

August 21, 2018

Business Meeting, District 5, South Florida Area 15, General Service Committee
Arcadia, Boca Grande, Englewood, Ft. Ogden, Nokomis, North Port, Port Charlotte, Punta Gorda, Venice

www.aadistrict5.org

www.area15aa.org

DCMs Contact Info:

Venice: Mary O. 941-223-8765; **Arcadia and Englewood:** Wes L 941-815-2287;

Punta Gorda: Jen N. 941-661-1074; **North Port:** Diane M. 941-284-3216;

Always Available Mark W. District Chair 941-716-0621

MINUTES ARE CONFIDENTIAL: must not be posted in public places (clubs, bulletin boards)

NOTE: All reports and motions must be handed to or emailed to secretary@aadistrict5.org on or before the business meeting is held and no later than the weekend thereafter. Please use Arial 12-point font and submit word or page docs rather than .pdfs for ease of insertion. THANK YOU!

Next Meeting 7pm GSR Sharing, 8pm District 5 Business Meeting
Community United Church of Christ, 3450 Biscayne Drive, North Port
on September 18, 2018 (the 3rd Tuesday)

OPENING: Substitute Chairperson: Joyce C. called the meeting to order at 8:00pm, directly after the 7pm GSR Sharing on Traditions and Concepts 7, 8 and 9,

Start with moment of silence followed by the Serenity Prayer. Sandy H. read the GSR preamble and Deborah read the long form of Tradition 8.

WELCOME: New GSRs, AGSRs, DCMs and ACMs:

New GSRs: Lisa H. from You Are Not Alone, V; Mike from Another Chance Group, PC

AGSRs: Deborah from You Are Not Alone, V.

ROLL CALL: 18 GSRS; 3 AGSRs; 4 DCMs; 1 ADCM; 3 Officers; 7 Guests = 36 TOTAL

GSR ANNOUNCEMENTS AND REPORTS: (any flyers are included at the end of the minutes)

SANDY H: Borderline Big Book, PG: Pamphlet Party, Legacy of Service, Bill S.

Speaker Clark D. from past Delegate of Alaska; Dessert 7 to 7:30 and Meeting 7:30 to 9pm

SARA: I am Responsible Group, end of month Anniversary Meeting, Speaker Bill S. and have cake.

PATRICK: Thank you for the support of the Progress Group, 35 to 40 people attend in PG. The address on the 'meeting guide app' is incorrect. The Where and When and District website have the correct address.

LISA: You are not Alone Group, V; Thank you to Ross for all he's done for the group, he will be missed. Our group sadly lost our treasurer to sudden death.

BRUCE: Easy Does It Club, PC; Labor Day Picnic after the noon meeting, 1pm burgers and dogs.

JESSICA: Presently the women at Butterfly Group is reading the pamphlet, "The AA Group-where it all begins" at our business meeting with group members and anyone else interested. Diane P (who recently became DCM for North Port) and I are strongly encouraging members and attendees to become more involved in any service work/ as we are lacking in service work on committees and at the district level. We are also asking everyone for service at the sober dance (helping set up, serve food, clean up, etc.) on Saturday October 6th at St David's in Englewood. Diane and I are both on the events committee and we will be unable to go because the quarterly is that weekend.

CHAIRMANS REPORT: Mark W.

Good evening District 5. My apologies for my absence this evening as I have a business conflict. I thank Joycee for filling in for me tonight.

As you know, elections will be held in October, so I hope you will consider standing for a new position. Please ask any of us about these positions and we will be happy to explain the responsibilities and help you with the transition. Our Area Assembly in Boca Raton in October will also hold elections. Please consider these openings if you are qualified. If you are looking for a ride or a room, please ask! Your vote might choose our next delegate.

Later we will discuss and vote on a motion presented by the Current Practices Committee. Please consider all the information presented as you will certainly learn from each other.

Our delegate has been forwarding information from GSO and I hope you are reviewing it and sharing it with your groups. As always, we are here to serve you so please contact any of us.

Love and Service

Mark W.
District 5 Chair Panel67

ALTERNATE CHAIR/DCM CHAIR REPORT: Position OPEN

DCM REPORT: GSR sharing was fabulous on Traditions and Concepts 7, 8 and 9. We are available to help, our contact info is at the top of these minutes.

RECORDING SECRETARY: Joycee C.

August 21st Secretary's Report:

Good Evening Everyone, My Name is Joycee and I'm an Alcoholic:

As your District Secretary, I'd like to thank you for the opportunity to serve.

At the back table there are sign in sheets in alpha order by first name, please be sure to 'check' in on your name and/or correct the accuracy of the information or add your name to the New or Guest List if appropriate.

Please email me your reports, comments, flyers, etc. or hand them to me at this meeting if you'd like them to appear in the August Minutes. I will accept emails up to Friday night.

secretary@aadistrict5.org

Our Registrar has forwarded a list of 64 members emails who haven't been to our District meeting in a few years and I've circulated a request to scrub those who didn't respond. We have 11 who requested to remain on the email list.

In Love and Service, Joycee

REGISTRAR'S REPORT: Bill S.

Registrar Report for August 2018

Just a reminder, in October we will hold elections for the Officers for District 5. The Registrar's position will need to be filled for the two-year term beginning January 1, 2019 serving in Panel 69. No special computer skills are needed for this position. Training on the use of the program used by the registrars will be conducted at the January Area Assembly. If you are interested, please see me for details of the registrar's asks and to answer any questions you may have.

If you are standing for a new service position or are stepping down from a service position, please let me know before you leave tonight. If you are standing for a position, please fill out the form on the table in the back of the room so that you may be properly registered and receive support from G.S.O. as well as from our district members.

If there is a change to your group's meeting information such as the time or place where it meets, contact me by phone or text at (941-276-1561 or by email at registrar@aadistrict5.org.

Grateful to serve,
Bill S.
Registrar, District 5

TREASURER'S REPORT*: Mary O.

Hello District 5. Thank you for your contributions this month. District 5 received \$1,645.71 Expenses were \$1,461.50. Our ending balance is \$4,515.85. Treasurer's Report is on the back table. There is 515.00 over the 4,000.00 in our operating budget that can be distributed from quarterly excess funds per Current Practices. It is up to the body (GSR's) and their group conscience what to do with these funds.

Committee Chairs please do not wait till the end of the year to spend your budgets. Please meet with your committees and plan how you are going to use your budgets.

Jane G and I attended the Finance meeting. Jane checked my numbers against the bank statement. We need a Finance Chair to help with the committee. Budgets will be coming up in Sept, Oct and Nov so we will need extra help during that time. We will meet Sept 11th at 7:00 at the Intergroup Office.

Kindly make out your contribution check to the ***District 5 Treasurer*** and mail to the address below
District 5 Treasurer
PO Box 7356
North Port, FL 34290

Mary O.
District 5 Treasurer
Email: treasurer@aadistrict5.org
941-223-8765

	<u>Jul 18</u>	
July beginning balance		4,331.64
Income		
Basket	47.00	

Group Contributions	<u>1,598.71</u>
Total Income	1,645.71
Expense	
Corrections Committee	257.44
Quarterly Lodging/Allowance	1,151.64
Recording Secretary	32.00
Treasurer	<u>20.42</u>
Total Expense	1,461.50

July ending balance	<u><u>4,515.85</u></u>
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Prudent Reserve Beginning Balance July	\$	4,001.31
Prudent Reserve Interest - 7/31/18	\$	<u>0.07</u>
Prudent Reserve Ending Balance July	\$	<u><u>4,001.38</u></u>

<u>Name</u>	<u>Amount</u>
District 5 Contribution	47.00
Eye Opener Group P.G.	45.61
Fresh Start Group	80.00
Friday Night Stag Group	205.00
Happy Hour Group	45.00
Inner Peace Group	113.10
Lunch Bunch	30.00
Men's Beginners to old timers	100.00
New Beginnings Group	305.00
New Focus Group	50.00
On Awakening Group	50.00
Saturday Morning Step Study	75.00
Steps to Sobriety	100.00
Sunday Recovery Group	100.00
Wednesday Speakers Group	<u>300.00</u>
Total Contributions	\$ <u><u>1,645.71</u></u>

COMMITTEE REPORTS:

FINANCE: POSITION IS OPEN (oversee the Treasurer's Reports, request if any committees need extra money over budget. Meets 2nd Tuesday and has 1-year sobriety. There is one possible interested member. Jane G. has been very helpful in assisting our Treasurer.

WEBSITE: Tania

- 1. The committee anticipates requesting an annual budget increase to
> \$500 for 2019 due to Web hosting renewal (every three years).
- > 2. Updates (completed, pending, and pending review):
 - > a. Special Needs updated to Accessibility site-wide; Special Needs
> committee's new verbiage is pending update.
 - > b. Corrections volunteer application updated.
 - > c. Monthly committee meetings will be added on each respective
> committee page. We are working on making the committee meetings
> calendar editable and easier to access.
- > 3. Diane is recuperating from a sprained hip incurred several weeks
> ago. Please keep her in your prayers.

TREATMENT: Brian U.

- My name is Brian and I am the current treatment chair for our
- > District. We carry meetings into 5 facilities in
 - > our area. The new meeting on Wednesdays at 330 , held in the annex
 - > building classroom C, on Cooper St behind
 - > the hospital in Punta Gorda. The format is a beginners meeting.
 - >
 - > We had 3 local bridges since my last report.
 - > We held our monthly committee meeting on August 9th at 645 at the
 - > Easy Does it Club. There were 4 people in attendance.
 - > All our meetings are going well.
 - > On September 28th at 7pm in Laishley Park in Punta Gorda, there
 - > will be an event celebrating recovery, hosted by CBHC.
 - > All are welcome to hear some speakers and music, ending with a candle
 - > light vigil. Treatment will have a table set up.
 - > Our next meeting will be September 13th at 645 at the club, all
 - > are welcome.
 - >
 - > Love and Service
 - > Brian

CORRECTIONS: J.J.:

(see scanned docs further on in the report)

ACCESSIBILITY: Bill S.

Accessibility Committee met on July 25, 2018 at the Intergroup Office in North Port. In Attendance: Sarah N, Ross C and Bill S

Items Discussed:

We reviewed the list of volunteer who have offered to help out the Accessibility Committee, and agree we need to take a more proactive approach to ascertaining their focus to serve. We split the list between the three of us with the goal of contacting each prospective volunteer and asking them the following questions:

I can offer rides to meetings _____
I can take meetings to the home bound _____
I can take meetings into nursing homes/ALFs _____
Preference (community) _____
Preference (time of day) _____
If offering to drive, is your auto insurance up to date? _____

We decided there's a lot we're promoting when any one of us announces the needs of our committee at meetings, so we'll draft a statement, and once approved, it will be used by all.

Agreed our primary focus will be on seeking out those in the AA community in our district who are deaf/hard of hearing; we need to let them know:

- a. The November 3, 2018 Gratitude Dinner will feature an ASL Interpreter.
- b. There are resources available that spotlight A.A. publications on video with ASL interpretation.
- c. Our District fellowship is a place that welcomes the opportunity to be of service to the deaf/hard of hearing alcoholic.

Tasks that were assigned tonight regarding this outreach effort:

- Reach out to HIP (Hearing Impaired Persons) of Charlotte County informing them about the Gratitude Dinner's ASL Interpreter, AND inquiring of the possibility to link to their social media outlets.
- Inquiring via Facebook what connections can be made between the deaf/hard of hearing community and our Accessibility Committee.
- Are there schools in our District that teaches ASL? If so, contact instructors and tap into their knowledge of any deaf/hard of hearing "community" that we might be able to use to spread the word.
- Revisit certain contacts from the Area 15 quarterlies and touch base to gain their input. This includes those deaf/hard of hearing members as well as AC chairmen throughout Area 15.

Reaching out to the deaf/hard of hearing community will not preclude us from continuing our efforts to attract new committee members to help out in all aspects of our responsibilities. Assignments here include:

- Attending the DCM committee meeting and seeking the assistance of these trusted servants in spreading the "needs and news" of our Committee.
- Creating a small flyer that succinctly tells the story of our Accessibility Committee which can be handed out to interested parties. Contact information is included.

Progress

- An A.A. Meeting announcement script was created for Accessibility committee members to share at meetings they attend
- The HIP of Charlotte County was contacted, and they agreed to inform the deaf community of the A.A. Gratitude Dinner for November 3.
- VISCOM ASL Interpreters were contacted and the requirements for the Gratitude Dinner were discussed. It was determined that two ASL interpreters would be needed as follows:
 - an ASL interpreter from 6:00 pm to 9:00 pm to support the deaf attendees through dinner and the program and Speakers after dinner
 - an ASL interpreter from 7:00 pm to 9:00 pm in support of the program and speakers.
 - This totals to 5 hours of ASL interpretation
- The **discounted** cost for this will be \$325.00. The Accessibility Committee has \$146.00 left in its \$200 budget for 2018. The Accessibility Committee is requesting additional budget funding of \$200 to support the ASL interpreters for the Gratitude Dinner.

Our next Accessibility committee meeting will be held on Wednesday, August 22 at the Intergroup Office in North Port at 5:20 pm. Anyone interested is invited to attend this meeting and to contact any committee member with any questions they have.

Grateful to serve,
Bill S., Accessibility Chair

PI/CPC: Nancy

Committee met on Monday August 13 at 6 PM at the Intergroup office. In attendance was myself and Sally.

Sally came to get more literature and racks for the offices she takes care of in Venice. She will check the libraries to make sure there are Big Books and 12 and 12's in circulation. She will also go to the municipal building in Venice to see if any of the offices there wants our literature.

The meeting was spent organizing our current inventory of literature.

Jessica has stayed busy sending letters and following up with phone calls to 5 Urgent care clinics offering literature and or presentations to staff. She also keeps the hotels supplied with Where and When's. Kevin has stocked the libraries in Port Charlotte Punta Gorda and Northport.

Recently 2 A.A. Members have expressed interest in joining this committee. Yea. New ideas are always welcome in carrying the message. St. David's in Englewood now has a large literature rack for the general public.

We have not had the privilege of doing any presentations but we will continue to pursue opportunities for this service.

We would like to carry the message to hospitals, schools, nursing programs, and social service agencies. We are also available to present to businesses about what we do.

Our committee meets the 2nd Monday of each month at 6 pm at the Intergroup office.

I can be reached at 860-941-9819.

Respectfully Submitted:

Nancy P

LITERATURE: Patrick stood for the position, THANK YOU.

INTERGROUP LIAISON: Position OPEN LOUIS (alternate for now)

www.aanorthport.org and/or www.aalifeline please subscribe for newsletter emails

GRAPEVINE: Richard M.

To let you know what is going on with the Grapevine, things are going well. We are pushing the Grapevine at all the meetings we go to.

There are four of us and we are doing good. We will keep doing what we are doing and hopefully things will work out.

If there are any home groups that would like us to come to your group, let us know my email is rom7491@gmail.com; phone #941-525-7491.

CURRENT PRACTICES: Jan

8/21/18

Current Practices Report:

The Current Practices Committee is in our busy season. The District Officers were asked to update their section of the Trusted Servants document describing the Qualifications and Responsibilities of the 5 officers by tonight. These pages will be shared with you next month during the 7 pm Workshop in preparation for October elections. Please start announcing at meetings that District elections will be October 16th under new business. This is an exciting time, full of wonderful service opportunities, and I pray that everyone's enthusiasm for District 5 General Service will be contagious!

This is also a good time for Committee Chair's to look at their legacy, which is their committee's page on our website. It is not my committee's responsibility to update it, but we are certainly available to help you. Your page on the website defines the Composition, Scope and Procedures of your committee and is also a tool to attract new members.

Current Practices Committee meets only during the last few months of the term, which is now. Our first meeting will be Wednesday, September 12th, 7:00 pm at the Intergroup Office. Let this be my personal invitation to all to please come and help out!

If you have any questions or need help, don't hesitate to call or email me at 941-204-3445 jan98@earthlink.net Grateful to serve, Jan K.

ARCHIVES: Jen

For personal/spiritual reasons, Peggy has stepped away from the archives Committee. For health reasons Tony is out of commission currently. I'd like to report briefly that our committee currently consisting of Donna and myself and Tony will be submitting our budget proposal and final Tree proposal to the body in September and expect a prototype group tree in the near future. In addition, the scope of archives committee will be updated if need be on the website. Nancy, formerly of PI/CPC will be getting the now defunct billboard for District's history for us to store. We want to thank Peggy for her outstanding enthusiasm work and participation on the committee. We could not have done it without you. As a final note, people, SRs, please remind all groups you attend that if they don't have a GSR but want to have a recorded history represented, fill out those forms (at the end of these minutes) and get them in. Thank you to all of you who have already done so.

Love and Service,

Jen and Tony T. Archives Committee

OLD BUSINESS:

Open Positions: DCMs (6); ACMs (8), Finance Chair

Finance Chair Qualifications: Oversee Treasury, Budgets on 9th, 10th, 11th month, Funds and Service Support.

DCM Qualifications: 4 years continuous sobriety; 2 years' service as a GSR (in any District); possess a working knowledge of the AA Traditions and Concepts; ability to visit assigned groups and keep those groups GSRs informed in all General Service Activities; ability to attend all District Meetings and Area Assemblies; perform duties as suggested in the current edition of the AA Service Manual.

ACM Qualifications: same as DCM, but 3 years current sobriety is required.

DCM STANDS: SARA AND SANDY (thank you)

Motion: That Motion #190 be replaced by the following new motion:

All member of the Fifth District General Service Committee are eligible to vote on District motions.
Current Practices Committee

Background: This motion gives one vote to each District Standing Committee Chair if they have no other vote.

a) Motion 297, which is the first item in the Book of Current Practices, defines our composition as: *"The Fifth District General Service Committee of the South Florida Area 15 is comprised of the District 5 Officers, the District Standing Committee Chairs, the District Committee Members (DCM) or their Alternates, and the General Service Representatives (GSR) or their Alternates."*

b) Under 'Scope' in the Book of Current Practices Motion #190a states *"General Service Representatives or their Alternates, DCM's or their Alternates and the five Principle Trusted Servants of District 5 are the eligible members to vote on District motions"*.

c) Who the Standing Committees are is defined in Motions #194a, 248, 256, & 355. Currently, they are:

1. Archives; 2. Corrections; 3. Current Practices; 4. Grapeview; 5. Literature; 6. Public Information/Cooperation with the Professional Community (PI/CPC); 7. Accessibilities; 8. Treatment; 9. Website.

FAILED: 25 voters; 12 to 10 (after much discussion)

NEW BUSINESS:

MARY O. : Excess \$525 funds to disperse. Unanimously voted: Accessibility Committee = \$200 and the balance to Corrections Committee for Literature.

THANK YOU Coffee Maker Diane and Jessica.

Meeting adjourned 9:41pm with the responsibility statement and the Lords' Prayer.

Corrections Committee Meeting

District 5- Area 15, South Florida

Minutes of 11/August +/-2018 Meeting: 10:00-11:30

Attendees: Les H., JJ A., Bob C., Betty M., Tom M., Tim W., Rick P., John Ja.

AGENDA

JJ A. opened the meeting with the Serenity Prayer.

Minutes were reviewed and accepted by acclamation. (Betty M. noted an

2018 Budget, to date, was reviewed and discussed and accepted. (All Committee members

Were reminded, by last month's minutes, all Literature orders go thru Chair for new Intergroup Procedures.)

OLD BUSINESS

- Costs for renewals for Our Meeting in Print were reviewed. Bob C., C. C. treasurer, pointed out if we renew the Grapevine and LaVina, we will go over our 2018 Corrections Committee Budget. JJ A., Corrections Committee Chair, stated he would take this up at the upcoming District 5 Business meeting on August 21, and revise our Budget accordingly! *10 LaVina, 30 Grapevine- to be distributed to CCJ Men's, CCI, 2-3 to Work Camps, and so forth.

NEW BUSINESS

- JJ A. announced that the Thursday DCI Dorm meeting has been cancelled. Apparently, the Prison Administration has "concerns" about Inmate Privacy, and Volunteer security while behind the Center Gate. However, ongoing discussions will continue with Chaplain Dietel about possible AA Meetings run by inmates at other Dorm sites. We will need to provide Chaplain with materials, such as: Meeting format, AA's does and don'ts., basic literature, mindfulness of AA's Traditions in Prison format, etc.
- Betty M. and JJ A. met with Lt. Jessica Long, Support Services Commander @ CCJ, with the objective of clarifying communications on various topics: literature allowed (grapevines, meeting lists, etc.). Lt. Long has a current list of AA Volunteers- men and women. (see list attached for us-Corrections Com.- to update as to who is no longer a volunteer)
- Betty M. reviewed 2 documents for Charlotte County Jail Access. #1-Processing Procedures for AA Vols. and #2-the Application Process. These two make up one file. They are very specific, and need to be followed exactly, or the application will returned/discarded.
- Also, Betty reviewed **GUIDELINES FOR CHARLOTTE COUNTY JAIL AA VOLUNTEERS** (qv.)
- The topic of electronic tablets for prison inmates was discussed. How they are paid for and regs. For use are unclear at this time, But, no phone #'s, \$, e-mails from Volunteers.
- There has been much misunderstanding about AA's 2 programs for persons leaving Jail, Treatment, or Prison. To clarify these two different programs, JJ A. will come up with a flow chart to differentiate between- "Bridging-the-Gap" for people in Treatment, and Prerelease for

inmates in Prison. +++ One for TREATMENT +++ One for PRISON. For people being released from JAIL, see the explanation given in GUIDELINES FOR CHARLOTTE COUNTY JAIL AA VOL'S, page 3, inmate/volunteer contact following discharge from Jail. NOTE: JJ will meet with staff @ District 5 Intergroup to go over this information for the various volunteers.

- JJ will be visiting the city of Venice Probation Dept. to explain AA services. He will contact Arcadia Jail to see if there is sufficient interest to re-start AA Meetings there.
- Literature needs were 8 BB for CCI, & 10 Daily Reflections- 4 for W/C, and 6 for CCI.
- September 2018 Calendar for corrections volunteer commitments was completed.
- Finally, an AA Volunteer at DCI designated a "key holder" was explained by JJ. This would enable AA Volunteers at the Monday AA meeting to close the Education building should no prison Staff be available to do so. The #125key is the designation for this key, and a training procedure is available. Who of us will do this is not known now.
- Bob C. went over the NEW PROCESS for Donations to Arcadia Prison. The required form is attached. It is unknown if this applies to CCI. Bob C., Sec/Treasurer will have a supply.

A Declaration of Unity...

It was agreed This we owe to AA's Future:

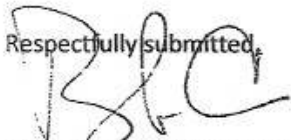
To place our common welfare first;

To Keep Our Fellowship United;

For on AA Unity depend our lives;

And the lives of those to come.

Respectfully submitted,



Bob C. Secretary/Treasurer

GUIDELINES FOR CHARLOTTE COUNTY JAIL AA VOLUNTEERS

Welcome and Thank You for your Willingness to Serve!

Amount of Sobriety Required

We ask that you have one year of continuous sobriety, that you are working an active program with a sponsor and that you are attending meetings regularly.

Commitment

Commitment is for one visit per month. We take meetings into the jail each Wednesday and Sunday at 6:30 - 6:45 p.m. Please plan to arrive by 6:15 p.m.

Women - New volunteers can "Get Their Feet Wet", "Learn the Ropes" and see how others conduct the meetings by choosing any of the "Get Your Feet Wet" times listed on the schedule. Just contact the volunteer assigned to that spot. Eventually, new volunteers will be assigned a regular evening convenient for them and will partner with another volunteer.

Our guidelines suggest we attend the meetings in pairs. However, this is NOT a mandatory requirement of CCJ.

We ask that you limit your regularly scheduled commitments to one meeting per month so all may be able to participate. You are welcome to sub at any time for someone who has to cancel.

If you cannot keep your regularly scheduled commitment, please ASAP

- Contact someone on the reserve list and/or;
- Send a group "SOS" email to all other volunteers as soon as possible;
- If no one can fill in for you, please let Betty know immediately;
- If you must cancel at the last minute on the day or evening of your commitment, call or text me. I live close by and can easily fill in for you at a moment's notice.

Last moment cancellations, please call 941-833-6369 and ask for the Watch Commander!

Hats off to those of you who serve as back-up volunteers! Our volunteers on the Reserve List are a vital part of our program. We couldn't continually cover every evening without you. Thanks so much for your efforts!

Dress Code for Volunteer Personnel (Issued by CC Sheriff's Office)

1. Volunteer personnel will wear:
 - a. Long pants and polo type shirts
 - b. Walking type covered shoes
2. Amount of jewelry will be limited to the following:
 - a. One pair of POST earrings (no dangles!)
 - b. One ring for each hand
 - c. One wristwatch
 - d. Chains, necklaces and bracelets cannot be visible
 - e. No visible body piercing

3. Volunteer personnel will NOT wear:
- a. V-neck style shirts
 - b. Capri's, shorts or skirts of any type
 - c. Hair accessories unacceptable for a detention environment
 - d. Open toe and open heel shoes

Meeting Format and Readings

You will always find the meeting format, readings, Big Books to use at meeting only, (do not distribute to inmates to take back to the pods), and meeting lists somewhere in the meeting room desk drawers. Please let Betty know if there are no meeting lists.

Two-Way Radios

- There should always be a two-way radio available in the meeting room. If not, tell your escort and she/he will provide one. Also, make sure there is a sign-in sheet. If not, please request one from your escort.
- Please ask your escort to show you how to use the radio. They are happy to do so.
- We are to do a simple "radio check" when we arrive in the room. Say something like "AA Meeting – Radio check – Programs 2" (or whatever ID is assigned to your radio and taped to the front of it). You needn't respond when they acknowledge your message.
- If for some reason, the jail personnel get busy and forget to send an escort to collect everyone at the end of the meeting, please feel free to use the radio and ask for an escort. Simply say something like "AA Meeting finished – please send escort at your convenience."
- We are asked to turn the radios off when we leave the meeting room to conserve the batteries.
- The little red button on the top is the emergency call button. Do NOT press this button except in an emergency as all hell will break loose!!!

Outside Literature

We are not allowed to bring in any outside literature and distribute to the inmates except for meeting lists and copies of the Grapevine. We may bring a book or pamphlet in if we are using it at the meeting – no staples, rubber bands, no hardcover books will be allowed. We then will be expected to take the book or pamphlet with us when we leave.

The jail has many recovery and self-help books available for the inmates in the library, including a number of copies of Alcoholics Anonymous.

Phone Numbers and Email Addresses!

VOLUNTEERS ARE NOT ALLOWED TO GIVE OUT THEIR PHONE NUMBER UNDER ANY CIRCUMSTANCES TO ANY INMATE AT ANY TIME.

There can be no exceptions. The jail is adamant about our abiding by this rule. Please respect their position as violation could mean termination from the program.

Furthermore, **DO NOT** give out your email addresses for use on the inmates' newly introduced "Inmate Communication Devices" (similar to tablets). This is **NOT** an acceptable method for you to communicate with the inmates.

**Charlotte County Jail Access
Processing Procedures for AA Volunteers**

1. Applicant must complete 5 page Charlotte County Sheriff's Dept. application and have notarized in two places.
2. Please give completed application to Charlotte County Jail AA Volunteer Coordinator. We can only track the applications if they pass through the Coordinator's hands.
3. Coordinator sends an email .pdf copy (single file) to Elizabeth Rominger at the jail or personally delivers a hard copy to reception in the CCJ main lobby, marked to the attention of Elizabeth Rominger.
4. Coordinator advises applicant to go for fingerprinting 5 days or more after application is submitted.
5. Elizabeth Rominger will notify Coordinator if applicant is approved for access. This process can take up to two weeks. If Coordinator does not hear from Ms. Rominger within a reasonable time, she/he will contact Ms. Rominger via email to follow-up on application.
6. If applicant is approved for access, Elizabeth Rominger will advise Coordinator where and when the next video training session will be held.
7. Coordinator will contact applicant with this information and emphasize that the video training is mandatory to gain access to the jail meetings.
8. Elizabeth Rominger will notify Coordinator when applicant has completed the training and has been added to the active access list. Again, Coordinator will follow through if she/he has not heard anything within a reasonable period of time.
9. Volunteer is now cleared to take meetings into the jail.
10. Jail personnel to contact regarding volunteer applications:

Elizabeth Rominger

Support Services Specialist

Charlotte County Sheriff's office/ Bureau of Detention

Ms. Rominger handles all AA volunteer applications for CCJ.

Lt. Jessica Long

Support Services Commander

Charlotte County Sheriff's office/ Bureau of Detention

Lt. Long is over-all head of the volunteer program.

Please contact AA Coordinator for email addresses and phone numbers.

CCJ Application Processing Info Letter is attached and is considered to be a part of this document.

To: Prospective AA Charlotte County Jail Volunteers

Re: Charlotte County Jail – Application Process

As provided by: Elizabeth Rominger (Support Services Specialist – CCJ) – 04-17-15

Step 1 — The updated 5 page volunteer application will need to be completed and notarized (in 2 places).

Step 2 — Once you have completed your volunteer application and have it notarized, return the completed application to either the Corrections Committee Chairperson, Alternate Chairperson or Volunteer Coordinator (see below). We will personally submit it to the jail personnel.

Step 3 — After we notify you that we have dropped off your application at CCJ, wait at least 5 days and then go to the **Sheriff's Headquarters Bldg., (7474 Utilities Rd., Punta Gorda, FL)** to get finger prints taken.

Hours are: **Monday through Friday between 8:00 am – 4:00 pm.**

Please tell them you are there to get finger printed because you will be an AA volunteer at the jail. You do NOT need a finger printing card and you are not applying for a badge. Any problems, please call or text Betty while you at the finger printing location.

Step 4 — Once the jail has received the finger print results, your application is sent through the Chain of Command for approval or denial. **Note:** (Process can take up to two (2) weeks)

Step 5 — If application is approved, we will contact you. At that time, we will let you know where and when you are to go for your video training session. If your application is denied, you will be contacted and advised that you have been denied access to the jail.

Step 6 — Once you have completed your video training we will be able to put you on the schedule to go into CC Jail and conduct AA volunteer meetings.

Please **DO NOT** contact any CC Jail personnel directly. Please contact us by phone/email/text (info below) if you have any questions regarding volunteering, training, and especially the application approval/denial process.

Thank you for your interest and willingness to become an AA Charlotte County Jail volunteer.

JJ Armstrong
Corrections Committee Chairperson
jjarms1045@gmail.com
Cell (and text) (301) 481-1327

Betty Mittel
Volunteer Coordinator
coconut.cottage.pg@gmail.com
Cell (and text) 352-255-3150

Bob M
Alternate Corrections Committee Chairperson
bobM41597@hotmail.com
Cell: 586-222-1519

INMATE / VOLUNTEER CONTACT FOLLOWING RELEASE FROM JAIL

- There has been a lot of confusion in the past about how to set up contact with an inmate once she/he is released from jail. Anne Harrington (one of our former volunteers) kindly provided the following background information about the two active programs, Bridging the Gap and Pre Release, in our local area.
- Hospitals and Institutions (H & I) was, at one time, one committee (as it is in most areas and most fellowships), serving both jails/prisons and treatment centers. Bridging the Gap is used in many areas to help people, upon release, to "bridge the gap" between an institution and the AA program and meetings.
- Locally, at some point, the H & I Committee separated into two different programs with two separate committees. Bridging the Gap presently **only services treatment centers** like Charlotte Behavioral Health Care.
- The program relating to the jail is called Pre-Release. Inmates still refer to it as Bridging the Gap as do a lot of the volunteers. The guidelines for this Pre-Release program relate more to prisons than jails so the program does not work well at CCJ. Guidelines are so cumbersome that the inmate has usually been released before the connection with an AA contact can be made.
- Having read this, you can easily see why these two programs have not been working well for us at CCJ.
- Therefore, at this time, instead of using any formal program, we are asking that you advise anyone who expresses an interest to call Intergroup to be connected with an AA contact who is willing to meet them at or take them to a meeting. They may ask for you if your name is on the Intergroup 12 Step Volunteer List.

Here are the steps that need to be taken so contact can be made:

1. First, and foremost, for this system to work, **Intergroup must have your name and phone number on its 12 step volunteer list.** Email or call the Intergroup office to have your name added to the list.
2. At the meetings, if an inmate expresses an interest in getting an AA contact and going to an AA meeting after release, give her/him a meeting list and highlight (or circle) the AA Intergroup office number (NOT the Hotline number).
3. Advise the person to call the office number **after she/he is released.** They need to tell Intergroup that she/he has been released from jail and would like an AA volunteer from the jail to contact them.
4. Intergroup will then call one of us and provide us with the name and number of the person who has just been released.

This is not a mandatory requirement of your CC Jail service work; you are welcome to opt out for any reason whatsoever.

Questions, Suggestions, Comments, Concerns about the CCJ Volunteer Program?

Contact:

Betty Mittel

Volunteer Coordinator

Cell/Text: 352-255-3150

Email: coconut.cottage.pg@gmail.com

JJ Armstrong

Chair Person – Correction's Committee

Cell/Text: 301-481-1327

Email: jarms1045@gmail.com

AA Group History

District 5 Archives

Today's Date _____



Name of Group:

Group Number:

Location (include city):

Start Date:

Registration Date:

How Did the Group Start?

Who Were The Original Members?

History of the Group:

Type of Meeting: ___ Speaker ___ Discussion ___ Step Study ___ Big Book ___ Closed
___ Beginners ___ Mixed Format ___ Other

How Many Members Does Your Group Have? ___ Less than 10 ___ Between 10 and 25
___ From 25-50 ___ More than 50

NEW MEETING

Service Manual Meeting

District 5

Have you ever read the Service Manual?

Much more fun to do together!!



Read, discuss, comment and questions along the way

Once a month

The last Sunday of each month

@ 3:00 pm

Intergroup Service Office

13325 Tamiami Trail – Unit A

Crown Plaza

North Port, FL 34287

For more information call Mary O 941-223-8765

Service Manuals available at meeting

DISTRICT FIVE TRUSTED SERVANTS

Created 2010, Updated 2014, 2016

CHAIRPERSON - Holder of a District laptop computer.

2 year term to coincide with Area 15 Delegate

Motion # 329 July 2013

The qualifications for the District 5 Chairperson position should be a minimum of five years' sobriety, service as a past GSR in any District, 2 years' service as a DCM in the District 5, ability to attend all District 5 Meetings and Area 15 Assemblies, workshops and banquet, ability to conduct the District meetings in an orderly manner and make sure some action is taken on all matters leaving no loose ends; knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.

District Chairperson is funded to attend Area 15 meetings with two nights lodging and \$30. as needed and as available.

Responsibilities:

Responsible to provide the Recording Secretary a scrubbed copy of Area General Service Conference agenda before assembly to distribute to the District 5 body. Sets the Agenda for the District 5 Business Meeting and has it published by the Recording Secretary in minutes.

Serves as *ex-officio* member of District Committees and attends Committee meetings when invited.

Provides the District 5 Finance Chair with Chairperson's budget request by District 5 meeting in October.

ALTERNATE CHAIRPERSON

2 year term to coincide with Area 15 Delegate term

Motion # 183, 12/17/97

The qualifications for the Alternate District Chairperson position are the same as that of the District Chairperson.

By Motion # 212 7/20/99 – The Alt. Chairperson shall be the District Committee Member (DCM) Coordinator for District. 5.

Is funded to attend Area 15 meetings with one night lodging and \$30 as needed as available. (If filling in for Chairperson, two nights lodging.)

Responsibilities:

Will Chair all District 5 Business meetings whenever the Chairperson cannot fill that duty. Conducts a DCM / ADCM meeting once a month and reports to the body about that meeting and activities planned by DCM's / ADCM's, which include an annual GSR Orientation in January, a bi-annual Traditions Workshop and bi-annual District Inventory. Responsible for organizing the monthly GSR Sharing Session held prior to the monthly District 5 Business meeting. Provides District 5 Finance Chair with Annual Budget request by District 5 Business Meeting in October of the current year.

RECORDING SECRETARY - Holder of a District laptop computer.

2 year term to coincide with Area 15 Delegate term

Motion #331-July 2013

That the qualifications for Recording Secretary are 2 years of continuous sobriety, 2 years as a GSR (in any District), ability to attend all District 5 Meetings and Area 15 Assemblies, ability to take accurate minutes, publish them within 10 days and distribute them to all GSR's DCM's, Committee Chairpersons, and Officers, ability to perform duties as suggested in the current edition of the AA Service Manual. To make sure District Minutes have a statement under the heading that "Minutes must not be posted in public places or clubs, etc."

Is funded to attend Area 15 Assemblies with one night lodging and \$30 as needed and as available.

Responsibilities:

Prepares Agenda for each monthly District 5 Business Meeting, as approved by District 5 Chair, and attaches same to the previous month's minutes. Records all motions from the Business meeting and includes them in the minutes and forwards same to District Current Practices Chair. E-mails copies of minutes to all members requesting copies.

Records presence of GSR's, Alternate GSR's, DCM's, Alternate DCM's, Committee Chairs, and District Officers as determined by the Chairman's Roll Call. To make sure scrubbed Area Assembly Agenda and motions are sent out before next Area 15 assembly whenever possible. To report any information attained during attendance at Area workshops to the District. Secretary is funded to attend Area 15 meetings with one night lodging and \$30, as needed, as available. Submits annual Budget needs to District 5 Finance Chair by District 5 Business Meeting of October of the current year.

To make available a Sharing List of District members with phone and e-mail information. (Members may remain anonymous if they inform the Secretary.)

REGISTRAR - Holder of a District laptop computer.

2 year term to coincide with Area 15 Delegate

MOTION # 332 – July 2013

That the qualifications for Registrar for the Fifth District be a minimum of 2 years of continuous sobriety, 2 years as a GSR (in any District), ability to attend all District 5 Meetings and Area 15 Assemblies, ability to maintain up-to-date Group Records and forward such to the Area Registrar.

Registrar is funded to attend Area 15 Assemblies with one night lodging and \$30 as needed and as available.

Responsibilities:

Keeps District 5 mailing database current. Provides lists of District 5 Officers and District Committee Chairs when requested. Forwards database and changes of all District 5 Groups and Officers to Area 15 Registrar. Receives Group information sheets from Area 15 Registrar and distributes same to DCM's to have Groups up-date and return to District 5 Registrar. District 5 Registrar then forwards up-dated information to Area 15 Registrar. Provides forms for new Groups and Group changes at District Business meeting and forwards that information to Area 15. Submits annual Budget request to District 5 Finance Chair by District 5 Business Meeting of October of current year. Is responsible for safekeeping and maintenance of District 5 Registrar's lap top computer.

TREASURER - Holder of a District laptop computer.

2 year term to coincide with Area 15 Delegate

MOTION # 330 – July 2013

That the qualifications for Treasurer be a minimum 3 years continuous sobriety, 2 years as a GSR (in any District), and a minimum of 12 month's service as a member of District 5, ability to attend all District meetings, ability to keep accurate financial records, provide written reports on a monthly basis, ability to perform duties as suggested in the current edition of the AA Service Manual.

Responsibilities: To report all group donations, accountable for all monies collected through district functions, send out a form letter appreciating contributions, make reports to District 5 body of Area 15 workshops attended. Position is funded to attend Area 15 Assemblies with one night lodging and \$30 as needed, as available.



DISTRICT COMMITTEE MEMBER (DCM)

This committee is not a standing committee, but just as important. The committee is guided by our Alternate District Chair as stated by motion in the Book of Current Practices. Their duties are to better inform the groups of our availability to help them concerning any problems that they may have, and to help conduct workshops with committee chairs on what we actually do. The DCM's get together once a month to discuss current solutions to getting more groups and GSR's involved in the committee process.

Motion #261 – 12/18/2007 "The District Committee Member (DCM) should have four years continuous sobriety with 2 yrs. GSR experience. Possess a working knowledge of the AA Traditions and Concepts, be able to visit assigned Groups and keep those Groups GSR's informed on all District 5 activities. Must be able to attend all District 5 Business Meetings and Area 15 Assemblies. Perform duties as suggested in the current edition of the AA Service Manual. The DCM is funded one nights lodging at Area 15 Assemblies and \$30as needed and as available.
The number of DCM's in District 5 will be the number of groups divided by 8.

Some suggested Duties are as follows:

- Keeps GSR's informed about Conference activities; this includes setting up opportunities for the delegate's Conference report.
- Makes sure that GSR's are acquainted with the AA Service Manual and the Twelve Concepts for World Service, and the GSO bulletin Box 4-5-9, workbooks and guidelines from GSO and any other service material.

- Helps GSR's make interesting reports to groups and encourages them to bring new AA members to service events.
- Keeps groups informed about Conference approved books and pamphlets.
- Organizes workshops and sharing sessions on service activities; aid groups in solving their internal problems
- Brings Traditions problems to the attention of the District Chair.
- Attend Group business meetings when invited.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of General Service volunteer work.
- Vote for the best interest of those Groups who do not have a GSR at Area 15 Service Assemblies.
- Educating all interested A.A. members on the principle behind the A.A. Seventh Tradition and informing how A.A. members can contribute to A.A. both as Groups and as individuals.

ALTERNATE DISTRICT COMMITTEE MEMBER / ADCM

Motion 186, 4/15/97 amended 6/17/97

The duties and qualifications for the Alternate Committee Member (ACM) are the same as the DCM, but only three years of current sobriety are required.

9/20/2016

District 5 Officers & Committee Chairs, Panel 67

AGENDA OUTLINE FOR SEPTEMBER 18th DISTRICT 5 MEETING

OPEN: 8PM SERENITY PRAYER: _____; GSR PREAMBLE:

TRADITION OF THE MONTH: _____ (long form)

WELCOME NEW GSRs & ROLL CALL:

NEW GSRs: (Name, Group, Town)

NEW
AGSRs _____

ALL GSRs: _____ ALL AGSRs:

DCMs: _____ ACMs: _____ Officers: _____

Guests: _____

GSR REPORTS: (name, group, report)

CHAIRMAN'S REPORT:

ALTERNATE CHAIR/DCM REPORT: opening

RECORDING SECRETARY REPORT:

REGISTRAR'S REPORT:

TREASURER'S REPORT:

COMMITTEE REPORTS:

Finance: (open position):

Ad-Hoc/Qtly. Coord.: N/A

Website:

Treatment:

PI/CPC:

Literature:

Intergroup Liaison:

Grapevine:

Current Practices:

Corrections:

Archives:

Accessibility:

OLD BUSINESS:

DCM's positions requested: Sara and Sandy and Tania (providing a car/ride); Patrick for Literature Committee

Open positions: DCMs (6); ACMs (8); Finance Committee

NEW BUSINESS:

VOLUNTEERS:

COFFEE: Diane and Jessica COOKIE COMMITTEE OF THE MONTH: Jen

SET UP _____ GREETER_Richard. _Adjourn time: _____

Close with Responsibility Statement and the Lord's Prayer
