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Draft For Approval **SENY COMMITTEE MEETING** **MINUTES**

SENY REUNIÓN DEL COMITÉ DE ORDEN DEL DÍA

CHURCH OF THE HOLY FAMILY, 2158 WATSON
AVENUE, BRONX, NY 10472-5402

**MONDAY, December 5, 2016 (7:30-9:30
PM)**

ACTION ITEMS:

LINK Articles: Send LINK articles for next issue to link@aaseny.org by .

(7:00pm) New DCM Orientation – Saadi (Nueva Orientación DCM)

Meeting called to order @ 7:32pm

- *Serenity Prayer* Rick W., Chair
- *Daily Reflection (Reflexión Diaria)* – Sherry A., DCMC Orange County
- *Preamble* – Jim S., DCM 113 Suffolk / *Preambulo* – Juan GSR Solo Por Hoy, Freeport
- *SENY Statement of Purpose (Declaración de Propósito SENY)* – Rick W., Chair

General Housekeeping –

- o Voting clarifications for quorum – we have a quorum
- o Roberts Rules of order and 2/3 unanimity

Approval of Minutes from Previous Committee Meetings *(Aprobación del Acta de la reunión anterior del Comité)*

- *Motion made and seconded to approve Nov minutes.*
- *Yes= 31 No= 0 Abs = 1*

Motion Carries

Introductions (Presentaciones)

- *New DCM's and DCMC's (Nueva de DCM y DCMC)*
- *Past Delegates & Guests (Los Delegados y Huéspedes Anteriores)*
- *Upcoming events: Visit www.aaseny.org for more details about events.*
- *Thank you service chefs and Kevin Mch. for setup*

Officer Reports (Informes Oficial)

Delegate: Jim W., delegate@aaseny.org

- Since we last met I have been doing some 7th tradition workshops and some group inventories. Next week I will be doing a post-Conference report in Queens along with other activities scheduled for the month of December
- I received an email regarding staff announcements. The retirement of MaryClaire Lynch was announced and we wish her all the best. As of December 1st, Rick Walker will move into the conference assignment and Clement will move into Rick's position while continuing his work on Accessibilities and Treatment. With this retirement, there are now two openings at General Service Office. Replacements are being looked for.
- From AAWS meeting in October, Alvin Z has joined GSO as director of Administration and Services. He was serving as Class B Trustee of the General Service Board.

- In terms of publishing, Sept sales were ahead of budget and actual gross sales for 2016 are also up from what was estimated. Contributions were also more than expected.
- Non-trustee committee openings on CPC, PI and on Treatment and Accessibilities. If you are interested, please see me as soon as possible.
- The office manager for SENY is in the process of reorganizing the storage room and there are three boxes of conference reports that need to be removed. The county that needs to pick them up, please see me after the meeting to make arrangements to pick them up.
- Thank you for the experience to serve you.

Alternate Delegate: John W., altdelegate@aaseny.org

County-level events since we last met on November 7 include:

I attended the Hispanic Convention in Ronkonkoma. There was a larger presence than in the past. Thank you to all who showed support. I attended BxUM Spiritual Breakfast and Brooklyn Spiritual Breakfast and this coming Thursday is the last meeting of the service participation workshop for this rotation. Still coming up, I am doing a BxUM County Inventory this week and the last Assembly of the Hispanic District on the 18th. I have been focused on transition efforts to ensure a smooth transition to Panel 67. Thank you for the privilege to serve.

Treasurer: Manny A., treasurer@aaseny.org

1. November financials were distributed.

Motion to accept made by Kevin seconded by Colleen

Question:

Y = 44 N = 0 Abs = 1

Motion carries.

2. We had the budget workshop meeting this past Saturday. Michele and I will be working to create the budget for 2017.
3. I have attended the Hispanic Convention. I will be conducting a few group inventories and I will be speaking on the 3rd tradition in Spanish.
 2. 7th Tradition passed - \$137

Registrar: Fred M., registrar@aaseny.org

Based on feedback I received from a GSR after our most recent Assembly, I'm going to experiment with structuring my reports based on the intended audience (GSRs, DCMs, etc), and also have a slide for suggested takeaways to include in your report to whatever entity you serve.

I did not get a newsletter out this month. I should've found a way to get it out in time, so I don't want to offer this as an excuse - but it is not a logical way to structure the work. I've suggested moving this out of the Registrar's position in my suggestions to the Publications Review Committee, and I hope they take me up on it.

I am waiting to hear from the Web Chair to add Mailchimp to our SPF record (a way for email clients to verify the email came from us and should be trusted) - this should make it way more likely that our email newsletter will wind up in recipients' inboxes rather than spam folders.

Added some new automation, and engaged a freelance developer to do what I couldn't:

- If someone subscribes to our email newsletter or unsubscribes on their own, or updates their email address or language preference, that change will be automatically pushed from Mailchimp into our database.
- Additionally, unsubscribers will also receive an email checking to see if they still hold their position. I did the same for Queens and Westchester, since those counties have opted into our shared database and also use Mailchimp.
- What's next: automating passing email address updates from Airtable into Mailchimp.

Submitted our Mail Anywhere application to the USPS - if approved, we will be able to deploy our mailings from any BMEU (Business Mail Entry Unit) instead of the two in Manhattan.

Reached out to everyone with an address "unmatched" by USPS' verification system so that we don't waste money on bad addresses.

I attended the National AA Tech Workshop. I'll be reporting on it most likely at the February Assembly.

For anyone with Views, you can now get a daily summary of alerts for new members / groups within your district / county instead of getting them one at a time.

No changes since the November Assembly with regards to counties opting into the shared database. Same number of opted-in counties (10 of 13) and same number fully operational (7 of 10). For Bronx - Upper Manhattan, Manhattan, Rockland, and Staten Island the transition is in progress or yet-to-start.

We had 9% participation at our November Assembly (130 voting members out of a possible 1405).

Recap:

- Encourage your county to opt into the shared database if they haven't already
- Email me if you want a daily summary of new member / group alerts instead of receiving them one at a time
- Report on your county's / district's participation using our participation analytics
- Even though the rotation is upon us, DCMs should still make sure all groups within their District are in Airtable. All you need to do is email me missing group names - it doesn't take long and adds a lot of value.

Questions:

- **The Mail Chimp Upgrade, was there a cost for that?** It wasn't an upgrade per se, I think the amount of money we are on the hook for the developer out of my budget so far is \$140. And that is at \$20 per hour. A lot of the work he did was laying foundation work for anything else we might be doing in the future.
- **Were there any other incurred costs?** As far as the automation, no. The other thing we are working on is that when we don't have information on how someone wants to hear for us, I set up something that would read the data base and automatically deploys a letter through the postal service that would say we have this mailing address for you, but we are missing other information, please contact us. That is not off the ground yet. There will not be any cost for that other than the cost for each letter which I believe will be \$0.85 per letter instead of \$0.47. **How will we pay for that? Is that an invoice thing?** No, it's something that runs exclusively without an invoice. I know Manny gave it a try but we have to try it again, that is why it is not up and running yet. A payment method needs to be added to the account. We have an opportunity to tie our bank account to it so that a trusted servant does not have to front the money and it would be paid directly from our account. **So, it would be taken out of our account directly?** Yes the \$0.85 per letter would be taken out directly and looking at historical data it does not seem it would go above at most \$200.
- **Regarding the lists the newsletter goes out to. I compared a list for the Link to your list and our list is much longer than yours. Is there some way we can keep a list of people who wish to receive the area newsletter but do not have a service position?** Yes, that is already in place.
- **Could you clarify please, did you say you hired a consultant and they are going to take money out of our bank account?** No, I said I am paying a freelance developer to do work I could not do for myself.
- **Discussion about money coming out of bank account and clarification of process.**

- **When you think you are streamlining a process on your end, you have no idea what the repercussions are on the treasurers end. I think it would be a good idea to run it by other people before you make a decision like this. Currently we have money coming out of our account for online contributions and it was a nightmare to try and figure out the process. It is ok to streamline things, but we move like a glacier in AA so that we can talk about them first and not just do them. I would recommend that you don't have someone take money from the SENY bank accounts until you contact the treasurer at the very least and the rest of the body.** Respectfully, I think we should be hearing from the treasurer who I have spoken to and it is the treasurer that gives that information out, not me. I am not doing it without the treasurer and it will only be done with the treasurer. **Do you are not taking money out of the SENY account and not letting people know?** No

Chair: Rick W., chair@aaseny.org

- Jane and I have our last transition meeting scheduled for this Thursday. She has prepared herself well to begin serving for the next rotation.
- Thank you to all the Standing Committee Chairs who have served over the past 2 years.
- Thank you Panel 65!!!

Old Business (Asuntos Pendientes)

None

New Business (Asuntos Nuevos)

None

DCM Forum: Challenges or Best Practices:

- **None**

Special Reports:

SENY Archivist, James:

- Showed Committee a non-flatbed printer that is used to copy documents for archives.
- Documents scan and then are loaded up to a database that we paid to have this database built for our archives. Anyone should be able to enter the document into the system and load it to the right place. Then a place documents in special folder. The folder holds about 5 years of minutes. Digital documents are redacted and added to the database for publishing. The author and donator are recorded. This is going to take quite a while to keep doing this work. It is an extensive project. In this next year, we will be looking to make another purchase of a printer to print labels to seal each bag and we will know what is the content of each bag.
- In this next two years, we will be looking for an associate archivist to serve for the next 3 years and then rotate into the SENY Archivist for the following 6 years.
- To ponder in the future: We have some archives that are not actually SENY archives, they are County archives. Should we return those back to the County or keep them with the SENY archives?
- This work is very important and will need to continue over the next rotation. Please check out the SENY Archives website at www.senyhistory.org

Questions:

- **I saw at least one of the counties listed, do you have a division of storage by counties, do you want county materials?** No thank you
- **Is there a tutorial to work on this?** Not really, but the apprentice will work on this.
- **How many pages do you think you will be scanning?** Thousands or tens of thousands

Ad Hoc Finance Committee- Ira B.

- Copies of the report are available for each person and report is attached here
- A history of the two recommendations was given.
- **Suggestion: To hold a treasurer’s workshop or round table with counties and possibly districts. This committee is there to support the goals of our service entity and to assist in helping if given that opportunity.**

Questions:

Clarification regarding last sentence “All other Workshops performed under this budget line will be based on Conference considerations by Delegate.” Clarification will follow

Recommendation # 1: How do we go about finding out if a County has no funds available, and where will the funds be coming from? The wording of the first recommendation came from an older document. The issue is that there is a line item for SENY Workshops and there is no guidelines as to how the money is spent although there are understood traditions. The request to the committee was to come up with guidelines as to how the money should be requested and that the committee can use to figure out about approving a workshop. If a county wants to host a service workshop, it should be funded by the County or the District and its constituents. This was not always followed prior. The idea is not to say under no circumstances should SENY consider the funding, but rather that as a district goes to the County and the County would come to SENY.

You mentioned you have not met this year, how do you generate ideas or proposals without meeting? I will take that as a suggestion that I subscribe to, these are suggestions that have not been acted on yet.

Motion to accept the first recommendations from the Ad Hoc Finance Committee motion made by Steve K, seconded by Steve F

Discussion:

- I am unclear about where the money is coming from and how we check the County funding. I am concerned that without more information about going forward
- The budget line is \$1000 and it is \$250 per event, is this basically clarifying that.
- I think it specifically says funding for service workshops and is related to the direction given January 2015 and they have revised that based on the Joy of Service Workshops put on this year. I see that the Ad Hoc Finance Committee if there is a need for a County then the money will be available
- In the past workshops, have been partially funded by this body and the workshops have not always been service related. That maybe should not be happening.

Motion vote: Yes - 25 No - 6 Abs - 7

Minority Opinion:

None

Motion Carries

Motion made for the second recommendation regarding gas mileage made by William seconded by KC

Discussion:

- I think the challenges of tracking the price of gas when one travels is burdensome. The cost of travel is not covered fully as is and this gets difficult.
- The mileage reimbursement basis comes from general accepted accounting principles and IRS regulations. The numbers are not intended to completely reimbursed. The idea is that this would not be changed every month, the intent is that during the budget process for next year an acceptable standard would be used for the following year.

- The numbers from the IRS are for people getting paid while they are traveling. There is extra wear and tear on automobiles, etc.
- I belong to other organizations and usually we get \$0.55 per mile
- The purpose of the increase originally was to cover the above \$4.00 per gallon for gas but the recommendation is to bring it down based on the cost of gasoline on January 1.

Motion vote: Yes = 10 No = 18 Abs = 8

Minority Opinion:

- The only statement that rings through my ears is the legality of price reimbursement for non-profit. If the guidelines say we are supposed to be doing this, then we need to do this.
- I voted for it based on what we are supposed to be receiving as a non-profit service.

Does anyone want to change vote?

Reopening Discussion:

Y = 20 N = 6 Abs =

- Discussion: Get from tape

Motion to table motion

Point of order:

- Good points have been raised, let the Finance Committee meet with the Treasurer and the Accountant to come back with another motion

Y = 35 N = 2 Abs = 0

Minority Opinion: None

Motion Carries

Standing Committee Reports

Service Sponsorship Chair: Thank you for allowing me to serve

Web Committee – Ongoing activities include the following.

1. Spanish Language site content current

- This past September we launched the Spanish option for aaseny.org content.
- Exceptions from direct translations include Service Contact links to officers and chairs who do not read Spanish, in which cases buttons remain in English, but in every case possible we have created full translation of site content.
- Translation of new site content will remain an ongoing requirement.

2. Implementation of new email platform

- After extensive deliberation, diligence, and more deliberation, we have achieved consensus regarding a new third party service provider.
- Full implementation of the new platform will be complete on or about January 15.
- Incoming members will be provided with accounts on the new platform and existing members will have the option of migrating at this time or in the future.

3. Committee procedures

- We have found advantages of working as a team outweigh disadvantages.
- Disadvantages include difficulty convening regularly, though we do like meeting when we can all get together.
- Advantages include sharing of responsibilities and more deeply reliable service to the Area, though we are still working on an agreed upon set of protocols.

Corrections Committee

- People who are interested in corrections come to the meetings and get involved. Thank you

Intergroup Liaison

- Thank you everyone who helped support my efforts during this rotation
- Last meeting Suffolk County Intergroup Office Sunday 12/11

Office Manager

- Thank you officers

Treatment/Facilities

- Giving books to Center for Liver Disease, Westchester Hospital had 5 units with 5 meetings a day. The Westchester representative for Treatment is working on making sure these meetings are taken care of, along with El Rio House in the Bronx has questions regarding women and sponsorship. Our final meeting will be on December 18th at NYC Intergroup.

SENY Convention

- We have an outstanding Planning committee and we are asking you to please talk about the convention at your homegroups. Next meeting is Saturday December 17 2pm in the SENY Office

Agenda Chair

- If you want something published in the LINK, please send it to Agenda and it will go to the LINK in unison

Archives Chair

- Last Archives committee meeting is cancelled. Any committee chairs that are rotating out, please email the archives chair. Please email it to us.

Suffolk County – March 5th Unity Breakfast \$28

Staten Island County – Traditions Workshop this Saturday morning 10am

Motion to Close

Meeting adjourned 9:45 pm @ by Rick W., Area Chair with A.A.’s Declaration of Unity

Thank You for Participating and for Your Service!

NEXT AREA 49 COMMITTEE MEETING

Monday, January 2, 2017 – 7:30pm – 9:30pm

Church of the Holy Family, Mechler Hall
2158 Watson Avenue, Bronx, NY 10472-5402

NEXT AREA 49 ASSEMBLY

Saturday, February 12, 2017 – 9:15am – 3:15pm

[HOST: NASSAU COUNTY]

TBD