and inclusion on the slate of candidates to be approved at the first Area 72 Committee Meeting following the election of a new panel. If approved, this motion will align the Archivist position with all other Area 72 Specialist positions: Language Chair, Newsletter Editor, Registrar, Secretary, Sound, and Web Servant (11.2).
- 22.3 Move for Western Washington Area 72 to create a technology steering committee. The technology steering committee shall consist of Sound System Operator, Webmaster, and at least three AA member volunteers. Additional volunteers may be appointed for periods of time to assist with additional tasks at the discretion of the steering committee. The technology steering committee is charged with meeting the technical needs of Area, including but not limited to making Area business meetings hybrid, managing the area email/cloud storage system, online meeting platforms, and assisting with technology education/workshops.

2023 Longview, Washington

- 23.1 We move that Western Washington Area 72 support Oregon Area 58's proposed agenda item to prioritize the following pieces of AA literature into ASL: the personal stories in the upcoming fifth edition; the pamphlet the AA group; the GSR pamphlet; and the AA Service Manual.
- 23.2 In the spirit of unity, we affirm that District 25 is an online district with no geographic boundaries.
- 23.3 Area 72 submit the following Proposed Agenda Item for consideration at the General Service Conference: "The General Service Board develop supplemental reporting focused on the actual costs of the various service items we provide, with an initial draft being brought back to the Conference Committee on Finance for review at the General Service Conference."

2024 Tacoma, Washington

- 24.* All Area Officers, District Officers, and Past Delegates will receive the Area Newsletter via email at their @area72aa.org email addresses and can choose whether or not they would also like the Area Newsletter printed and mailed to them. When registering with the Area, each GSR can choose to receive the Area Newsletter via email, printed and mailed, or both. This selection should be based on the conscience of how their group wishes to receive the Area Newsletter since this copy is the group's copy. Any A.A. member can sign up to receive the Area Newsletter via email or pay for a copy to be printed and mailed to them.

**Assembly body voted to refer the floor motion to the January 2025 Quarterly process to be considered for addition to the agenda for the following Assembly.*

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AREA 72 FAILED MOTIONS

These are a compilation of Area 72 Motions defeated from Assemblies 1961-2024*

(*excluding 1963-1966 and 1698-1974, for which no records of failed motions are available)

1961 Area Assembly

- A. District 5 moves that the Washington Area be divided into two Areas
- B. That the Alternate State Delegate automatically become the next State Delegate.

1962 Area Assembly

- A. That the Washington State Assembly pays the expenses of the General Service Representatives and the District Committeemen to the Washington State Assembly.

1967 Area Assembly

- A. WW presented a proposal to this assembly requesting that we have our state meetings two years on the east side of the mountains and two years on the west; rather than alternating them.

1974 Area Assembly

- A. Resolved: That no person shall serve the Washington Area A.A. as a GSR, District Committeemen, elected and/or appointed Office or Delegate if that person shall earn any or all parts of their income from employment as a Director, Coordinator, Supervisor, Counselor and/or worker in the field of Alcoholism; Alcoholism rehabilitation, or Alcohol studies whether in the public or private sector.

1975 Area Assembly

- A. (Bill K. finance chairman) made a motion to pay the expenses of the Alternate Delegate, Alternate Treasurer and Alternate Chairman retroactively for the year 1975 at 15 cents a mile to the three Committee Meetings and the Area Assembly.
- B. Bill K. made a motion that we pay the actual travel and prudent expenses to cover the six elected trusted servants and the two appointed secretaries (to include lodging if distance indicates.) These expenses to cover events approved by the Washington Area Assembly upon submission of receipts covering actual expenses. Co-Chairpersons to be paid only actual incurred costs. This would allow for change in our economy.
- C. That the prudent reserve of the Washington Area Assembly of A.A. be increased from the present \$1500 to \$3000.
- D. That the District Committee Member reports be made on Friday night on election years.

1975 January Committee Meeting

- A. That a committee is appointed by Joyce S. to draw up a set of guidelines of A.A. functions that the Delegate is required to attend and funded.

1975 April Committee Meeting

- A. That all questioned and unauthorized expenses be returned to the Treasury until the vote in October and her (Marietta N.) district questions checks # 30 & 32, expenses to the Conference in Denver, also checks # 5 & 7.

1975 August Committee Meeting

- A. That A.A. World Services, Inc. publish a handbook for study groups based on the Twelve Steps and Twelve Traditions.
- B. That all preceding funding legislation be voted out and the following method be voted in: that the Delegate expenses be paid for all authorized services rendered; Pacific Regional Service Assembly, three DCM meetings, the Area Assembly, the Delegate Conference in New York, and reporting back on it, plus the Pacific Northwest Conference expenses. The Chairman and elected State Service Personnel: three DCM meetings and the Area Assembly. Actual expenses that are occurred. (Died due to lack of second.)
- C. That the Washington Area authorizes our Delegate a discretionary fund of \$250.00 over and above those previously authorized, to be used as the Delegate feels appropriate, such expenses to be accounted for to the State Treasurer. (Died due to lack of second.)

1976 January Committee Meeting

- A. Be it resolved that district 16 moves that if a resolution is passed concerning expenses that affect officers, then the resolution not be effective until after the next change of officers. (Died due to lack of second.)
- B. Be it resolved that District 16 moves, that any new business brought upon the floor at the Washington Area Assembly must be taken back to the groups for group conscience and voted on at the next Assembly. (Died due to lack of second.)

1976 April Committee Meeting

- A. To eliminate oral reports of Co-Chairmen at Committee Meetings and that such reports be printed in the Newsletter.

1976 August Committee Meeting

- A. That the Third Legacy procedure be used in the in the election of state officers.* (see [4] Jan Comm Meeting)
- B. That the outgoing Chairperson appoint the chairmen of the service committees....* (see [5] Jan committee meeting)

1976 Area Assembly

- A. That the DCM's oral reports be excluded at the annual Assembly unless there is something so urgent that it warrants the oral report.
- B. That we instruct the elected servants to appoint Chairpersons for East and West, the expenses for one only to be paid to the Area Committee meetings and both be paid to the Area Assembly.
- C. That the Washington Area Assembly meeting in October 1976, reconsider the action on the prudent reserve of \$1500 figure to be raised to \$3000.

- D. Persons introducing motions and resolutions directly relate to financial matters to the Washington Area Assembly of A.A. shall consider and publish in the Newsletter and communicated to DCMs previous to Assembly the following, along with the proposal:
 - 1. A summary and the purpose of the proposed item.
 - 2. A statement of the approximate additional cost.
 - 3. The benefits to Alcoholics Anonymous as a whole.
- E. That there be appointed co-chairmen East and West, and that the Washington Area Assembly pay the actual expenses of the co-chairmen to three committee meetings when held in the section of the Area they serve. Also that all co-chairmen be funded to the Washington Area Assembly.
- F. That voting on trusted servants, resolutions and other issues be conducted by polling the DCMs.

1977 January Committee Meeting

- A. Harry B. gave a financial report on the Washington Area Assembly in Yakima, Washington on October 8, 9 and 10, 1976. There was a surplus of money to be disbursed. Various ways and areas of distribution of funds were explored. Joyce S. then established the fact that precedent had been established for a seed fund of \$150, and any additional funds should be sent to New York. Claudette M. suggested that we are pricing people out of the Assembly and if we would cut costs we would not have surplus to disburse. There was agreement to this point. Harry B. of District #8 then spoke about the value opposed to the estimated charge, which would make the price lower. Fran P. then clarified the position of the Washington Area with regards to the money and its expenditure. Dick P of District 9 suggested the money be sent directly to New York. The discussion continued. The motion was then made that excess monies should be transferred to the next Assembly to keep costs down.
- B. The DCM meeting hall expenses, including coffee, be taken from the Washington Area fund.
- C. Persons introducing motion and resolutions directly related to financial matters to the Washington Area Assembly of A.A. shall consider and publish in the Newsletter and communicate to DCM's if possible, prior to the Assembly the following along with the proposal
 - 1. A summary and purpose of the proposed item.
 - 2. A statement of approximate additional cost.
 - 3. Benefits to Alcoholics Anonymous as a whole.

1977 Washington Area Assembly

- A. Those sufficient seats be provided at each districts table at the Washington Area Service Assembly for at least six alternate GSRs as well as the GSRs. This action would encourage alternates to attend Washington Area Service Assemblies, resulting hopefully, in better-trained alternates.
- B. That the Area Treasurer discontinue payment of the Area Delegates expenses to the Pacific Regional Conference and/or the Northwest Conference as no Area business is conducted at these meetings.

- C. So move that in the future only motions that have been presented at Committee Meetings during the year and brought back to the groups for their consideration be on the Assembly Agenda. Further than that new business shall be confined to matters relative to the function of the Assembly for the coming year.

1978 Washington Area Assembly

- A. That the money received from the sale of banquet and breakfast tickets (at the Washington Area Assembly) after expenses be split according to the ratio deemed possibly by the registration records of A.A. and Al-anon.
- B. That all Assemblies, Conferences, workshops and large gatherings serve hot decaffeinated coffee and endeavor to keep hot decaffeinated coffee at least as available as caffeinated coffee.
- C. That we extend the preparation time for the Washington Area Assembly to two years.
- D. That further business meeting of the Washington State Assembly be conducted with a qualified parliamentarian being assigned.

1980 Washington Area Assembly

- A. That this body considers centralizing the location of the Committee Meeting and the Washington Area Assembly.
- B. Be it resolved that the Washington Area split into two Delegate Areas. With Districts #1, #5 & #6, and all Districts east of them to be made one Delegate Area named Inland Empire.
- C. Washington Area Assembly should be changed to Can-Wash-Ida Area Assembly

1981 Area Assembly

- A. That any motions, resolutions or amendment on matters on increased expenditures must have a group conscience.
- B. That the appointed Committee Chairpersons be allowed a vote on all issues both at the Assembly and at the DCM quarterly meetings.
- C. That because of shortage of time, that on voting years we eliminate the banquet and dance for the Washington Area Assembly in order to complete our business on Saturday.
- D. That beginning in 1983 the Washington Area Assembly shall adopt biannually, estimates and outlays authority needed to maintain its current Area services. This resolution shall be implemented by procedures that preserve the right of group participation in the budget process prior to each biannual consideration in the Washington Area Assembly. The Area Committee is directed to propose to the groups, prior to the 1982 Area Assembly, appropriate methods to implement this resolution subject to the conscience of the Washington Area Assembly.
- E. District 6 requests permission of the Assembly to divide into 2 districts. The dividing line to be Abatnum Ridge so that Kittitas County and that portion of Yakima County from Wapato southeast to Grandview and southwest to Goldendale and vicinity would be District 30.
- F. That the Washington Area Assembly's participation in the Pacific Conference be withdrawn.

1982 Area Assembly

- A. That the expenses of the WA Chairperson be paid to attend the Pacific Northwest Conference
- B. That the W.A. Committee shall not make any changes in the principles and policies passed by the W.A. Assembly. However, it shall be possible to poll at the DCM Meetings using the 75% of the voting GSRs at the last assembly.
- C. That motions and resolutions affecting principles and policies of the W.A.A. may only be adopted at meetings of the WA Committee if the Committee has polled those Assembly members eligible to vote at that time and only where the poll return shows that those voting on the issue equaled in number at least 75% of the number of members eligible to vote registered as attending the last meeting of the W.A.A.
- D. That a committee of GSR's be appointed or nominated by the Assembly for the purpose of looking into the idea of the process or guidelines by which the DCMs poll the groups.

1983 Area Assembly

- A. That we elect an alternate Secretary.
- B. That the Washington Area rename the Area Public Information Committee to the Public Information/Cooperation With the Professional Communities Committee (PI/CPC).
- C. That the 1982 W.A. Assembly motion, which reads that any actions established by the W.A. Assembly, cannot be changed except by W.A. Assembly action be rescinded.
- D. That the GSR Sharing Session be removed from the agenda of the business session on election years only and be held on Friday Night.
- E. That the Committee Chairpeople of Committees which are allocated annual budgets provide financial statements on how the money was used.
- F. That the Washington Area Newsletter be printed quarterly after each DCM Meeting and Area Assembly.
- G. That the Area Assembly cut the Al-anon and Ala teen speakers at the banquet keeping in mind that this is an A.A. service Assembly.
- H. That the Big Book of Alcoholics Anonymous includes an index.
- I. That we hold the GSR sharing session from 7 to 8 a.m. every year.

1984 Area Assembly

- A. That we eliminate the banquet so that we may devote Saturday to conducting the business of the Assembly.
- B. That all Appointed Officers have a vote in the annual Assembly and at the quarterly meetings of the Area Committee in accordance with the Service Manual.
- C. That we fund the Area Chairperson to the Pacific Regional A. A. Service Assembly.
- D. The budget for the Archives Committee for 1985 will be \$500.00 to be spent at the discretion of the Archivist.

- E. That the Appointed positions of Grapevine and Literature Chairpersons East and West be eliminated and that the duties be assumed by the Alternate Delegate
- F. That we fund the Alternate Delegate yearly to the Pacific Regional Service Assembly.
- G. That any motion brought before the Washington Area Assembly be first submitted to, at least one DCM meetings and then published in the Are Newsletter.
- H. That all motions seconded at the Washington Area Assembly, except housekeeping motions such as to adjourn and to convene the Assembly shall be returned to the GSR's and the members for the group conscience. The acceptance or denial of these motions will be voted on at the next Washington Area Assembly. (failed due to lack of second)
- I. That a Motion Review Committee be formed to: 1) ensure that motions are clearly worded, and deal with only one issue. 2) Resolve discrepancies with the District that made the motion and 3) prepare a pro and con statement including any economic impact, for publication in the Area Newsletter. (failed for lack of a second)
- J. The Area Chairperson appoint a committee of Area Officers and DCM's to review the present funding systems of all Standing Committees and make recommendations at the next Area Assembly.
- K. That we change the current banquet prevision to a buffet like the 1984 Area Assembly.

1985 Area Assembly

- A. That all housekeeping procedural motions presented at the annual Washington Area Assembly shall be decided by a simple majority of the eligible voters present at the time.
- B. To divide the Washington Area into two new Areas. The new Areas will be located geographically as follows: a) Western Washington Area - all Districts west of districts 5 & 7 of our current Area. b) Eastern Washington Area - all districts east of and including Districts 5 & 6 of our current Area.
- C. That the Chairpersons of the Washington Area Standing Committees and Appointed Area Officers be voting members of the annual Area Assembly and at the Area Quarterly Committee Meetings.
- D. That contributions to the Washington Are be used in the Washington Area (except by Assembly vote;) to encourage unity and better achieve our primary purpose. The financial procedures to achieve this will be developed by the Area Financial Committee and reported to the 1986 Assembly.
- E. That the actual expenses supported by vouchers be paid for the appointed Third Legacy Committee Chairpersons to the Quarterly Committee Meetings and the Area Assembly.
- F. That the Washington Area Chairperson appoints a committee to study the possibility of establishing a single Central Assembly location. Recommendations to be made at the July 1986 quarterly Committee meeting.

1986 Area Assembly

- A. That an Area Committee for the Cooperation for the Professional Community be established as a standing committee with East and West Chairpersons, and fully funded as a standing committee.
- B. The Washington Area adopts and implements a policy of no smoking during the business session of the annual fall assembly.
- C. That the GSRs only be allowed to vote at the Washington Area Assembly.
- D. That all Area committee and district reports to the Washington Area Assembly be reduced to writing, reproduced and distributed to all GSRs at the opening of the business session, and that only those area committee members and DCMs having information to share which may need action by the Assembly be asked to make oral reports.
- E. That the Wash Area buys the props for the 3rd legacy and to be made available through the PI Committee.
- F. That expenditures within each Standing Committee established credit line be determined by that Committee Chairperson and its members; however, any increases in the total amount of credit line be determined by GSR approval.
- G. That the Washington Area have no more than 20 groups in each of its districts to comply with the A.A. Service Manual. That we redistrict and/or establish new districts to obtain 20 or less groups in each of the districts.
- H. That all Washington Area Committee Chairpersons submit written reports at the Quarterly DCM Meetings so DCMs will have more time to discuss their district problems.

1987 Area Assembly

- A. That the Washington Alternate Delegate be funded the same as the Delegate to attend the Pacific Regional A.A. Service Assembly.
- B. In order that the Area be truly self-supporting, we move that the Area pay for 100% rather than 50% of our Delegates expenses to the General Service Conference.
- C. That only DCMs and GSRs be allowed to vote. They are the only ones who are elected by the groups.
- D. Motion made to change the allocation of funds to the appointed chairpeople so that each is allocated \$125.00 for communication expenses (postage, copies and long distance) over and above their present literature allocation. ---Moved to table this motion and defer to finance committee (failed, on both counts)
- E. That the hall rental costs at all business meetings for conducting the business of the Wash Area be the responsibility of the Wash Area.
- F. That the Wash Area Assembly invites an audio reproductive company to tape Banquet and Sunday Morning Spiritual Breakfast Speakers and make available to those who wish to purchase.
- G. That the Area Committee and the host Committee for the 1988 Area Assembly be instructed to provide a smoke free atmosphere for the 1988 Area Assembly business meeting and meals.

- H. Those Canadian Monies be accepted at par value at the Washington Area Assembly for registration, etc.

1988 Area Assembly

- A. The Area Treasurer maintain excess funds from the sale of Our Stories disclosed, in a separate fund as seed money for future printing or editions of the book. Any disbursement of these funds be authorized by the Area Assembly.
- B. That the Committee known as Public Information be renamed to become The Committee for Public Information and Cooperation with the professional Community (PI/CPC.)
- C. That all Appointed Officers and Committee Chairs be full participating and voting members of the Area Committee and Assembly.
- D. That all communication expenses of the Wash Area appointed Chairpersons be reimbursed separately from Committee service credit lines.
- E. In order that we accommodate both those who want to smoke and those that want to breathe, moves: That the Washington Area Assembly hold future business meetings in an airplane hangar or similar structure that can be completely opened at both ends.
- F. Change from saying available or not available to yes or no. (This is to make it easier to hear when polling the Area candidates for Area officer positions.)
- G. In order to expedite business and help people listen, I move that the head platform be placed along the long wall of the room at future Assemblies.
- H. That all monies received by the Area be kept in a non-interest bearing account.
- I. At the 1989 Assembly there will be a 15-minute smoke break after every full hour on work. Was amended to 4 hours and failed.
- J. That audio recording of the Speakers meeting at the Washington Area Assembly be allowed without cost, liability or endorsement by the Washington Area Assembly.(lack of second)
- K. That the Committee to bring the Washington Area into compliance with Federal Tax Statutes be allowed to hire special workers as outlined in Tradition 8, as needed.

1989 Area Assembly

- A. That the Washington Area Assembly be financially responsible for all its quarterly meetings.
- B. That only DCMs and GSRs be allowed to vote at Area business meetings.
- C. To answer the objection that the Washington Area standing committee chairpersons are appointed and therefore should not vote at area business meetings, we move that they be elected by people they represent.
- D. That any amendments to motions raised on the floor at the Area Assembly, which are not housekeeping revisions not be brought up for a vote until circulated to all Area groups for their study and vote.
- E. That in all future years, the cost of the Assembly to the groups, not exceed \$100 that is to include: room, board and registration.

- F. That the Committee for the Split be given a one-year time limit to use to the best of their ability the opportunity to investigate our area's split and that a decision on the area split be made at the 1990 Area Assembly.
- G. It is strongly suggested that each A.A. group use washable cups and utensils or biodegradable cups and utensils whenever possible except when to do so would be an economic hardship on the group. This policy will be communicated throughout all AA.
- H. In order to comply with current tax laws, move that the Washington Area Assembly immediately proceed with the following process:
 - 1. Incorporate as a Washington nonprofit organization.
 - 2. Apply for the IRS tax exempt status required filing the appropriate tax returns.
- I. That the Washington Area Assembly take responsibility to pay the expenses of the Pacific Regional Trustee to the Assembly on Even years, our election years.
- J. That Washington Area Appointed and Standing Committee Chairpersons be given full voting, and therefore participation privileges, at area business meetings.
- K. That the Washington Area fund the Alternate Delegate to PRAASA.
- L. That no flags be flown at any Washington Area functions.
- M. That the Washington Area consider holding the assembly earlier, up through the second weekend in September, so that we can take advantage of less expensive sites such as university campuses.
- N. That we as an assembly take our inventory at the next non-voting assembly using the pamphlet, THE A.A. GROUP.

1990 Area Assembly

- A. Third Legacy Person: That the immediate past delegate, if he or she accepts, become the Third Legacy Person for the area for a period of two years. Duties and responsibilities to include carrying the message of the Traditions, the structure of the fellowship, and the opportunities and responsibility of service. A budget not to exceed \$500.00 be provided, except that Groups and districts be encouraged to provide housing and traveling expenses whenever this is possible.
- B. Third Legacy Chair people East & West: That the position of Third Legacy Chairperson be considered the same as all other appointed chairperson's positions. That is: A Chairperson East and West, expenses paid for the three Washington Area Committee meetings and the assembly. When the host district or group can not pay that the Washington Area pay the gas, meal and whatever expenses necessary to carry the message of service in the fellowship to alcoholics.
- C. Committee to Research Third Legacy Position: That New Motion #2 be tabled and that a committee be formed to research the third legacy position guidelines and possibilities, and define the position.
- D. Election of Third Legacy Person: That the third legacy person for the area be nominated and voted into office for two years at the WA Area Assembly. The budget not to exceed \$500.00 a year.

- E. 1-800 Number Committee: That we form an Area Wide Committee, to further investigate the best possible way of designing and implementing a 1-800 number 12th step answering system. File a written report to that effect with the WA Area Committee by July, 1991. The committee will be budgeted at \$300 to cover communication expenses (telephone, postage, etc.)
- F. Computer Purchases: That the Washington Area Assembly be authorized to purchase two personal computer systems, one for the WA.A. Treasurer and the other for the WA.A. Newsletter Editor. Cost not to exceed \$2500.00 per system. (System = Computer, printer, & software.)
- G. Computer Rent/Lease/Buy: That the WA.A. be authorized to rent, lease, or purchase timeshare equivalent to two personal computer systems, one for the WA.A. Treasurer and the other for the WA.A. Newsletter Editor. Said systems shall consist of one computer, one compatible dot-matrix printer with cable, and such software as appropriate for use and compatibility with future WA.A. computer systems. Said systems shall be rented, leased, or timeshare purchased in accordance with standard purchasing "call-for-bid" procedure and that the total cost per system, including installation (if needed) shall not exceed \$1000.00 each.
- H. Standing Committee Meeting Funding: That the Washington Area Assembly take financial responsibility for Washington Area Standing Committee Quarterly meetings.
- I. Standing Committee Seed Money: That the Washington Area Assembly provide one hundred dollars (\$100.00) seed money for the Washington Area Standing Committee Quarterlies.
- J. Amendment to Motion #5: That the Washington Area Assembly take financial responsibility for Washington Area Standing Committee Quarterly meetings not to exceed \$100.00 per quarterly meeting.
NOTE: The amendment added the underlined text
- K. Archives Repository Rental (\$250): That an amount up to \$250/month be authorized as rental or lease for an Archives repository.
- L. Archives Repository Rental (\$150): That an amount of \$150/month be authorized as rental or lease for an Archives repository.
- M. Summer Assemblies: That the timing of the Washington Assembly be moved forward into the summer months, in order to take advantage of cost savings by utilizing University campus, etc. to hold the Area Assembly for the year 1993 and beyond.
- N. Assembly Purpose: That the Area Assembly's purpose is to communicate and to decide issues of Area significance, rather than provide a festival weekend, and that future Assembly Host Committees should plan with an emphasis on the business meeting as self-supporting, and other common accompaniments. Dances, Spiritual Breakfasts, etc. are to be self-supporting, and separate from the Area business expenses and support.
- O. Repeal of Registration Fee: In keeping with the 7th Tradition, be it resolved that the Washington Area of Alcoholics Anonymous neither charge nor cause to be charged a fee to its members for admission or entrance to any Area event, Quarterly, Assembly, meeting, or other business function.

- P. New Motion Process: That all new motions that pass be brought back to the groups and if passed to put on the agenda for the 1991 Assembly.
- Q. Size of Motions: That any new motions brought before the Assembly under new business be limited in length to 4 lines or less. Any clarifications or explanations can be made during the discussion phase.
- R. Number of Motions Limit: That at future W.A. Assemblies new business motions be limited to no more than 3 motions from any one district.
- S. Full Participation: That the Appointed and Elected Standing Committee and other Area Committee trusted servants be fully participating in Area Quarterly meetings.
- T. Election of Committee Chairpersons: That the Area Committee Chairpersons be elected to their positions by the collective District Chairpersons of those committees.
- U. 3-Way Split: That the Washington Area split into 3 new areas.
- V. Big Book Price: That the Washington Area Delegate present a motion to the General Service Assembly to the effect that the Big Book be sold at cost.

1991 Area Assembly

- A. That the Washington Area be split into two Areas approximately divided by the Cascade Mountains. This split would become effective January 1st, 1994.
- B. That the Washington Area Assembly be held annually in Yakima beginning in 1995, with the Washington Area Alternate Chairperson co-chairing the Host Committee composed of members of the Washington Area Committee.
- C. That all motions from the floor, and amended motions, except housekeeping motions, passed at the Area Assembly be tabled for group ratification. The ratification process to include the polling of each DCM at the January Quarterly for the group votes of their district. At this time, if passed, the motion would become effective.
- D. Those all-new motions, except housekeeping, be tabled until the next WA Area Assembly for group ratification.
- E. That at all future Assemblies the agenda be changed to move Old/New Business to follow the Treasurers Report, with all remaining reports to follow as time allows.
- F. That the WA Area elected and appointed officer reports be given during the dinner on the Saturday night of the Assembly.
- G. Area level committees shall be funded by action of the WA Area Assembly. All monies for service work of the WA Area shall be forwarded to and dispersed by the WA Area Treasurer. Individual committees motion specifically bans cans for collection of funds for service committees for the WA Area.
- H. WA Area Assemblies be limited to one-day business meeting. No banquets, no dances, no hotels.
- I. Date of Assembly to be moved to first weekend in September.

- J. That all Area trusted servants be required to stand in line at the mikes on the floor when stating an opinion, but may speak from the podium when asked by the GSR's for more information.
- K. That no WA Area funds be spent on literature that is not approved by the General Service Office.
- L. That our WA Area Delegate be directed to bring up idea of guidelines on Archives at the 1992 conference.

1992 Area Assembly

- A. That the WA Area Assembly be held sometime during the summer at a college campus, there by saving home groups a significant amount of money on lodging expenses.
- B. We move that all appointed Area Officers be allowed a vote at Area Committee meetings and Area Assembly.
- C. Move that the Area consider having Post-Conferences Assemblies, five in the Area, to replace the current practice of Delegate's Reports.
- D. Move that the Area have Post-Conference Assemblies, to enhance current practice of Delegate's Reports.
- E. Move that all the ballots for 1992 Assembly elections be automatically destroyed, unless otherwise requested, once the position is elected.
- F. That all motions, other than housekeeping, to be presented on the Assembly agenda as new business shall have been subject to review as the Area Committee Quarterly process prior to any action by the Area Assembly.
- G. That the Washington Area adopts a policy of providing funds necessary to accomplish assigned duties of all elected/appointed positions at the Washington Area Level.
- H. Move that only the GSR's would be allowed a vote at Area Assemblies.
- I. As a means of addressing the Areas growth, distance and expense in the Washington Area, be it proposed; That an ad-hoc committee be formed to investigate the formation of service regions within, and part of, the area to facilitate communication between the Area and the groups, reduce expense, and provide for future growth of the Area.
- J. That all Area Officers, appointed or elected, be reimbursed for actual expenses only (gas, meals, lodging), when traveling on behalf of the Area.
- K. That the meals included in the Assembly Package be described as to what they are going to be, not just as lunch, dinner or breakfast in the Assembly registration fliers.
- L. Move the Washington Area adhere to the spiritual principles of the 12 Concepts of World Service and the 12 Traditions of Alcoholics Anonymous.
- M. To cut down on GSR's expense, we propose that the Washington Area Assembly be an assembly only; no dances, banquets, workshops, etc. just a one-day business meeting.

1993 Area Assembly

- A. Move that the following statement be incorporated into paragraph 6 of the Washington Area Archives Policy: Monetary donations for special projects may be made directly to the Washington Area Treasurer and earmarked for its specific purpose.
- B. That all Area Trusted Servants be compensated for authorized travel at no more than the IRS Charitable Rate.
- C. That all individuals making themselves available for elected Area Officer positions be encouraged to submit resumes for publication in the August Washington Area Newsletter in election years.
- D. We move that the Washington Area go to two (2) Assemblies per year, one in April and one in October, with the October Assembly in the even years being an election Assembly with Old Business only.
- E. That the contribution to G.S.O. not be made by the Washington Area this year in order to use any extra money to support the division of the treasury between the two areas.
- F. Recognizing the value of the fellowship of the new Alcoholics Anonymous Anonymity Statement from the General Service Conference and the spiritual principle from which it emanates, we humbly suggest the addition to the sentence of one word that will enhance and illuminate its meaning. We move that the GSC amend the Anonymity Statement to read as follows: Anonymity is the spiritual foundation of all our Traditions, please respect this trust and treat in confidence who you see and what you hear.
- G. We move that the Washington Area Delegate bring to the next General Service Conference a request to create a new pamphlet for hospital and treatment center clients. This pamphlet should explain to the client the purpose of the Bridging the Gap program from their perspective, and to include a form they can complete and mail or call to their A.A. contact area.
- H. Motion that the Washington Area Assembly, in the spirit of self-support, pay 100 percent of the delegate's expenses to the General Service Conference, beginning in April 1994.
- I. Move that the cost of adequate computer equipment be investigated in order to bring our Archives into the 21st century.

1994 Area Assembly

- A. That the six appointed Washington Area Archives Steering Committee members (and the Archivist) be compensated for required travel to Steering Committee meetings at the same rate as other appointed Washington Area trusted servants.
- B. Move that the Washington Area underwrite the basic costs of the Area Quarterly's hall rental and coffee expenses. Not to exceed \$500 per Area Quarterly meeting.
- C. The extended Hand Group moves that the Assembly begin discussion of business motions immediately following the Treasurer's Report.
- D. The Washington Area Archives Steering Committee be appointed by the Washington Area Committee (three members appointed on alternating years) to serve a two year term.

1995 Area Assembly

- A. With full awareness of the fact that all AAs have full access to the Area Archives within the suggested guidelines, and the recognition that this attitude needs to continue in Washington Area 72 and be relocated to Western Washington. The Area 72 committee will be happy to assist the new Area in building their Archives by sharing duplicate material and other material which may be specific to the East sides history.
- B. Since this Assembly is the last time both Areas in the state of Washington with part of surrounding territories will be meeting together as a governing body, we move that the Archives disposition be delegated to the current Archivist, Steering Committee and the new Archivist from the new Area and Steering Committee, if they create one. The disposition of the current Archives will be resolved by June 1996.
- C. That the Washington Area take back to the General Service Conference to delete the four new questions in the 1996 membership survey.
- D. That the Washington Area be financially responsible for the basic costs of Area Quarterlies, such as hall rental. These costs not to exceed \$500.00 per Quarterly.
- E. That the Washington Area be more self-supporting in sending our Delegate to the General Service Conference by increasing the amount spent from \$1,000 to \$1,500.
- F. That the Washington Area establishes a Third Legacy Committee, to be chaired by the Alternate Delegate.
- G. That a written copy of any motion from the floor be submitted to each District seated at the Washington Area Assembly by the district submitting the motion, to view during the discussion of new business.
- H. That AAWS put back into the pamphlet The A.A. Group the guidelines for what constitutes a group.
- I. That the application form sent to G.S.O. for new groups include the six points on what constitutes a group.
- J. That the Alternate Treasurer, Alternate Chairperson, or Alternate Delegate will automatically move up to fill the Treasurer, Chairperson, or Delegate seats if they are unable to complete their term.

1996 Area Assembly

- A. That each of the Western Washington Area Appointed Officers and Standing Committee Chairs be permitted a vote at the Area Quarterlies and the Area Assembly.
- B. That the Western Washington Area (Area 72) Committee include each district's Alternate DCM in its mailing list for pertinent area business, i.e., all mail that is currently being mail to DCMs, in an effort to better maintain communication between the Area and the districts.
- C. That A.A.W.S. Grapevine, Inc. publishes on CD all audiocassettes.
- D. That the Western Washington Area 72 Committee submit pertinent Area business to the Western Washington Area Newsletter for printing, i.e., all mail that is currently being mailed to DCMs, in an effort to better maintain communication between the area, districts and groups.

- E. That each of the Western Washington Area Appointed officers and Standing Committee Chairs be elected positions.
- F. That the Canadian flag shall be displayed with the U.S. flag at future Assemblies if available.

1997 Area Assembly

- A. We move that the Western Washington Area create and fund the appointed position of Area Third Legacy Chairperson. The Chairperson would require a communication and travel expense budget for four third legacy quarterlies, three Area quarterlies and one Area Assembly each year and an annual credit line of \$100.00 for literature.
- B. Move that the following expenses be reimbursed for Western Washington Area Officers and Committee Chairs:
 - 1. Mileage for the Alt. Delegate to attend pre-conferences
 - 2. Mileage for elected officers to attend each pre-assembly as requested by the area chair.
 - 3. Mileage for appointed officers who are requested by the area delegate or area chair to participate in either a pre-conference or pre-assembly regarding items pertaining to their committee.
 - 4. Mileage for the archivist to maintain the archives up to six trips to and from the repository each year.
 - 5. In addition to mileage reimbursement, for all area elected and appointed area officers, an expense allowance of up to \$50.00 to cover expenses for attendance at official area business functions as approved by the groups when travel distance exceeds 150 miles each way. These official area business functions presently include the pre-conferences, pre-assemblies, and standing committee meetings.
- C. To remove the word officers and replaced it with Trusted Servants as stated in Tradition 2 in all motions coming from the area.
- D. We move that sixth word in the first sentence of the second full paragraph on page 14 of the pamphlet entitled 44 questions be changed to reflect a more positive image of the recovered alcoholic.
- E. That the Western Washington Area hold a maximum of five regional Delegate Reports. With the exception of correctional facilities request.
- F. Request that the Western Washington Area petition the General Service Conference to have A.A. World Services publish the pamphlet "So you've been told to go to AA" in the English and Spanish language.
- G. Move that the Western Washington Area assembly as a whole approve the pamphlet "So you've been told to go to AA"

1998 Area Assembly

- A. The Western Washington Area shall maintain a working reserve equal to 15 percent of the average annual Area expenses, excluding contributions to the General Service Office, for the prior two calendar years and the current budget year. At October 31 of each year the Area Treasurer will contribute the excess funds to the General service Office.

- B. We move that effective January 1, 1999 the Western Washington Area CPC committee and PI committee be combined into one committee.
- C. The Western Washington Area change the job description of the Alternate Delegate in the Western Washington Area Handbook to read: Receives all correspondence from the General Service Office on the Conference that is sent to the Delegate so he/she can be informed in the event it becomes necessary to assume the Delegates duties. Coordinate with the Delegate on Area issues and attends all Area events the Delegate attends with exception of Delegates reports. Is available to chair and work on special projects as needed or requested by the Area.
- D. The process of reimbursement for the expenses of all Western Washington Area appointed trusted servants be done in accordance with guidelines stipulated in Concept of Service #4 and Concept of Service #10 thus assuring that each trusted servant is given full authority to carry out the responsibility of their duties without regard to personal financial circumstances.

1999 Area Assembly

- A. Move that the Western Washington Area reimburses our Delegate for Travel, Lodging, Meals and Convention registration for the year 2000 International Convention.
- B. It is recommended that the General Service Conference copyright the collection of 95 finalist stories presently under consideration for use in the Draft Fourth Edition of Alcoholics Anonymous.

2000 Area Assembly

- A. Move that each Area Elected Officer be given a credit line as follows: The Area Delegate \$6,500.00 per year and the other five Area Elected Officers \$1,600.00 each per year, to be used as needed. All money is to be accounted for by submission of receipts to the Treasurer or Alternate Treasurer.
- B. We move that effective 1/1/2001 the Western Washington Area Standing Committee quarterlies share the same quarterly dates and facilities in rotating locations. The Area would be responsible for up to \$300.00 of the facilities rental fees. This decision to be reconsidered at the 2002 Area Assembly.
- C. We move that, That any excess moneys generated from the Western Washington Area Assembly be set aside for upcoming assemblies.
- D. That the seed money becomes available when the bid is accepted for an Assembly.

2001 Area Assembly

- A. We move that the Western Washington Area 72 April/May/June 2002 Standing Committee Quarterlies be held at a common location on a Saturday in May, 2002. The Western Washington Area would be responsible for up to \$500.00 of the facility rental fees. The Decision whether or not to hold another combined Standing Committee Quarterly in 2003 would be considered at the October 2002 WWA Assembly.
- B. We move that Western Washington Area spend up to \$2500.00 to purchase audio/recording and public address equipment.

- C. That the April Quarterly format be changed to include a four hour GSR sharing session from 1:00 p.m. to 5:00 p.m. on Saturday, chaired by the delegate and alternate delegate, regarding their home group conscious on the General Service Conference agenda items. This Quarterly will be located between Olympia and Everett to help minimize travel expenses.
- D. The Appointed Area Trusted Servants will be allowed to vote with the rest of the body at Area Business Functions.
- E. We move that the General Service Office of Alcoholics Anonymous ensure the intent and principle of Tradition Two are reflected in all literature published by Alcoholics Anonymous, by editing out the words "officer" or "Officers" and replacing them with words "trusted servant" or "trusted servants" as applicable. G.S.O. will be responsible for making these changes as each piece of literature is normally scheduled for editing and republication. As supplies of old literature are exhausted, new literature will be made available.
- F. We move that The Western Washington Area Assembly establish a 2:00 PM Saturday Deadline for all New Motions submitted to WWAA. This motion would still allow the submission of amendments to Motions throughout the day.

2002 Area Assembly

- A. To allow open communication with the area, we move that the Western Washington Area 72 (WWA 72) provide interpretation services for language and ASL, when requested by any WWA 72 Committee member or any voting member of a group or district within the WWA 72 area. Services for the member to be provided at any Pre-conference, Pre-assembly, Area Quarterly or Area Assembly if the request is made at least 30 days in advance. Interpreters to be paid at the current market rate and will be provided with registration, lodging and travel as required.
- B. Move that each Area Appointed Area Trusted Servants be given an unallocated budget line item of \$350.00 per year, to be used as needed. All money is to be accounted for by submission of receipts to the Treasurer or Alternate Treasurer.
- C. We move that Western Washington Area form an Ad-Hoc committee to determine the feasibility of removing language barriers to participating in our service structure.
- D. To allow open communication with the Area, we move that the Western Washington Area 72 (WWA 72) provide interpretation services for ASL, when requested by any WWA 72 Committee member or any voting member of a Group or District within the WWA 72 Area. Services for the member to be provided at any Pre-Conference, Pre-Assembly, Area Quarterly or Area Assembly if the request is made at least 30 days in advance. Interpreters to be paid at the current market rate and will be provided with registration, lodging, and travel expenses.
- E. To allow open communication with the Area, we move that the Western Washington Area 72 (WWA 72) provide interpretation services (ASL), when requested by any WWA 72 committee member or voting member of a group or district within WWA 72 Area. Services for the member to be provided at any Pre-Conference, Pre-Assembly, Area Quarterly, or Area Assembly, district meeting or group meeting, if the request is made at least 30 days in advance. The group and district meeting to be encouraged to be self supporting. However alternate funding to insure the only requirement for membership is a desire to stop drinking. The WWA 72 must take the burden financially.

- F. To form a Finance and Budget Committee to investigate, and to present at the next Area Assembly, the most fiscally responsible method of providing interpretation services for language and ASL at any Pre-Conference, Pre-Assembly, Area Quarterly or Area Assembly as needed. The committee's presentation should include at a minimum, the options available for providing these services, the expense of each option and an estimate as to the frequency that the services will be required.

2003 Area Assembly

- A. We move that G.S.O. modify the pamphlet, "Memo to an A.A. Treasurer", to suggest at least two years of sobriety for a group treasurer. (Currently it suggests six months to a year.)
- B. Move that the Western Washington Area 72 (WWA 72)
 - 1. Provide language interpretation services for American Sign Language (ASL) and/or Spanish Language (only) when requested by any WWA 72 committee member, district officer, or GSR (or Alternate GSR) who pre-registers for the WWA assembly and requests language interpretation services at least 3 months in advance of the area assembly.
 - 2. ASL and Spanish language interpretation services shall be financed by a \$5 surcharge added to the area assembly registration fee. Money from the registration surcharge shall be deposited in a WWA 72 account titled "Language Interpretation Services". The account shall be used for the sole purpose of paying language interpretation services expenses.
 - 3a. If the cost of language interpretation services exceeds the balance of the language interpretation services account, the remainder shall be paid from the WWA 72 general fund.
 - 3b. At the end of the year, if the balance in the language interpretation services account is greater than the amount required to pay for language interpretation services that year, the remainder shall be transferred to the WWA 72 general fund after January 1, of the year following the assembly.
 - 4. The WWA 72 host committee shall be responsible for arranging and coordinating all required services.
 - 5. Language interpretation services providers shall be paid at the fair market rate and shall bill the WWA 72 Treasurer directly for their services. The host committee may be required to verify their services prior to payment.
 - 6. The amount of the language interpretation services registration surcharge shall be reviewed annually by the WWA 72 committee. The committee shall recommend changes to the surcharge and their recommendation shall be voted on at the area assembly. If no change is recommended, no vote shall be required at the assembly.
- C. The Western Washington Area 72 create an Area Access Committee that will function as an Area Standing Committee. The ultimate aim of the Area Access Committee is to assure that those A.A.s with special needs, as defined in the A.A. Guidelines, are having those needs met.
- D. The Western Washington Area will designate a budget line item of up to \$3000 for interpretation services to be administered by a committee consisting of the Area Treasurer, Alternate Treasurer, and Three DCM's. This committee will work in coordination with any other committees dealing with access issues and will report back to the Area Quarterlies and Assemblies as to the disbursements made.

- E. Move that Western Washington Area 72 (WWA 72): Provide language interpretation services for American Sign Language (ASL), at the local rate, when requested by any WWA 72 committee member, district officer, GSR or alternate GSR who pre-registers for the WWA Assembly and requests language interpretation services at least three (3) months in advance of the area assembly. Expenses to be covered by the area committee
- F. We make a motion that GSR sharing follow Appointed Chair reports and that DCM sharing be excluded from Saturday proceedings.
- G. We move that we organize a separate event on the day of registration for GSR sharing and for GSR and Intergroup exchange of ideas.
- H. We move that the GSR sharing be increased to 4 hours. We move that the DCMs sharing session at the business meeting at the Western Washington Area Assembly be discontinued.
- I. The Western Washington Area 72 Chairperson or their designee provide a preliminary agenda for area assemblies 60 days prior to the assemblies.
- J. Amend Motion # 83.6 to allow for flexibility in the agenda as follows: The Area Chair shall determine the time for the GSR Sharing Session and select 2 GSRs to chair the sharing session. The 2 GSRs and the Area Chair shall select a topic for the sharing session.
- K. Move that the Western Washington Area 72 (WWA 72)
 - 1. Provide language interpretation services for American Sign Language (ASL) when requested by any WWA 72 committee member, district officer, or GSR (or Alternate GSR) who pre-registers for the WWA assembly and requests ASL services at least 3 months in advance of the area assembly.
 - 2. ASL services shall be financed by a \$5 surcharge added to the area assembly registration fee. Money from the registration surcharge shall be deposited in a WWA 72 account titled ASL Services. The account shall be used for the sole purpose of paying ASL services expenses.
 - 3a. If the cost of ASL services exceeds the balance of the ASL services account, the remainder shall be paid from the WWA 72 general fund.
 - 3b. At the end of the year, if the balance in the ASL services account is greater than the amount required to pay for ASL services that year, the remainder shall be transferred to the WWA 72 general fund after January 1, of the year following the assembly.
 - 4. The WWA 72 host committee shall be responsible for arranging all coordinating all required services.
 - 5. ASL service providers shall be paid at the fair market rate and shall bill the WWA 72 Treasurer directly for their services. The host committee may be required to verify their services prior to payment.
 - 6. The amount of the ASL services registration surcharge shall be reviewed annually by the WWA 72 committee. The committee shall recommend changes to the surcharge and their recommendation shall be voted on at the area assembly. If no change is recommended, no vote shall be required at the assembly.

2004 Area Assembly

- A. Resolved that we believe in the principle that any alcoholic who wishes to participate in service in Alcoholics Anonymous should be able to do so and for that, we are responsible.

- B. We move that the Western Washington Area 72 exclude oral DCM reports during the Area Assembly.
- C. The area will pick up any excess expense (as provided by motion 00.2) that may be incurred by the Host Committee in providing interpretation services for voting members and their alternates at Area Assemblies.
- D. We move that the Western Washington Area provide up to \$3,000.00 per year for American Sign Language (ASL) Interpretation at the Area Assembly.
- E. We move the Western Washington Area 72 maintain a working reserve equal to two months average expenses of the previous year, and that a committee of 6 DCM's, 1 Past Area Delegate, the Area Treasurer and Alternate Treasurer be formed to determine a new procedure for dealing with excess funds for 2004 and subsequent years and bring their recommendation to the January 2005 Quarterly."

2005 Area Assembly

- A. We move that the Finance and Budget Committee, currently chaired by the Western Washington Area Alternate Treasurer, include the Area Treasurer, one Past Delegate, and 4 at-large members including at least 2 currently serving DCMs. The committee will administer a variable line of credit equal to 5% of the yearly approved Area budget. The committee will meet before each Area quarterly or Assembly to consider requests received from members of the Area Committee for service related expenses. Requests that are approved by the Finance and Budget Committee will be submitted for approval with a vote of substantial unanimity (2/3) of voting members at the Area Quarterlies or at the Area Assembly.
- B. Move that the Pre-Conference Regional Assemblies established by motion 91.3 be suspended for 3 years beginning 2006. In place of the Regional Assemblies, one Pre-Conference Assembly will be held either the week before or the week after PRAASA depending on the calendar. This assembly will be located in a facility between Olympia and Everett with the area responsible for all expenses except meals and coffee up to a \$3.00 registration cost could be charged. Expenses for Area Trusted Servants will be reimbursed from the Area treasury.
- C. We move that the Finance and Budget Committee, currently chaired by the Western Washington Area Alternate Treasurer, include the Area Treasurer, one Past Delegate, and 4 at large members including at least 2 currently serving DCMs.
- D. We move that the Finance and Budget Committee, currently chaired by the Western Washington Area Alternate Treasurer administer a variable line of credit equal to 5% of the year-approved Area budget. The committee will meet before each Area quarterly or Assembly to consider requests received from members of the Area Committee for service related expenses. Requests that are approved by the Finance and Budget Committee will be submitted for approval with a vote of substantial unanimity (2/3) of voting members at the Area Quarterlies or at the Area Assembly.
- E. We move to ask our Area Delegate to pass onto the conference to add a 14th question to "The A.A. Group" pamphlet page 36, relating to the Group Inventory starting on page 35. Question 14 would be: How is the group adhering to AAs Singleness of Purpose?

- F. Move that a banner be created in the same style as the 12 Traditions, 12 Steps and 12 Concepts window shade banners listing the 12 Promises.
- G. All motions passed by the Western Washington Area (WWA) assembly will be implemented only as stated in the motion. Background information, while useful, should not be interpreted as clarification or amplification of the motion.
- H. We move that Area 72 shall reimburse all Area Elected and Appointed Trusted Servants for expenses for all service events held in or for Area 72.

2006 Area Assembly

- A. We move that Western Washington Area 72 make Area Appointed Officers and Standing Committee Chairpersons full voting members of the Area Committee and Area Assembly.

2007 Area Assembly

- A. All members of the Area Committee, as defined by the Area Handbook, have a vote at all Western Washington Area business meetings.
- B. We move that the Western Washington Area 72 increase the budget of the Area Accessibility Committee to provide funds for the interpretation of Area Accessibility Committee Quarterly meetings.

2008 Area Assembly

- A. We move that the WWA provide up to \$1,000.00 per year to each Area Standing Committee for hosting Area Standing Committee workshops.
- B. We move that the General Service conference request that AAWS produce an A.A. Guideline on dealing with sexual predatory behavior at A.A. meetings.
- C. We move that WWA 72 fund the Treatment Committee Bridging the Gap program equal to that of the WWA 72 Corrections Bridge Program.
- D. The Western Washington Area treasury will pay all costs associated with requested interpretation and translation services for any Area 72 business meeting according to guidance established by the Area Accessibility Committee.

2009 Area Assembly

- A. The Western Washington Area treasury fully fund American Sign Language (ASL) services at the annual Area Assembly and the three Area Committee Quarterlies for participating members as requested. It is not the intent of this motion to fund area standing committee quarterlies, which should be funded by the accessibilities committee. (Made moot by passage of 09.1).
- B. Move that the WWA 72 mileage allowance be reduced from the full IRS business rate to 2/3 the prevailing IRS business rate.
- C. We move that the WWA 72 corrections literature budget be increased by 30% to reflect rising literature costs.

2010 Area Assembly

- A. It is moved that WWA72, beginning in the year 2012, have two assemblies annually, one in the spring and one in the fall.
- B. We move that the WWA 72 corrections literature budget be increased to \$8,320.
- C. That the Western Washington Area #72 reimbursement for mileage be reduced to 1/2 of the current IRS business rate, for all those eligible.
- D. Western Washington Area 72 shall cease printing hard copies of the area newsletter. The area newsletter will continue publication as a digital document. It will be distributed via email or by posting on the area web site.
- E. Appointed trusted servants may speak to the minority opinion at Area business meetings.
- F. Move that the Western Washington Area 72 Corrections Committee select its next chairperson during the last Corrections quarterly of the rotation.
- G. That the Western Washington Area #72 reimbursement for mileage be based on actual expenses as supported by documentation (receipts, etc.), for all those eligible.

2011 Area Assembly

- A. We move that WWA 72 increase the Corrections literature budget by 30% to \$8,320.
- B. That any motion that is submitted have the name of the submitting group attached to the motion all the way through the process.

2012 Area Assembly

- A. We respectfully request that the General Service Conference include in the book Twelve Steps and Twelve Traditions the Twelve Concepts for World Service as adopted by the 12th annual General Service Conference of Alcoholics Anonymous on April 26, 1962.
- B. We request that Alcoholics Anonymous World Services sell Conference Approved Alcoholics Anonymous literature to eBook retailers for sale in eBook format.
- C. At an Area Committee Quarterly meeting, a simple majority vote shall be required to place a motion onto the Area Assembly agenda.

2014 Lynden, Washington

- A. We request that WWA72 create an account at the area level called the WWA72 ASL Fund. The contributions sent to this account will be managed by the Area Accessibility Committee and be used to help pay for AA ASL Interpretation services in WWA72.
- B. We request that an ASL fund be created separate from the area accounts to help pay for AA ASL Interpretation services in WWA72 that are not already covered by existing motions. The new ASL account would be created for contributions from individuals, groups and Districts for ASL. The funds would have their own treasurer and a steering committee be created from members from the Area Accessibility Committee.
- C. We move that the term Area Registrar be changed to Area Listing Chair.

- D. Move that the Western Washington Area request that the General Service Conference restore the “contents” page (as it was published in 1978 in The A.A. Service Manual and Twelve Concepts for World Service) on the page prior to the 12 Concepts Short Form.
- E. We move that the Area Committee consist of the most recent past Delegate who rotates after the election (he/she will serve the new rotation as an advisor), the Elected (Delegate, Alternate Delegate, Chair, Alternate Chair, Treasurer, Alternate Treasurer), the Appointed Area Positions (per the Area Handbook), the DCMs and their alternates (in the event the DCM is unable to participate). All other past delegates, elected, and appointed will no longer serve on the Area Committee and they will rotate member status.

2015 Seattle, Washington

- A. We respectfully request that the General Service Office create a pamphlet regarding “Safety in Alcoholics Anonymous”.

2016 Vancouver, Washington

- A. We move that motion 06.4 be amended to read as follows: “We move that the Western Washington Area Assembly deal with floor motions in the following manner. Prior to formally discussing and voting on floor motions and floor discussion topics, the Area Chairperson will determine by substantial unanimity vote whether the Assembly wants to: Refer the floor motion or floor discussion topic to the Quarterly process to be considered for addition to the agenda for the following Assembly. Failing substantial unanimity, the body will address, discuss, and vote on the floor motion or floor discussion topic at that time.”
- B. That Western Washington Area 72 of Alcoholics Anonymous adopt a system of multiple general service assemblies, either two or four per year. This change to be implemented no later than 2019

2017 Vancouver, Washington

N/A

2018 Tacoma, Washington

- A. Create an Area 72 Third Legacy steering committee.
- B. Area 72 create an appointed Young People’s Chair Position. The Committee chair will be selected using an establish process for appointed officers. The committee shall function like other standing committees at the Area level.
- C. Adjustments to the Budget that increase the total annual Area Committee expenses by more than 10% will require approval by the Area Committee at quarterlies or the Assembly. (Withdrawn by simple majority vote of the body.)
- D. We respectfully request that GSO make retired literature available for download from the aa.org website.
- E. That the Area fund the Area Corrections Chair to attend the National Corrections Conference annually, covering travel, lodging, registration and meal expenses.

- F. We request to amend motion 15.2 to read: “Area 72 fund our Web Servant and Web Chair to annually attend the National Alcoholics Anonymous Technology Workshop.” (Withdrawn by the maker of the motion.)

2019 Longview, Washington

- A. We move that we fully fund all the Area Elected Trusted Servants to attend PRAASA annually. This motion is in addition to Motion 75.2, which funds the Delegate to attend PRAASA. The Area Elected Trusted Servants who attend PRAASA will provide detailed reports to the archives and to the area. The funding would be included in the regular budgeting process which relies on available funding and approval at the January Quarterly by the body.

2020 Virtual Assembly (Zoom platform)

N/A

2021 Virtual Assembly (Zoom platform)

N/A

2022 Renton, Washington

N/A

2023 Longview, Washington

N/A

2024 Tacoma, Washington

N/A

AREA 72 DISCUSSION TOPICS

In 2013, the Western Washington Area Assembly began to include Discussion Topics in Quarterly and Assembly Agenda, in addition to Motions.

The purpose of a discussion topic is to allow the Area to discuss and review an item, idea, or problem, without the commitment to making a decision at the time of discussion. This is divergent from a Motion which requires a vote at the time of its discussion. This allows for an issue to be discussed at multiple Area meetings, and feedback from homegroups included, prior to a motion being written. The goal of a discussion topic is to help the Area create a thorough and highly informed Group Conscience.

The following is a compilation of Discussion Topics discussed by the Assembly.

2013 Tacoma, Washington

- DT1 The need for greater access to the Big Book within the deaf community in WWA 72, and how best to meet that need, regarding an ASL Big Book and ASL DVD Big Book.
- DT2 The need for greater access to the Big Book within the deaf community in WWA 72, and how best to meet that need, regarding an Area level Deaf Access Committee.
- DT3 Whether or not the seed money available to Assembly Host Committees is sufficient.
- DT4 Whether or not the Area should hold a second full Assembly, emphasizing that year's General Service Conference material.

2014 Lynden, Washington

- DT1 Consideration of Rejoining the Pacific Northwest Conference.

2015 Seattle, Washington

2016 Vancouver, Washington

- DT1 District Autonomy on the Internet
- DT2 District 32 would like to propose a floor discussion about the Hospital 12th Step program. We would like a single source piece of literature that would explain what is expected, and a single source. We have a pamphlet that we would like to make available to a committee to assure it is following AA guidelines
- DT3 How can the Area Committee best address GSR's who feel like they are not being heard or given the chance to be heard (i.e. when a floor motion is not discussed and instead sent through the quarterly process).

2017 Shelton, Washington

- DT1 How the Area conducts business? Are floor motions necessary? What is the best use of the Area Committee's time when we gather? Is there a new or different way of conducting business?

****An ad hoc committee was formed, chaired by Beth R. (District 8) to look at how business meetings are conducted, and how to improve business and streamline meetings.****

- DT2 YPAAs (Young People in Alcoholics Anonymous) joining the Area in some capacity as either an Area Committee or participating in the same manner as intergroup and central offices.

2018 Tacoma, Washington

N/A

2019 Longview, Washington

- DT1 Area Newsletter: share your suggestions and ideas on the Area newsletter in regard to: frequency, format & content.
- DT2 How can our Area improve communication & information sharing with each other, with professionals & with the still suffering alcoholics?

2020 Virtual Assembly (Zoom platform)

- DT1 How can we improve spiritual parity between the different language communities within our area?
- DT2 What are we as an Area, Districts & Groups doing to support alcoholics in our communities? What more can we be doing?
- DT3 How can Area 72 incorporate online only meetings, those without a physical address, & provide homegroup members of online only meetings a voice in the AA Service Structure while supporting & ensuring that online only meetings are able to carry out our primary purpose?
- DT4 How can we continue to use technology to reach still suffering alcoholics?

2021 Virtual Assembly (Zoom platform)

- DT1 Is the Area Archivist an Area Appointed Trusted Servant?

2022 Renton, Washington

- DT1 Should Area 72 welcome online groups from other Areas to become members of District 25 in Area 72?

2023 Longview, Washington

- DT1 Web Standing Committee charter and responsibilities
- DT2 Creation of literature regarding safety and working with minors
**Assembly body voted to refer the floor discussion topic to the January 2024 Quarterly process to be considered for addition to the agenda for the following Assembly.*

2024 Tacoma, Washington

- DT1 Assembly Excess Funds

- DT2 Assembly Schedule (as it relates to updated General Service Conference Proposed Agenda Item deadline)
- DT3 Area Newsletter: delivery method and financial impact
- DT4 Is the Area interested in funding a bus sign project during the 2025 winter holidays?
**Assembly body voted to refer the floor discussion topic to the January 2025 Quarterly process to be considered for addition to the agenda for the following Assembly.*

AREA ASSEMBLY GUIDELINES

These guidelines are compiled from the shared experience of A. A. members in the Western Washington Area 72 (WWA72). They also reflect guidance given through history in the form of final Assembly reports from previous Assembly host committees. In keeping with our Tradition of autonomy, most host committee decisions are made by the group conscience of the host members involved. Since these gatherings are a function of the Area, the Area Chairperson, as chief facilitator for WWA72, has final approval of plans. The purpose of these guidelines is to assist in reaching an informed group conscience regarding hosting and planning these events.

This is an Area business function. Please keep separate from round-ups and conferences.

When planning Area 72 Assemblies, consideration should be given to making the event both enjoyable and effective in carrying the A.A. message of recovery.

What Is An Area Assembly?

“At the heart of each area is the assembly meeting, where the democratic voice of our Fellowship expresses itself. While each area has the autonomy to conduct its meetings according to its conscience, Concept XII offers the General Warranties of the Conference as the guiding principles to remain democratic in thought and action.” (*The A.A. Service Manual/Twelve Concepts for World Services*, p. 18)

The Area Assembly is a meeting of the Area General Service Representatives (GSRs) of all the A.A. groups desiring to participate, along with District Committee Members (DCMs) and Area Committee Officers, both Appointed and Elected. Assemblies are organized by the Area Committee and conducted by its Chairperson. In Western Washington Area 72, Assembly hosts are selected from bids submitted by districts or groups of districts. The Assembly is held annually on the first full weekend in October. In even-numbered years, Area 72 holds elections to elect six Area trusted servants, whose service begins the following calendar year.

The Assembly Program

Events such as alkathons, dances and ice cream socials are at the discretion of the host committee and are scheduled around the business activities of the assembly. Please note that the host committee is responsible for production of the program and flyers for the Assembly, including Spanish versions of both. It is therefore vital that both be produced expeditiously to facilitate translation into Spanish. The Area Language Coordinator will provide qualified interpreters to facilitate translation.

FRIDAY (set up by the Area Alternate Chair)

- Assembly theme is the same as that year's General Service Conference theme.
- Workshop panels typically begin at 1:00 p.m. Friday afternoon and continue until the dinner break. The Area Alternate Chairperson is responsible for the panel topics and assignments.

- Dinner on Friday is a no-host affair and there should be several restaurants nearby. (2004, 2005, 2014 hosted an on-site dinner)
- There will be a GSR Sharing Session that is chaired by the Delegate.
- Past Delegate's Panel moderated by the Regional Trustee or the most senior Past Delegate.

SATURDAY (set up by the Area Chair with consultation from the Alternate Chair)

- Breakfast Saturday is also not hosted by the committee. (2004 hosted an on-site breakfast.)
- Assembly business meeting usually begins at 8:00 or 8:30 a.m. (at the discretion of the Area Chairperson).
- Area Chairperson provides volunteer timers with a script to assist with timing for the day.
- Lunch needs to be a catered meal in the interest of time. A buffet or boxed lunches are good ideas.
- In non-election years a banquet type meal is usually scheduled. On election year Assemblies the Host Committee will provide a buffet dinner.
- At the discretion of the Chair, a preselected speaker, arranged by the Area, will be asked to speak at the banquet after the meal.
- Business that has not been completed may need to be reconvened after dinner. Therefore, a room must be available.

SUNDAY

- Spiritual Breakfast usually begins around 9:00 a.m. and is a hosted banquet or buffet, which is chaired by the host committee.
- Unfinished business from Saturday might need to be completed at this time.
- The Host Committee conducts the sobriety countdown.
- A preselected speaker, arranged by the Area, ends the Assembly weekend.
- Traditionally, on Election years, the speaker is the Pacific Region Trustee, who is invited to help facilitate elections and give a report. On non-election years, the speaker is the most junior Past Delegate from Area 72.

Facility Requirements

- Facilities need to be wheelchair accessible, including parking and bathrooms.
- Hybrid capable facilities are strongly recommended.
- Assembly business meeting room should accommodate 700 or more attendees comfortably seated banquet-style.
- Three workshop panel rooms are needed for Friday afternoon that can seat 100, theater style, for each room.
- One room for the Area Archives display that can be locked for security. (See next page for a sample layout.)
- Location for literature display (coordinate with the Grapevine and Literature Chair).
- Raised seating for six Area Officers and Area Secretary (7 chairs) with the Chair's podium in the center. (Skirt needs to be provided for tables.)
- Seating for fifteen Area Appointed Officers.
- Tables and chairs for up to two interpreters and two timers.
- Tables for Past Delegates and several Intergroups.
- Tables (with access to power and internet) for the sound/tech team to set up hybrid facilitation. (Coordinate specific needs with Sound System Operator and their team.)

- Lodging and meals must be available in the facility or nearby.

SAMPLE ARCHIVES LAYOUT

This sample reflects layouts provided by Host Committees for Assemblies in 2010 at Longview and in 2011 at Ocean Shores. The layout is about 25ft x 40ft and provides approximately 1,000 square feet, which are required for best flow of visitors, who wish to: (a) see all of Area 72's traveling display exhibits and (b) learn the most about our history.

Smaller layouts with fewer exhibits can be successful, if the host committee cannot provide the typical size room.

House screens, house sound, house projectors, or house DVD/TV players are useful for showing videos such as:

* Markings on the Journey

DVD depicts AA's history using rare material from AA's archives. Closed Captioned. 35 minutes. (DV-01)

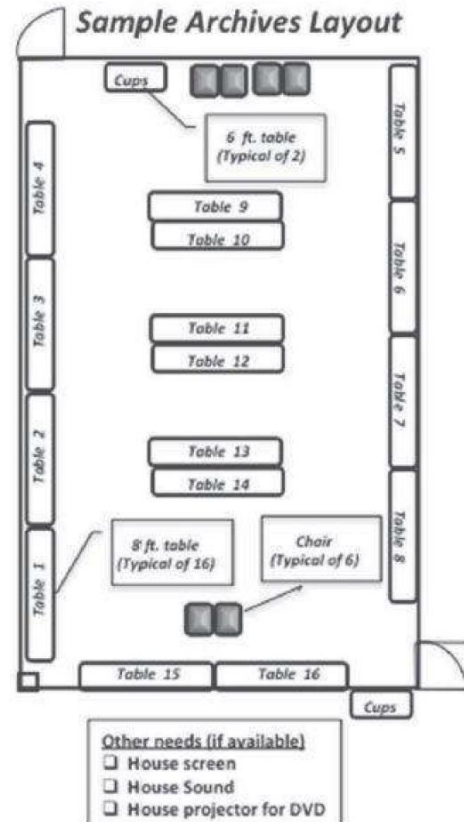
* Bill's Own Story

Co-founder Bill W tells of his drinking and recovery. 60 minutes. (DV-04)

* Bill Discusses the Twelve Traditions

Bill W tells how the principles safeguarding AA unity developed. 60 minutes. (DV-05) DVD

SIGNS: Host Committees are respectfully asked to provide signs, which show Assembly attendees how to get from various places to the Archives Display.



Preparing an Area Assembly Bid

A successful Assembly bid should include:

- The available dates (Per Motion 62.1, the Area Assembly should be the first Saturday in October)
- A description of the location and facilities
- An estimated package price with a breakdown of registration cost, meals, and hotels/lodging

Experience has shown that a well-researched Assembly bid provides the Area and the host committee with fewer unplanned expenses later in the process. Here are some ideas that a bid or selected host committee might decide to utilize early in the process:

1. Contractual review:

The Area Finance Committee and past Alternate Chairpersons are available to review contracts or proposed terms for venues and hotels. If committee members lack contract experience,

they can connect with AA members in the Area who have expertise in negotiating large-scale events. Before signing any agreement, consider reaching out to the Area Finance Committee by contacting the Area Alternate Treasurer. Contracts should not be signed without consultation and approval from the Area Alternate Chairperson.

2. Budgeting:

Creating a detailed budget for the Assembly helps determine the funds needed in the years leading up to the event. According to Motion 16.1, the Area provides the venue deposit and \$1,000 in seed money. When presenting a bid, it's also wise to include estimated costs for registration, hotel, and meals so the Assembly body can make an informed decision. See sample budget below.

3. Host Committee recap/final report - See sample.

- a. To provide information regarding past Assemblies and to allow hosting Districts to better plan and negotiate prices with hotels, facilities and convention centers based upon previous Assembly needs and performance.
- b. Host Committee Chair to complete the form with figures provided by Host Committee Chairs and members.
- c. Email completed form and requested supporting documents to Area Alternate Chairperson at altchair@area72aa.org (due immediately following the October Assembly, prior to the January Quarterly).
- d. Print completed form and requested supporting documents: Provide one printed completed form and supporting documents to be given to the Area Archives. Electronic copies to be distributed to the five upcoming Area Assembly Host Committee Chairs/Districts, a copy to Area Alternate Chairperson and a copy to each of the Host Assembly Districts for their District Archives. These are due at the January Quarterly immediately following the October Assembly.
- e. The Area Assembly Host Committee final report for is to be presented at the January Quarterly following the Assembly.

Planning Committee

Once awarded the Assembly a host committee is formed from the District with a chairperson and co-chairperson, and with committees as defined below. This committee reports to the Area Committee and to the District the progress of the committee. The chair and co-chair are the liaisons to the District, as the Alternate Area Chair is the liaison between the host committee and the Area.

- **Area Alternate Chairperson**, as a member of the host committee:
 - Acts as liaison to the Area Chair while representing the Area's interests ensuring the Assembly is organized in such a manner that the Area Chairperson will be able to facilitate the Area's conscience.
 - Produces Assembly program including Friday workshop topics panelists and Past Delegate panelists. Workshop topics have historically followed the General Service Conference theme and PRAASA workshop topics in the same year.
 - Creates an enlarged seating chart to help individuals find their districts.
 - In odd years, selects the Saturday evening speaker, schedule permitting; the Area's most recent past Delegate is the Sunday morning Spiritual Breakfast speaker.

- In even years there is not a Saturday night speaker and the Sunday morning Spiritual Breakfast speaker is typically whomever facilitated the Area's elections, usually the Pacific Region Trustee.
 - Works with the Host Committee Program Chair on the program for the assembly.
 - Acts as the Area representative for financial oversight.
- **Host Committee Chairperson(s)** coordinates project and chairs regular meetings. Chairs the Spiritual Breakfast and Sobriety Countdown.
- **Secretary** acts as registrar, records meeting minutes, supplies copies to Host Committee Chairs, Host District, Archives, and writes the final report. Printed copies of the report are produced for the following: Area archives, host district archives, Area Alternate Chairperson. Digital copies should be provided to those mentioned above as well as: Area Treasurer and Alternate Treasurer, Assembly chairperson for each of the five upcoming assemblies.
- **Treasurer** develops a budget with other committee members. Coordinates processing and recordkeeping and works closely with registration. The Treasurer is responsible to safeguard and account for all income and expenditures.
 - Contact the Area Treasurer to get added as a sub-account of the Area's accounts.
- **Flyer Chairperson** produces a preliminary flyer for distribution at the previous assembly and a registration flyer no later than the April Area Committee Quarterly. Ensures Assembly flyer form matches Registrar's needs for information to be gathered.
- **Registration Chair** has a close working relationship with the Treasurer, Flyer and P. I. Chair. Registration Chair is responsible for registration database, deposits and badges. Works closely with the Area Alternate Chair for table numbers (number of seats required) for the Assembly. Compiles information from registration database and reports to appropriate committee chairs for planning purposes.
- **Volunteer Chairperson** coordinates with all committee chairs to fill needs. Advertises for volunteers, collects sign-up sheets and plans orientation meeting.
- **Public Information Chair** provides internal and external information by announcing the Assembly in the Grapevine and Box 4-5-9. The P. I. Chairperson informs all participating hotels about our Tradition of Anonymity. Responsible for operating the Hospitality Room. (Note: these duties are typically light, and past P.I. Chairs have picked extra tasks that are not typically assigned to other Chairs.)
- **Catering Chair / Hotel Chair** collects bids for providing the three meals (lunch, dinner, and breakfast) at the Assembly. The Catering Chair works closely with the hotel or caterer to insure the correct quantity and quality of the meals is provided. Acts as liaison with the facilities staff to arrange meeting rooms, layout, sound/recording/projection/hybrid equipment, signage, hybrid and technology capabilities; assists speakers with travel, lodging and meals; accommodates special needs, upon request.
- **Coffee Chairperson** must coordinate with the facility, Treasurer, and Program Chair in providing adequate coffee, tea service, cold water, soda and set-ups at all meetings.
- **RV/Parking Chair** arranges facilities, utilities, and garbage disposal. Also provides transportation information and contact name for the flyers.

- **Webservant** coordinates with the hosting District's webmaster and the Area's Webservant ensuring the Assembly registration form is posted on the web.

Example Budget

While these numbers are expected to be guesses; you should read previous committee reports to find out a best estimate to plan for your event. Please contact the Area Alternate Chair for an electronic version of the template.

Assembly Host Committee Budget Considerations Worksheet:

Registration

Option	Mail Registration	Online registration	Onsite registration	Total registration
Assembly in person				
Assembly online				
Friday Dinner				
Friday ice cream				
Saturday lunch				
Saturday dinner				
Sunday Breakfast				
Grand Totals:				

Accommodations/Hotel Room Block(s)

Hotel Name	Room type	Rate	# of Room nights in Room Block	# Occupied
Grand Totals:				

Event and Location Cost

Event Location	# attendees	Cost/person	Total Expenses
Location and Catering	estimate 500		
AV & Tech			
1st payment due			
2nd payment due			
Final payment due			
Other			
Total:			

Meals and Registrations**Coffee Service** (May be included in the facilities cost)

Item	Quantity	Cost	Actual Usage
Coffee (regular)			
Coffee (decaf)			
Cups			
Sugar	pack		pack
Sugar substitute	pack		pack
Stirrer Sticks			
Creamer			
Tea			
Misc.			
Total Cost:			

Office Supplies/Printing Expenses

Item	Quantity	Cost
Flyer		
Program		
Meeting minutes/Agenda		
Final report		
Ribbons		
Badges		
Paper		
Ink		
Misc.		
Total Cost:		

Travel Expenses

Expense	Mileage	Cost
Alternate Chair travel		
Host Committee Chair		
Member travel		
Total Cost:		

Other Expenses

Expense	Quantity	Cost
Total Cost:		

Assembly Host Committee Recap Example

Purpose: To provide information regarding past Assemblies and to allow hosting Districts to better plan and negotiate prices with hotels, facilities and convention centers based upon previous Assembly needs and performance. This form is simple and easy to fill out, and provides all the basic information to better plan an Area Assembly.

Who completes this form: Host Committee Chair to complete the form with figures provided by Host Committee chairpeople and members.

Email completed form and requested supporting documents to: Area Alternate Chairperson at altchair@area72aa.org. Immediately following the Assembly in October, due prior to the January Quarterly)

Print completed form and requested supporting documents: Print completed form and requested supporting documents: Provide one printed completed form and supporting documents to be given to the Area Archives. Electronic copies to be distributed to the five upcoming Area Assembly Host Committee Chairs/Districts, a copy to Area Alternate Chairperson and a copy to each of the Host Assembly Districts for their District Archives. These are due at the January Quarterly immediately following the October Assembly.

Report: Report Host Committee highlights and financials at January Quarterly immediately following the Assembly you hosted.

Assembly Dates: _____

Venue/Facility: _____

City: _____

Hosting Districts: _____

Registration/Income

***Number of attendees who registered for:

Option	Mail Registration	Online registration	Onsite registration	Total reg.
Assembly in-person				
Assembly online				
Assembly both				
Friday dinner				
Friday ice cream				
Saturday lunch				
Saturday dinner				
Sunday breakfast				
Grand Totals:				

Description (what were menu selections, did actual cost shown above include gratuity, how was gratuity handled, etc.):

Number of Assembly attendees:

Option	Mail Registration	Online registration	Onsite registration	Hybrid registration	Total reg.
GSR					
Alternate GSR					
DCM					
Alternate DCM					
Area Elected					
Area Appointed					
Past Delegate					
Host Committee					
Volunteers					
Other					
Grand Totals:					

Accommodations/Hotel Room Block(s)

Hotel Name	Room type	Rate	# of Room nights in Room Block	# Occupied
Grand Totals:				

Description:

Meeting Facilities

Description (size of main meeting room, space for registration, restroom accommodations, acoustics, what was the cost of meeting space, etc.)

Revenues/Income

Option	Cost	# Purchased	Total Revenue
Assembly registration			
Friday dinner			
Friday ice cream			
Saturday lunch			
Saturday dinner			
Sunday breakfast			
Concessions			
Grand Totals:			

Expenses

Coffee Service (If provided / served by hotel / facility)

Description (number of gallons consumed, etc.):

Coffee Service (If provided by hosting district)

Item	Quantity	Cost	Actual Usage
Coffee (regular)			
Coffee (decaf)			
Cups			
Sugar	pack		pack
Sugar substitute	pack		pack
Stirrer Sticks			
Creamer			
Tea			
Misc.			
Total Cost:			

Description:

Office Supplies/Printing Expenses

Item	Quantity	Cost
Flyer		
Program		
Meeting minutes/Agenda		
Final Report		
Ribbons		
Badges		
Paper		
Ink		
Misc.		
Total Cost:		

Description:

Travel Expenses

Expense	Mileage	Cost
Alternate Chair travel		
Host Committee Chair		
Member travel		
Total Cost:		

Other Expenses

Expense	Quantity	Cost
Total Cost:		

Description:

Recap of All Income & Expenses: Include your Host Committee's profit and loss (P&L) statement or Excel spreadsheet that recaps all income and expenses.

Assembly Overview and Host Committee Chair Reports: recaps from Host Committee chairs- their experience, insight, helpful suggestions, notes of interest, better ideas, forgotten items

Additional Documentation: Include copies of: Contract, budget, flyers (English & Spanish), program (English & Spanish), Host committee meeting minutes, final invoices from venue/vendors.

Alternate format of Host Committee recap form:

2025 Assembly Cost Overview	
REVENUE:	
Registration Fee	\$ -
Ice Cream Social	\$ -
Saturday Lunch	\$ -
Saturday Dinner	
Sunday Breakfast	
7th Tradition	\$ -
Area 72 Seed Money	\$ -
TOTAL INCOME:	\$ -
EXPENSES:	
Venue	\$ -
Registration Badges/Supplies	\$ -
Printing Flyers & Badges	\$ -
AV Rental Cost	\$ -
Coffee	\$ -
Stripe Fees	\$ -
Travel	\$ -
Service Charge	\$ -
Sales Tax	\$ -
Other/Misc	\$ -
Area 72 (return seed money)	\$ -
Ice Cream Social Payout	\$ -
Saturday Lunch Payout	\$ -
Saturday Dinner Payout	\$ -
Sunday Breakfast Payout	\$ -
TOTAL EXPENSES:	\$ -
WORKING BALANCE	\$ -

Registrations				
Electeds	0		In-Person	0
Appointeds	0		Online	0
Tech Team	0		Both	0
DCMs	0	0.00%	Total	0
Alt DCMs	0	0.00%	Paper Registrations	0
GSRs	0		Website Registrations	0
Alt GSRs	0		Total	0
Past Delegates	0		Full Registration \$59	0
Volunteers	0		No Registration \$0	0
AA	0		Full Registration \$30	0
Interpreters	0	100%	No Registration \$0	0
TOTAL	0		Total	0

Volunteers (not updated for assembly)		
Service Position	Scheduled	Still Need
Timers (12)	0	12
Registration (10)	0	10
Greeters / Ask Me (10)	0	10
Friday ice cream meal ticket takers (2)	0	2
Registration / Saturday lunch "dot" checkers	0	2
Total	0	36

Food Orders		
Ice Cream	0	\$0
Lunch	0	\$0
Dinner	0	\$0
Breakfast	0	\$0
Total Food Income (including tax & service charge)		\$0
Amount needed to hit \$xx,xxx minimum (including tax)		\$xx,xxx
Food Orders Actual Profit / Loss		0

Room Block	
Reserved Block: La Quinta (9/12/25 cutoff)	50
Booked (xx rooms required or penalty) as of 4/27/25	
Reserved Block: La Quinta (9/12/25 cutoff)	80
Booked (xx rooms required or penalty) as of 4/27/25	
More rooms available?	yes

AREA COMMITTEE QUARTERLY MEETING GUIDELINES

These guidelines are compiled from the shared experience of A. A. members in Western Washington Area 72 (WWA72). They also reflect guidance given through history in the form of final Quarterly reports from previous Quarterly host committees. In keeping with our Tradition of autonomy, most host committee decisions are made by the group conscience of the host members involved. Since these gatherings are a function of the Area, the Area Chairperson as chief facilitator for WWA72 has final approval of plans. The purpose of these guidelines is to assist in reaching an informed group conscience regarding hosting and planning these events.

Quarterly Area Committee Meeting and Facility Guidelines

Any District wanting to put in a bid for a quarterly is encouraged to coordinate with the Alternate Area Chair prior to the April Quarterly.

The following are guidelines to help you prepare for a Quarterly Area Committee Meeting in your district. Through experience, we have found that using the following suggestions make the meeting a more positive experience for everyone.

1. Facilities should be wheelchair accessible. This is to include parking, as well as the bathrooms.
2. Hybrid is strongly recommended. A strong wifi connection is needed.
3. We will need seating for at least 125 at tables and 75 additional in chairs.
 - a. Elected trusted servants plus secretary on dais 7
 - b. Appointed Trusted Servants at front 15
 - c. Timers, interpreters and tech support 8
 - d. At least 2 seats for each district 88
 - e. Past Delegates, Intergroups and CSOs, etc. 12
 - f. Other visitors and observers 75
4. There are a number of schemes that are preferred room layouts. Round tables tend to be awkward because half of the people wind up facing away from the podium. Therefore, if round tables are used, it is suggested that not more than six people be seated at each table.
5. A facility capable of holding 250 people banquet style should be more than adequate. Suggested room dimensions would be 60x70 or approximately 4,200 square feet.
6. The Area provides sound and hybrid (tech) equipment for Quarterly business meetings. Please coordinate with the Area Alternate Chairperson, Sound Coordinator and Technology Committee.
7. A projector and screen should be available. If one is not available, coordinate with the Area Secretary for other options. We use a PowerPoint presentation to aid in discussion and tracking of motions during business.
8. Check with Area Chairperson or Alternate Chairperson to ensure the facility is available during scheduled programming. Generally we need facilities for -3-4 hours on Friday evening and all-day Saturday until 9 p.m. or later.
 - a. *NOTE: Seating should be approximately the same for the Saturday business meeting. Saturday evening sessions are for the completion of the agenda, if necessary.*

9. The function should be self-supporting. Per Motion 90.1, the Western Washington Area can provide seed money to the Host District. Seed money is intended to be repaid after the Quarterly is wrapped and expenses are paid. The Host District can charge registration to cover the cost of fliers, venue, audio/video needs, coffee, etc. Saturday lunch should be charged as a separately as a pass-through item. Observing the 7th Tradition is also an option if the Host Committee should experience a shortfall.
10. The host district is responsible for arranging a no host dinner on Friday night at a local restaurant. Typically seating for 50-60 is adequate.
11. Volunteers are needed both Friday and Saturday. They should be scheduled to include coffee makers, setup and cleanup people and registration and lunch servers. Timekeeper volunteers are required during the business meeting.
12. Make arrangements as early as possible. Secure a tentative facility hold *before* submitting your quarterly bid. Once your bid is accepted, confirm the facility agreement for the required times. Prepare a flyer for your Quarterly to share at the preceding Area Quarterly and publish in at least two Area newsletters. The planning committee is also responsible for creating a Spanish version, so prepare the flyer quickly to allow time for translation. The Area Language Coordinator will help with this.
13. Flyers should feature the location of the business meeting, information on names, rates, locations and contact information of other moderately priced motels in the vicinity of the business meeting as well as the host hotel/venue site for the Quarterly meetings. Generally 60 rooms should be adequate. Space should be provided for pre-registration for lunches by all our committee members and trusted servants. If possible, provide a vegetarian/gluten free option available. Ask the Area Alternate Chairperson if you have questions.
14. Registration forms should include a space and deadline for members to request interpretation or specify other accessibility needs. Be sure to collect contact information for members with specific requests.
15. The Area provides Spanish interpreters for Area Quarterlies. (And ASL interpreters when a voting member requires ASL interpretation.) The Host Committee is not responsible for coordinating and funding the requested interpretation. Communicate requests to the Area Language Chairperson (funding comes from the Area 72 budget).
16. The DCM/Host Committee for the following Quarterly meeting is responsible for taking District, Area and Intergroup placards, timer supplies, and window hangings of the Steps, Traditions and Concepts (in English and Spanish) with them from the current Quarterly, so that they will have them when they are ready to set up.
17. The final function for the host committee is to prepare a financial summary showing the income and expenses for the Quarterly. This can be done using a form provided by the Area Alternate Chairperson.
18. Final wrap up report for the Area Quarterly - See sample.
 - a. To provide information regarding past Quarterlies and to allow hosting Districts to better plan and negotiate prices with hotels, facilities and convention centers based upon previous Quarterly needs and performance.
 - b. Host Committee Chairperson to complete the form with figures provided by Host Committee chairs and members.

- c. Email completed form and requested supporting documents to: Area Alternate Chairperson at altchair@area72aa.org (due prior to the next Quarterly)
- d. Report Host Committee highlights and financials at Area business meeting (Quarterly or Assembly) immediately following the Quarterly you hosted.

Preparing Quarterly Bid Guidelines

1. Bids for the subsequent year's quarterlies are accepted at the second or third quarterly of the previous year (April, July). Your bid needs to provide space for meetings and hotel rooms as listed above. Area Committee Quarterlies are held the first full weekend of each quarter. Caution should be used to avoid New Years Day, Easter and the July 4th weekend.
2. Finding a meeting space can be challenging, so use lower-cost facilities when possible. If using a hotel or conference center, you can often lower room costs by negotiating with a mix of hotel room bookings and meal purchases. A venue that lets the host committee make the coffee is preferred, but if the facility provides it, expect to pay \$30 or more per gallon.

Suggested Host Committee Positions

Host Chair: Set host committee meetings, create an agenda, facilitate meetings, make copies of registration forms. Make sure the registration form is ready, translated, and printed for distribution at the quarterly before your quarterly (or the Assembly if you are a January quarterly). Give progress reports to Area Committee at Quarterlies and potentially the Assembly (depending on which quarterly you are hosting). Day of the event, you, or a designee, is expected to give host committee announcements, meal instructions, etc. The Chair is responsible for writing or compiling a final report.

Secretary: Record meeting minutes, create committee contact list, compile final reports from host committee chairs. Please use the final report form provided by Alternate Chair and send all finished final reports to the Alternate Chair for distribution to future quarterly host districts.

Registration Chair: Receive registrations, enter them into spreadsheet, order materials for badges and meals, have copies of registration form in English and Spanish at onsite registration table. Be prepared with a money box with change and digital payment capabilities for registration funds. Expect last-minute registrations and registration changes. Write and submit a final report.

Facilities Coordinator: You are the main contact with the venue. Confirm details with the Area Alternate Chair and Sound/Zoom Coordinator, including wifi and audio/video equipment needs. Know the layout and contract, and ensure smooth traffic flow for registration, meals, and activities. Participate in the venue walkthrough with the Host Committee Chair and Area Alternate Chair. Be available during the event as the point person for contract-related decisions. Research moderately priced hotels and arrange a block of about 40 rooms, using input from the Alternate Chair and recent host committee reports.

Food Coordinator: Arrange a Friday night no-host dinner at a local restaurant (some committees have had onsite meals of pizza). Plan for an ice cream social Friday night and lunch Saturday at the quarterly. Choose a Saturday lunch menu either through venue or local restaurant or district cooking volunteers. Make sure there are coffee and drinks available throughout the day. Partner with host committee treasurer and host committee chairperson or Area Alternate Chairperson to

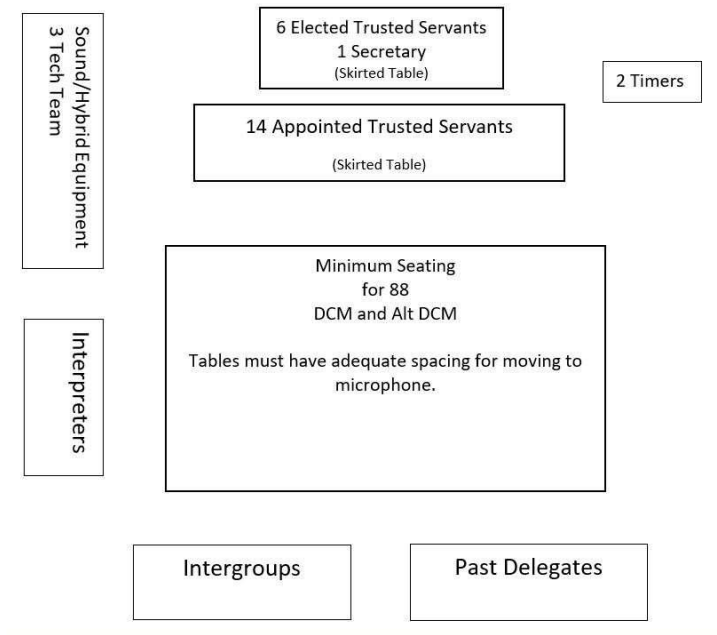
arrange for any excess funds to be used for “special” food items-donuts, cookies, additional coffee, etc. Oversee smooth and expeditious food distribution.

Duties of Treasurer: Develop a budget with other committee members. Deposit money, pay expenses. Know the contract and when monies are due to the facility. Keep detailed records of transactions as they happen, set up a schedule for regular deposits of checks, keep Alternate Chair updated on finances, and write a final report.

Volunteer Chair: Work with host committee chairs to identify and fill volunteer needs. Recruit volunteers, gather sign-up sheets, and plan orientations. For a complete list of positions and shifts, review previous final committee reports and consult the Area Alternate Chairperson. Past coordinators recommend waiting until closer to the quarterly before assigning specific shifts.

For assistance preparing a bid, and throughout the planning process contact the Area Alternate Chairperson.

Sample Room Layout – approximately 60’ x 70’



Quarterly Host Committee Recap Example

Purpose: To provide information regarding past Quarterlies and to allow hosting Districts to better plan and negotiate prices with hotels and venues based upon previous Quarterly needs and performance. This form is simple and easy to fill out, and provides all the basic information to better plan Area Quarterly.

Who completes this form: Host Committee Chair to complete the form with figures provided by Host Committee chairpeople and members. Template can be obtained from Alternate Chair.

Email completed form and requested supporting documents to: Area Alternate Chairperson at altchair@area72aa.org (immediately following the Quarterly you hosted, due prior to the succeeding Quarterly/Assembly)

Report: Report Host Committee highlights and financials at Area Quarterly/Assembly immediately following the Quarterly you hosted.

Quarterly Dates: _____

Venue/Facility: _____

City: _____

Hosting District(s): _____

Registration/Income

Number of quarterly attendees who registered for:

Option	Mail Registration	Online registration	Onsite registration	Total reg.
Quarterly				
Friday Dinner				
Friday ice cream				
Saturday lunch				
Grand Totals:				

Description (what were menu selections, did actual cost shown above include gratuity, how was gratuity handled, etc.):

Number of quarterly attendees:

Option	Mail Registration	Online registration	Onsite registration	Total reg.
GSR				
Alternate GSR				
DCM				
Alternate DCM				
Area Elected				
Area Appointed				
Past Delegate				
Host Committee				
Volunteers				
Other				
Grand Totals:				

Accommodations/Hotel Room Block(s)

Hotel Name	Room type	Rate	# of Room nights in Room Block	# Occupied
Grand Totals:				

Description:

Meeting Facilities

Description (size of main meeting room, space for registration, restroom accommodations, acoustics, what was the cost of meeting space, etc.)

Revenues/Income

Option	Cost	# Purchased	Total Revenue
Quarterly registration			
Friday Dinner			
Friday ice cream			
Saturday lunch			
Concessions			
Grand Totals:			

Expenses**Coffee Service** (If provided / served by hotel / facility)

Description (number of gallons consumed, etc.):

Coffee Service (If provided by hosting district)

Item	Quantity	Cost	Actual Usage
Coffee (regular)			
Coffee (decaf)			
Cups			
Sugar	pack		pack
Sugar substitute	pack		pack
Stirrer Sticks			
Creamer			
Tea			
Misc.			
Total Cost:			

Description:

Office Supplies/Printing Expenses

Item	Quantity	Cost
Flyer		
Meeting minutes/Agenda		
Badges		
Paper		
Ink		
Misc.		
Total Cost:		

Description:

Other Expenses

Expense	Quantity	Cost
Total Cost:		

Description:

Recap of Income & Expenses: Include your Host Committee's P&L Statement or Excel spreadsheet that recaps all income and expenses.

Quarterly Overview and Host Committee Chair Reports: recaps from Host Committee Chairs - their experience, insight, helpful suggestions, notes of interest, better ideas, forgotten items

Additional Documentation: Include copies of: contract, budget, fliers (English & Spanish), Host Committee meeting minutes, final invoices from venue and vendors.

Alternate format of Host Committee recap form:

Quarterly Cost Overview	
REVENUE:	
Registration Fee	\$ -
Ice Cream Social	\$ -
Lunch	\$ -
7th Tradition	\$ -
District Seed Money	\$ -
TOTAL INCOME:	\$ -
EXPENSES:	
Venue	\$ -
Registration Badges/Supplies	\$ -
Printing Flyers & Badges	\$ -
AV Rental Cost	\$ -
Coffee	\$ -
Stripe Fees	\$ -
Travel	\$ -
Service Charge	\$ -
Sales Tax	\$ -
Other/Misc	\$ -
District (return seed money)	\$ -
Lunch Payout	\$ -
Ice Cream Social Payout	\$ -
TOTAL EXPENSES:	\$ -
WORKING BALANCE	\$ -

Registrations				
Electeds	0		In-Person	0
Appointeds	0		Online	0
Tech Team	0		Both	0
DCMs	0	0.00%	Total	0
Alt DCMs	0	0.00%	Paper Registrations	0
GSRs	0		Website Registrations	0
Alt GSRs	0		Total	0
Past Delegates	0		Full Registration \$20	0
Volunteers	0		No Registration \$0	0
AA	0		Full Registration \$10	0
Interpreters	0		No Registration \$0	0
TOTAL	0		Total	0

Volunteers		
Service Position	Scheduled	Still Need
Timers (12)	0	12
Registration (10)	0	10
Greeters / Ask Me (10)	0	10
Friday ice cream meal ticket takers (2)	0	2
Registration / Saturday lunch "dot" checkers	0	2
Total	0	36

Food Orders		
Ice Cream	0	\$0
Lunch Buffet	0	\$0
Total Food Cost (including fees & taxes)		\$0
Amount needed to hit \$xx minimum		\$0
Food Orders Actual Profit / Loss (xx% service fee)		0

Room Block	
Reserved Block (cutoff x/xx/25)	0
Booked (xx rooms required or penalty) as of x/xx/25	0
More rooms available?	yes/no

APPENDIX

- I. Accessibility Committee Guidelines
- II. Archives Policy Statement
- III. Language Steering Committee Guidelines
- IV. Finance Committee
- V. Technology Steering Committee
- VI. Standing Committee Quarterly Guidelines
- VII. Pre-Conference Meeting Guidelines
- VIII. Pre-Assembly Meeting Guidelines
- IX. Districts in Area 72: Location Description

I. Accessibility Committee Guidelines

Accessibility Committee Description: “Accessibility challenges apply to all alcoholics who have difficulty participating in Alcoholics Anonymous, whether those are mental, physical, geographic, cultural, or other factors that vary among people. Some of these alcoholics may experience barriers to accessing the A.A. message, including the literature, meetings, sponsorship, Twelfth Step work, and the service structure.

“Whatever the access barrier may be, the goal of...those who serve on Accessibilities Committees, is to find solutions to help ensure every alcoholic can participate in A.A. meetings, Twelfth Step work, and A.A. service.” (*Accessibilities Workbook* (M-48i), p. 5)

Guidelines for Accessibilities were established by the 2005-2006 Area Accessibilities Chair per motion 04.3 and amended with motion 17.4:

1. That the committee be chaired by an Accessibility Chair who cooperates throughout the rotation with the Language Chair.
2. That the committee gather information and provide assistance on accessibility issues within the guidelines that the committee shall establish and budget allows.
3. That the Accessibility Chair facilitate quarterly meetings to also be attended by the Language Chair. Often members of the Language Steering Committee will also be a part of the Accessibility committee. Therefore, the Language Steering Committee meetings may meet at the Accessibility Quarterly.
4. Help districts by gathering examples of what has worked to share with those who need extra assistance.
5. Facilitate the Remote Communities Subcommittee, if applicable.

Project examples include:

Access needs

- Wheelchair access audit
- Blind/Visually Impaired access audit
- Mobile Meeting solutions
- Semi-truck driver rides to meetings
- Long term care facilities access by district
- Assisted care facilities access by district
- How to set up meetings with ASL interpretation
- How to work with interpreters
- Meeting lists with child care by district

Communications & coordination

- Central Service Offices
- Intergroup Offices
- Websites
- Online Meetings
- PI Committee
- How
- CPC Committee
- Treatment Committee
- Corrections Committee

Additional volunteers may be appointed for defined periods of time to assist with specific language or remote communities projects.

Area Accessibility Committee Mission Statement: The Accessibility Committee gathers information, provides assistance and guidance to groups and districts within the established guidelines provided by our General Service Office. It will raise awareness and share solutions for reaching the still suffering alcoholics who run into complications due to assistance needs and other difficulties mentioned in our committee description.

Our Goals: The goal of the Area Accessibility Committee is to assist districts and groups in providing equal access to all AA activities for all alcoholics.

II. Archives Policy Statement

1. **Purpose:** The main purpose of the Western Washington Area Archives, along with the Archives Steering Committee, consistent with A.A.'s primary purpose, is to keep the record straight so that myth does not predominate over fact as to the local history of the Fellowship. The Area Archives gives the Area a sense of its own past and an opportunity to study it.
 - a) The Area Archives and Repository exists to provide a safe and secure facility for the receipt, storage and preservation of archival material relevant to the past and present activities of Alcoholics Anonymous and its members within the Western Washington Area. It actively collects and preserves historical material so that the maximum number of members of the Fellowship may benefit. The Area Archives assists and acts as a resource for district and other local archives activities.
 - b) This Policy may be changed by the Archives Steering Committee as needed and approved through the Area Committee quarterly process excepting matters affecting structural changes which will require Assembly action as documented by Area Committee Meeting April 1992.
2. **Archives Committee:** The committee consists of the Area Archives Chair, the Area Archivist, the Archives Steering Committee, and District, Central Service Office (CSO) and Intergroup Archivists.
3. **Archives Steering Committee (ASC):** The Archives Steering Committee consists of at least eight members.
 - a) Six appointed members each serve a four-year term. In each odd numbered year, three members will be replaced. (It shall be possible for Steering Committee members to serve two consecutive terms.) Candidates for these appointed Steering Committee positions will send their resumes to the existing ASC in the fall of each even-numbered year (or as needed by vacancy). The committee will then review the candidates and select three members who will then be presented at the next Area Committee Meeting for ratification. This ensures that there will always be some continuity of experience on the Steering Committee. Past members of the ASC may serve as consultants. The Archives Steering Committee formulates the vision, policies, and budget for the Archives. The ASC oversees the safety of the Collection. They are responsible for Repository site-selection decisions.
 - b) The seventh and eighth members of the Steering Committee will be the Area Archives Chair and the Area Archivist.
4. **Archives Standing Committee Chairperson:** The Archives Chair will be selected using the established process for Area 72 Appointed Officers.
 - a) **Duties:** The Area Archives Chair leads quarterly Archives Standing Committee meetings, chairs monthly Archives Steering Committee meetings and, when necessary, facilitates decisions regarding repository site selection. The Archives Standing Committee Chair participates in the annual Area Assembly and Area Quarterly meetings as an Appointed Officer. Submits a written report to the secretary by the designated deadline and delivers an oral report at each Area Committee business meeting. Presents on a Friday Night panel during the Assembly when requested and contributes a monthly article to the Area Newsletter.
5. **Archivist:** The Area Archivist is an Appointed Trusted Servant and as such, has the full Right of Participation, as defined in Concept IV, at Area 72 Quarterlies and Assemblies.

- a) Selection of Area Archivist will be as follows: the Archives Steering Committee will select, replace, or reappoint an Archivist using the currently established process: in the fall of each even numbered year the Steering Committee will solicit resumes for the position of Area Archivist. These resumes are sent to the ASC for their review. The Steering Committee then selects the most qualified individual. The selected resume is forwarded to the Area Chair for ratification at the first Area Committee Meeting of each rotation.
 - b) The term of Archivist is two years if reconfirmed by the Steering Committee up to eight years.
 - c) Qualifications: Reflect past archives interest and experience, participation on the Archives Committee, and organizational skills pertinent to the maintenance of the Archives files.
 - d) Duties: The Area Archivist manages the Area 72 Repository, manages the collections (such as artifacts, paper, digital/audio information, photographs, and videos) and is responsible for the maintenance of the digital catalog and a consistent filing system. The Area Archivist also manages Archives Repository volunteers, work parties, and coordinate archives training efforts. Represents the Area at the National AA Archives Workshops. (Per Motion 19.3, funding is built into the annual Area budget. Confirm with the Alternate Treasurer before incurring/submitting expenses.) As an Appointed Officer, the Area Archivist attends the annual Area Assembly and Area Quarterly meetings. In addition to participating in the business meeting, the Archivist brings items from the Area 72 Archives for display, space permitting. They attend quarterly Area Archives Standing Committee meetings, attend monthly Archives Steering Committee meetings, and when necessary, assist in Repository site-selection decisions.
6. **Archives Steering Committee Funding:** Steering Committee members will be reimbursed for travel costs required in the performance of the responsibility of their position on the Archives Steering Committee. Said reimbursements to cover costs (mileage, travel fees, lodging, and meals).
 - a) Western Washington Area Archives Funding: All funding for the Archives derives from the Western Washington Area 72 approved budget. The Archives will not participate in general fund-raising activities. The Archives may encourage non-monetary contributions for specific needs, i.e., historical materials, Grapevine binders, filing equipment and supplies. The Archives Repository rent, utilities and operating expenses and supplies are funded separately. Coordinate purchases and expenses with Area Alternate Treasurer to ensure spending is within approved budget.
 7. **Scope of the Collection:** The Collection includes paper items, digital files, and physical artifacts in many forms. The committee collects historical items that are pertinent to Western Washington Area A.A. and items of general A.A. historical interest. The Archives is the repository for all Area historical business and financial records. (This may include non-A.A. items, which are a significant part of A.A. history.)
 8. **Display policy:** All Members in the Area should have the opportunity to view the Traveling Display. Steering committee members appointed and trained by the Archivist may assume responsibility for and show the display when the Archivist is not able to do so. Individuals or groups are not supported except in cases where they request the display for functions attracting a general AA audience from beyond their immediate group. In all cases, the Steering Committee will approve exhibiting the Traveling Display. The Archives Traveling Display is never left unattended unless it is locked in a secure place. The Traveling Display takes several forms: compact for one-day or shorter showings and more extensive for multi-day showings such as the Area Assembly. It is not the intent to display as

much of our holdings as possible; rather we should try for quality and maximum interest and information.

9. **Anonymity/Confidentiality/Permissions:** Access to the Area Archives Collections will be approved and monitored by the Archivist and Steering Committee. Generally, access to personal correspondence and sensitive materials will be based on need. Original material is never altered, alterations are to be made only on copies. Original books and articles containing autographs, etc. are displayed without alteration.
10. **Safety and Preservation of the Collection:** The Area Archives exist to preserve the integrity of the items in the Collection for future access to our history, therefore, the safety of these items are their direct responsibility.
 - a) Archives records and materials such as correspondence and reproducible paperwork, audio files, and photographic images can be safeguarded best by setting up a duplicate file kept in a digital location or another physical location valuable non-reproducible artifacts should be stored in a fire-resistant cabinet.
 - b) Loan of Archival material: Material may be loaned only with the Steering Committee's approval. Any loan or distribution of Archives materials is the responsibility of the Steering Committee, not of the Area Archives Chair or the Area Archivist as individuals.
11. **Corrective Action:** The Area Archives Chair, Area Archivist and the Steering Committee are directly responsible to the Western Washington Area. Any perceived need for corrective action should be discussed by the ASC and if further action is needed, they may address the matter directly to the Area Chair.

See the *Repository Handbook for the Archives Steering Committee* maintained by the Archives Steering Committee for additional details.

III. Language Steering Committee Guidelines

Established by Motion 17.4, the Language Steering Committee was created to support and coordinate translation and interpretation needs for Area business events. In practice, the Language Steering Committee functions as follows:

Suggested Composition of the Language Steering Committee

1. Appointed Area Language Chair
2. ASL interpreter coordinator
3. Spanish interpreter coordinator
4. ASL calendar coordinator
5. Accessibility Chair
6. Past Delegate

Committee Responsibilities:

1. Coordinate Spanish and ASL interpretation at the three Area Quarterlies and the annual Area Assembly. Funded by Area treasury, per Motion 09.1.
2. Coordinate Spanish and ASL interpretation at other Area events such as Pre-Conferences, GSR schools, Pre-Assemblies, and Area standing committees (upon request by a district committee chair), etc. Funded from language committee line of credit.
3. Manage all language translation projects for the Area Committee. Projects may include (but are not limited to): the Area Quarterly and Assembly Minutes, appointed and elected officer reports, Area event agendas, the Area Handbook, the GSR Handbook, DCM Handbook, committee Quarterly flyers, and other documents needed to provide Area Committee information to non-English speaking servants in the Area. Funded from language committee credit line.
4. Manage language translation and ensure distribution of up to the Area Newsletters, especially the editions with Area Committee minutes from the Area Quarterlies and Assembly. Funded by the Area treasury. Motion 18.5 (previously Motion 07.2)
5. Maintain and distribute an ASL calendar for A.A. meetings in the area which provide ASL interpretation. Funded by language committee credit line.
6. Works with the Area Treasurer and Alternate Treasurer to estimate budget for each year.
7. The Language Committee is responsible for inventorying, storing and if appropriate, loaning the Area interpretation equipment. The Language Steering Committee came up with the following guidelines to streamline and facilitate the process of requests for Area business non-Area business use.

Policy: To promote unity across language communities, the Language Steering Committee (LSC) agreed that interpretation equipment may be loaned to Area standing committees, districts, and groups. If requests conflict, the Language Chair will determine priority, giving precedence to Area business meetings and Standing Committee meetings. All requests must be submitted to the Language Chair, who will decide on availability and appropriateness. The Language Chair also

maintains a calendar of scheduled events using the equipment and keeps contact information for all requestors.

Note: Usage of Area equipment or the Area's regular interpreters does not mean the Area will cover interpretation costs. Responsibility for paying for interpretation services rests with the group coordinating the event..

How to request: The Language Chair will be the point person for coordinating use and pick up/drop off of the Area's translation equipment. Depending on where the equipment is stored there will be a sign-in/out sheet and a regular inventory completed by the Language Chair to confirm the equipment is returned and in good working condition.

IV. Finance Committee

Purpose

The Western Washington Finance Committee's purpose is to be a resource to the Area on financial matters. The groups, having the authority to make financial decisions, have delegated some of that authority to the Area Finance Committee. No body of motions can offer perfect guidance in continually changing situations with rapidly changing technology, thus the Area strives for a flexible financial structure, while exercising the principles of our Fellowship to exercise prudence when spending group and Area funds.

Committee Composition

- The Finance Steering Committee consists of the Area Alternate Treasurer, the Area Treasurer, a Past Delegate and four to seven interested District Committee Members. The committee is chaired by the Area Alternate Treasurer.

Committee Functions

- Assist groups and districts in research of the financial impact of motions and/or the financial background for motions.
- Administer an annual variable budget, equal to 5% of the yearly approved budget to pay for unforeseen or unexpected service-related expenses for Area Elected and Appointed trusted servants and Area Committees. (Motions 06.2, 10.3)
- Continually look at better ways for the Area to operate with financial prudence.
- Investigate and recommend software for the purpose of Area financial needs.
- Keep minutes of all committee meetings and have readily available to the Assembly and the groups.
- Review proposed Area budget and provide input and suggestions prior to presentation to the Area Committee at the January Quarterly.
- Participate in the evaluation of the working reserve; being sure to consider upcoming (first quarter) expenses while guarding against accumulation of funds for no stated A.A. purpose. (Motion 18.1)

Guiding Principles

- The conscience of the Finance Committee operates on the principle of substantial unanimity.
- Finance Committee members are expected to use the principles endowed in the Tradition and Concepts for guidance.
 - Final authority rests with an informed group conscience (Concept I)
 - Right of Decision (Concept III)
 - Every service responsibility should be matched by an equal service authority with the scope of such authority well defined (Concept X)
 - "Sufficient operating funds, plus an ample Reserve, should be its prudent financial principle." (Concept XII, Warranty Two)
- In the spirit of the Seventh Tradition, Area 72 should be self-supporting in all its affairs

V. Technology Steering Committee

Created with the passing of motion 22.3, the Technology Steering Committee shall consist of the Area Sound System Operator, Area Webservant, and at least three AA member volunteers.

Additional volunteers may be appointed for periods of time to assist with additional tasks at the discretion of the steering committee. Co-Chaired by the Area Sound System Operator, and the Area Webservant, the technology steering committee is charged with meeting the technical needs of the Area, including but not limited to making Area business meetings hybrid, managing the Area email/cloud storage system, online meeting platforms, and assisting with technology education/workshops.

VI. Standing Committee Quarterly Guidelines

These guidelines are provided to help you prepare for and host an Area Standing Committee quarterly meeting in your District. Based on experience, we've found that following these suggestions, when possible, helps create a more positive experience for everyone involved.

1. Book a facility with room to seat 30 to 50 people (depending on Committee size), with tables available for both seating and displays if needed. Confirm the availability of refrigeration, coffee makers, and other necessary equipment. Reserve the room to cover the full meeting schedule from 9 a.m. to 4 p.m.; ensure early access to the space so the setup crew has enough time to prepare and be ready by the scheduled hospitality or start time. Make sure the facility has working lights, heating, alarms, and trash service, and that you know how to operate them during the event. Finally, confirm that the building, parking, and restrooms are wheelchair accessible.
2. Work with the Area standing committee chairperson to create a flyer that includes directions, a map, and details about parking and accessibility. When designing the flyer, include a space for attendees to request special accessibility accommodations, such as interpretation. If a request is received, contact the Area Language Chair or Area Accessibility Chair for guidance. Prepare flyers in both English and Spanish if interpretation will be provided, and distribute them at the next standing committee quarterly and at the Area Quarterly before your event. Also, coordinate with the Area committee chair to ensure the quarterly is announced in the Area Newsletter and on the Area website.
3. The event should be self-supporting. The host district is responsible for selecting a reasonable, functional meeting site. Some districts fund the event from their district budget, while others collect 7th Tradition contributions from attendees.
4. Typically, the host provides breakfast hospitality (such as pastries) before business begins, along with a lunch entrée and beverages. Side dishes and desserts—including vegetarian options if possible—can be contributed potluck-style. If the venue is more expensive than usual, consider hosting a potluck instead of providing a full meal. Check the venue for cups, utensils, and serving pots for coffee, tea, and water, and supply any that are not available.
5. Volunteers are needed to help with coffee service, setup and cleanup, and serving lunch. Arrange tables, chairs, and any necessary equipment for the meeting, and prepare and place signage to direct attendees to the meeting room.
6. The host committee's final responsibility is to prepare a financial summary for Area records. This summary should include income, expenses, attendance, equipment used, successes, and lessons learned from the quarterly. This information helps your district and future standing committee hosts plan and budget more effectively.

November Standing Committee Quarterly (example of expenses, two scenarios)

Room Rental	\$100.00	Room Rental	\$100.00
Food	\$75.00	Food	\$75.00
Total	\$175.00	Total:	\$175.00
Contributed from Dist.	\$100.00	Contributed from Dist.	\$100.00
Received from basket	\$100.00	Received from basket	\$50.00
Subtotal	\$200.00	Subtotal:	\$150.00
Difference to District: \$25		May seek reimbursement: \$25.00 from Area*	

*Per Motion 03.3, Western Washington Area may reimburse the host committee or district up to \$100 for facility rental if the event is not self-supporting. The host committee may use 7th Tradition proceeds at their discretion and with integrity and will decide whether to request Area reimbursement. Keep all receipts to document any shortfall. Reimbursement is intended as a last resort, not a guarantee.

VII. Pre-Conference Meeting Guidelines

The Pre-Conference gives the Delegate an opportunity to review upcoming General Service Conference agenda items with GSRs. The meeting is primarily informative, preparing GSRs to discuss the items with their groups and then share their group consciences directly with the Delegate. This process helps the Delegate gather the Area's collective thoughts and concerns to bring to the General Service Conference.

Hosting a Pre-Conference: The Delegate will reach out to the DCMs for scheduling (typically in January). Several Districts in a geographic region of the Area generally share the responsibility of organizing and hosting these gatherings, of which there are four per year (for geographic ease). A virtual pre-conference has also been available in the last few years.

The DCMs in each grouping are responsible for securing the facility and producing a flyer. The facility should be as low cost as possible as there is no registration fee for this event. The flyer should include the date, time, location, the purpose of the pre-assembly, and whether the 7th Tradition will be observed, or if funding will come from the host Districts. The flyer should be sent to the Delegate, newsletter, and webservant. For more information, please talk to the current Delegate.

VIII. Pre-Assembly Meeting Guidelines

Pre-Assemblies are held in August prior to the annual Western Washington Area Assembly. The purpose of a pre-assembly is to prepare GSRs (and through them their Groups) for the Annual Assembly. The GSRs are provided background information and answers to questions regarding the motions and discussion topics on the Assembly agenda. The GSRs then carry all the information back to their Groups for full discussion. Through thorough discussion, the Group comes to an informed Group Conscience which the GSR carries to the Annual Area Assembly.

Pre-Assemblies are attended by the Area Chairperson and the GSRs of the hosting Districts. The GSRs are provided background information and answers to questions regarding the motions and discussion topics on the Assembly agenda. The GSRs then carry this information back to their groups for discussion. Through thorough discussion, the group comes to an informed group conscience which the GSR brings to the annual Area Assembly to participate in the building of the Area group conscience. In addition to covering content, Pre-Assemblies are a good opportunity to introduce GSRs or new members to the Assembly weekend program, review best practices, and if appropriate review the Third Legacy voting procedure.

Hosting a Pre-Assembly: The Area Chairperson will group districts by geography and assign a date for Pre-Assemblies, typically, Saturday or Sunday. Generally, several adjoining districts will share the responsibility of organizing and hosting these gatherings. A virtual pre-assembly has also been available in the last few years. The DCMs in each grouping are responsible for securing the facility and producing a flyer. The facility should be as low cost as possible as there is no registration fee for this event. The flyer should include the date, time, location, the purpose of the pre-assembly, and whether the 7th Tradition will be observed. The flyer should be sent to the Area Chair, newsletter, and webservant. For more information, please talk to the current Chairperson.

IX. Districts in Area 72: Location Description

Condensed District Location Guide for Area 72

- District 1 Hispanic linguistic district: King County south to Olympia
- District 2 Camano Island and Northwest Snohomish County, Stanwood, Arlington, Silvana
- District 3 Southeast Snohomish County: Lake Stevens, Snohomish, Monroe, Sultan, Goldbar,
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- District 4 Skagit County: Burlington, Concrete, Mt. Vernon, Sedro Woolley
- District 7 Southern Clark and Skamania Counties: South Vancouver Area, Camas, Washougal,
Stevenson, Carson
- District 8 Thurston and Mason Counties: Olympia, Shelton, Lacey, Tumwater, Hoodspport, Matlock,
Rainier, Littlerock
- District 9 Central Tacoma, Fircrest
- District 10 Kitsap Peninsula: Silverdale, Bainbridge Island, Port Orchard, Poulsbo, Chico, Belfair,
Olalla, Bremerton, Kingston
- District 11 Whatcom County: Bellingham, Blaine
- District 12 North and East Snohomish County; Everett, Marysville
- District 14 West Seattle, White Center, Vashon Island
- District 15 Downtown Seattle, West Capitol Hill, South Seattle
- District 16 Northeast Seattle: University District, Northgate, Lake City
- District 17 Northwest Seattle: Ballard, Crown Hill
- District 18 Renton, Kent, Tukwila
- District 19 South Everett, Mill Creek, Mukilteo
- District 21 Grays Harbor and Willapa Harbor Areas: Aberdeen, Hoquiam, Montesano, Raymond
- District 22 North Olympic Peninsula: Port Angeles, Forks, Joyce, Neah Bay, Clallam Bay
- District 24 Southwest Snohomish County: Lynnwood, Edmonds
- District 25 Area-wide online district
- District 27 Cowlitz, Pacific and Wahkiakum Counties: Longview-Kelso, Ilwaco, Long Beach
Peninsula
- District 28 Lewis County: Centralia, Chehalis area
- District 29 Puyallup, Eatonville, Orting
- District 31 Burien, Des Moines, Tukwila, SeaTac, Normandy Park
- District 32 Auburn, Federal Way
- District 33 East Kent, Maple Valley, Black Diamond, Covington, Hobart, Summit, Ravensdale
- District 34 Bellevue, Redmond, East Lake Sammamish, Mercer Island
- District 35 Issaquah, South Sammamish Plateau
- District 36 North East King County: Snoqualmie Valley, Duvall, North Bend, Carnation, Fall City,
Preston, Snoqualmie Pass
- District 37 North Clark County, North Skamania County: North Vancouver, Battle Ground,
Woodland, Orchards

District 38 Kirkland

District 39 Bothell, Kenmore, Woodinville

District 40 East-Central Seattle: East Capitol Hill, Madrona, Madison Beach

District 41 North-Central Seattle; Queen Anne, Magnolia, South Lake Union

District 42 Northwest Seattle: Shoreline, Lake Forest Park

District 43 Burley, Fox Island, Gig Harbor, Lakebay, Manchester, Olalla, Port Orchard, Retsil

District 44 North Tacoma

District 45 Southwest Pierce County: South Tacoma, Lakewood, Parkland, Spanaway, Steilacoom

District 46 Whidbey, Fidalgo, Anacortes and the San Juan Islands

District 54 Bonney Lake, Enumclaw, Buckley, Carbonado, South Prairie, Greenwater areas

District 55 Sequim area

District 56 East Jefferson County: Port Townsend, Quilcene, Brinnon, Port Hadlock, Chimacum,
Coyle

District 57 Hispanic linguistic district: Snohomish County (Lynnwood) north to Canadian Border

District 58 Hispanic linguistic district: Olympia to Vancouver, west to Aberdeen.

See the Area Directory for visual maps of the district boundaries in Western Washington