ASSEMBLY MINUTES

REGION 9 ASSEMBLY 2014

Athens, Greece

September 17-19, 2014
**Embrace the Similarities**
*Love the Differences*
*In all our Affairs*

**Region 9**

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INTRODUCTION TO THE ASSEMBLY MINUTES 2014

These are the Minutes of Region 9 Assembly held in Athens, Greece from Wednesday 17th until Friday 19th September 2014. The minutes contain facts of discussions held, reports on workshops and committee sessions, and the changes discussed and voted on regarding R9 Bylaws and Policies & Procedures. In the Appendices you will find the list of the attendees at the Assembly, Committee Reports, Workshop Reports, etc.

Each day started with readings from OA literature such as: the 12 Steps, 12 Traditions, 12 Concepts of OA Service, Region 9 Motto, Region 9 Statement of Purpose and Responsibility Pledge. We also had Work All Twelve Steps readings, and Trivia questions several times a day; the attendee with the right answer, received a prize.

Before and after the meetings each day, we said the Serenity Prayer, first in a language represented at the Assembly, and after that in English. We heard the Serenity Prayer spoken in: Greek, Danish, Polish, Swedish, Flemish, French, Zulu, Hebrew, Italian, Hungarian, Dutch, Arabic, Icelandic, Gaelic, and English.

We had visitors attending the Assembly from many different countries including Cyprus, England, France, Greece and Poland, approximately 13 visitors each day, during the three days. They participated in the workshops and the Committee sessions, and assisted whenever needed.

The 7th Tradition basket was passed during the Assembly.
WEDNESDAY 17th September 2014

1. Settling In and Announcements

- Region 9 Chair, Susan, welcomed everybody to the 31st Region 9 Annual Assembly, at 17:00.
- The 12 Steps, 12 Traditions, 12 Concepts of OA Service, R9 Motto, R9 Statement of Purpose, and Responsibility Pledge were read.
- It was stated that Assembly registration and contributions to be given to the R9 Treasurer, if not done yet.
- The R9 Board introduction: Susan (Chair), Mette (Secretary), Isabella (Treasurer), Esti (Trustee/2014 Parliamentarian), Stella (Banker, not a Board position).
- Welcome and thank you to all R9 representatives, Region 9 Board, Trustee/2014 Parliamentarian, Banker, NSB Greece, Volunteers, and Visitors.
- Final Green Dot/Mentor allocation was made.
- There was an announcement regarding the Region 9 Chair’s Message that goes out each month through email. A Region 9 Newsletter goes out every second month, and is put on R9 website www.oaregion9.org as well as OA Service Structure, Meeting Cost, OA Strategic Operations Plan and Unity with Diversity Checklist. On the international OA website www.oa.org, A Step Ahead, the Courier, and important international OA dates can be found.
- Region 9 Chair encouraged all SB/IG's to contact her if anything is going on in their country; information is important.
- Fifteen countries were represented at the Assembly: Belgium, Denmark, Egypt, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden.
- WSBC 2015 takes place from April 27 to May 2, 2015, in Albuquerque, New Mexico, USA.
- If you want to apply for assistance from the Delegate Support Fund (WSO), the deadline is on November 1st 2014. It is important to vote on and include an alternate delegate when registering. Delegate qualifications for attending WSBC were read by the Parliamentarian.
- World Service Convention 2016 will be held in Boston, Massachusetts, USA. September 1-4 2016.
- 2015 Region 9 Assembly & Convention will be hosted by France, and will take place from October 28 to November 1, 2015. (notice: new dates). It is important to vote on and include an alternate representative when registering.
- We will have a vote on the 2016 R9 Assembly & Convention hosting country.
- Service positions available this year: R9 Secretary, R9 Treasurer, Banker, Bylaws, PI, R9 Trustee Nominees.
- There were volunteers from the Representatives to lead the 3 OA meetings (Abstinence; Working All 12 Steps; Individually Passing on the Message).
- The liaison list with countries not present at the Assembly was presented for representatives to select a country to contact when home again. The paper hand-out with questions gives information on what to say to the countries not present.
- R9 was fund raising through the sale of 7th Tradition items: card cases and luggage tags, R9 Newsletter celebrating 30 years anniversary, and holding a raffle for Lifeline subscription and a 50/50 draw.
- OA Lifeline was given to all Representatives and visitors. The OA Handbook Pamphlet was given to Green Dots. There was OA approved literature in English for sale.
Informal Opening

- The representatives shared briefly from their SB/IG about their problems, concerns and triumphs.
- **Ireland**: Bylaws Committee Chair; rep of Cork IG also present.
- **Greece**: Reps of NSB; are proud about their achievements during the preparations of the Assembly & Convention. Have also created 2 new IG's, and are proud that they could send their first delegate to WSBC 2014! A lot of recovery in Greece, great experience and happy with it all.
- **Hungary**: Rep of NSB; OA is growing, a few strong members, try to develop 1 OA group, started a website.
- **Italy**: TSW Committee Chair; important committee, glad to have a sponsor list (50 sponsors, speaking 16 different languages), 39 countries not present at the Assembly last year, 3 new countries present this year. Rep of NSB; Italy has Translated Strong Abstinence Check list. Have problems in some groups.
- **Sweden**: Rep of SB; held conventions in the spring and fall. About 20 groups. A Men's meeting has started. There are telephone meetings every day. Literature translated into Swedish. SB lost some members this year. Will have a new service structure.
- **Egypt**: Rep of English Meeting; started meetings in both English, and Arabic.
- **UK**: Rep of SEEIG; currently great PI work with advertisements that goes to health system/health fair/retreat, also new members in the IG.
- **Israel**: Rep of NSB; Translated For Today workbook, recently Hebrew-speaking phone meetings have started. PI with advertising. Goal: 200 meetings in Israel. Will have some advertisements on the internet.
- **Iceland**: Rep of NSB; NSB Iceland will hold a convention in March with speaker from outside Iceland. Voices of Recovery will go out in Icelandic around New Year. Not many newcomers.
- **Denmark**: Rep of NSB; OA is growing very slowly. New meetings open and some closed.
- **South Africa**: Rep of OA Johannesburg; trying to solve the problem with newcomers coming, but are not staying.
- **Ireland**: Rep of SOH IG; are in conjunction with Cork IG, and will have service position elections soon. There will be an open meeting with PO in October. Advertising to 300 doctors and 2000 counsellors.
- **France**: ECC Chair; [www.oaregion9.com](http://www.oaregion9.com), not many go to the website. Happy about the R9 A&C 2015 in France, the first committee meetings are held next month.
- **Belgium**: Rep of Flemish IG; 5 Flemish-speaking meetings in Belgium.
- **Netherlands**: Rep of Dutch IG; 2 representatives this year; a good sign. NSB are having a Treasurer again. Literature committee is started again. Are trying to have a different location for each IG meeting every second month. Rep of Dutch IG; New groups are coming up, but it is hard to support them, and to get people to go to IG meetings.
- **UK**: Rep of NSB; work on producing the first book printed in England - (in English). NSB is helping fund Intergrups to go to professionals' health fairs. Rep of NWOE IG; Organized a Big Book Study, many had good recovery after that.

Isabella: R9 Treasurer, Sweden.
Esti: R9 Trustee/2014 Parliamentarian, Israel.
Susan: R9 Chair, Israel.
Mette: R9 Secretary, Denmark.

**Roll Call**
The roll call was a celebration of our length of time in OA. All stood up when their number of years was mentioned; “up to 1 year...2, 3, 4, 5, 6, 7, 8, 10, 15, 20, 25, 30, 35 years, or more”. At the end we were all standing, and we all clapped.
Icebreaker
The icebreaker was a game where the chairs were put into two circles, facing each other, and everybody then took a seat. The inner circle of people had one minute to share with the person in front of them, on the outer circle. Then after time was up, it became the other persons turn to share. After, the inner circle of people moved 1 chair over to the right of themselves, and the process started all over again sharing with someone else.

3. Credentials Report
Total number of voting members present 25.
14 countries represented:
Quorum constituted; 5 countries represented.
Credentials Report accepted and adopted as presented.

4. Unaffiliated Service Bodies (voting)
Parliamentarian read from the R9 Bylaws about unaffiliated Service Bodies.
Unaffiliated Service Bodies have to send a letter to Region 9 Chair, if they want to attend R9 Assembly.
Letters from both Egypt and Lebanon were read by the Chair.
The Assembly had to vote on whether the representatives from Egypt and Lebanon were to have a voice and a vote since they were not representing a Service Body.

Vote on Egypt to have a voice and vote. The Egyptian Representative left the room while the Assembly voted.
Vote by show of hands:
To give Egypt a voice. In favour 23.
To give Egypt a vote. In favour 11 - Opposed 9.

Vote on Lebanon to have a voice and vote. Lebanese Representative not present on Wednesday.
Vote by show of hands:
To give Lebanon a voice. In favour 24.
To give Lebanon a vote. In favour 21 - Opposed 2.

The Chair declared Egypt to have a voice and a vote at the R9 Assembly 2014.
The Chair declared Lebanon to have a voice and a vote at the R9 Assembly 2014.

Orientation Meeting
● General overview of the processes of the Assembly.
The formal format of the Assembly and the Consent Agenda was explained by the Parliamentarian.

● Adoption of the Agenda
There was a proposal to move the Formal Discussion and Voting on the Motions, from Thursday at 20:00-22:00, to Thursday at 14:00-16:00.
The Strategic Plan Presentation/Committee Sessions would then be moved to be held at 16.15-18.30 on Thursday, instead of Continuation of Committee Sessions.
Another proposal put forward was to move all the Trivia Q&A to the end of the Assembly.
Both were proposed to give more time for business.
The Chair gave some history on motions on the Agenda.
Vote by show of hands to move Formal Discussion & Vote on the Motions to Thursday 14:00-16:00.
In favour 14.
Opposed 10.
The proposed Agenda was approved as revised.
The 2nd Proposal was dropped.
Binder Page 190
Organisation of Binder Material
The many updates to the Binder Material were briefly reviewed.
Chair announced some new updates to the Binder; in Section B p.7, and Section O p.60.

Vote by show of hands to stay to 22:30 to do business. Opposed.

Parliamentary Procedure
The parliamentary procedure and Robert's Rules were briefly explained to the Assembly.

Adoption of Ground Rules 2014
Ground Rules 2014 were read to the Assembly, and adopted.

Approval of the 2013 Assembly Minutes
The 2013 Assembly Minutes were approved.

Appointment of the Minutes Approval Committee 2014
The committee members appointed were: Rachel, David, and Susan (Chair).

Timekeeper & Timer
Timekeeper appointed was: Meike.

5. Abstinence Workshop
   (Reports Appendix J)

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THURSDAY 18th September 2014

1. Official Opening

2. Readings
   The 12 Steps, 12 Traditions, 12 Concepts of OA Service, R9 Motto, Region 9 Statement of Purpose, and Responsibility Pledge were read.

3. Credentials Report
   Total number of voting members present 26.
   14 countries represented:
   Belgium, Denmark, Egypt, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Netherlands, South Africa, and Sweden,
   Quorum constituted; more than 5 countries were represented.
   Credentials Report accepted and adopted as presented.

4. Questions arising out of Reports:

Chair’s Report
No questions were raised.

Secretary’s Report
No questions were raised.
Treasurer’s Report, Finance & Budget Committee Report, Suggested Budgets, Financial Statements, & Banker’s Report

Q: On the Budget Line 3005a, Parliamentarian Travel Cost to Assembly; it is written €236 in brackets, it is actually 0,-; parliamentarian (who is also Trustee) is funded by WSO, why is it not corrected?
Answer: Parliamentarian is Esti so the €236 is 0,-. The budget that was agreed last year, included the €236, and is discussed by the Finance & Budget Committee this year.

Q: How come there was money we didn’t know we had (“Balance from reserves we did not know we had”)? How could we not know we had that extra money?
Answer: Last year we did not have the accounts before the Assembly, so we didn't know what our reserves were. We didn't know what we had in the bank. The accounts were prepared after the Assembly, and no one could make decisions on those accounts.

Q: Can you explain why we did not have the accounts then, and how has that changed now?
Answer: Treasurer is not living in the UK, and cannot access the bank accounts, so it is the Banker that deals with the bank, and sends us all the statements, and information on the bank accounts. This communication has not been working properly. Communication is better now. It wasn't clear whose job was whose; Banker/Treasurer, therefore there are a lot of motions this year to make that clear.

Q: The R9 Accounts cover the period June 1st to May 31st. We are being asked to approve the budget in the middle of the fiscal year. Why are we following this practice?
Answer: All organizations have to have a financial year. 31st of May was chosen because there is a long time till the Assembly takes place, and the accounts have to be prepared and go in the binder and be analyzed. In a perfect world, we would be sitting with a set of accounts from June 1st, but that never happens in any organization. We can't do anything about it; we have to do it this way.

Q: What are other Regions doing, due to financial year/assembly year?
Answer: They approve their budget from their assembly one year and it goes to the next assembly. All Regions do this except R9. Some Regions have more than one assembly a year, and are more flexible. This year, 2 budgets are brought forward (as was started last year).

Q: When we are asked to approve budgets 18 months in advance, how can we know what we will have in 18 months?
Answer: We did not have accounts last year, we do now. It is very difficult to know, we have to do the best we can. Since we didn't have the accounts last year, we have to go back to previous years to see what we had. We know what is in the bank now. The problem last year was that the Assembly did not know what they were approving. We can refer to contributions, we never know what we will have, need to estimate the amounts. We have to do the best we can.

Q: What is the idea to have to go through the budget from last year? What is the idea to look at something we do not know about?
Answer: Now we know what we have. The adjustments to the budget discussed last year in red, are discussed by the Finance & Budget Committee, and to put the suggested budget 2014-2015 before the Assembly in Greece.

Q: 2015-2016 Suggested Budget; how come, in line item 3003 of R9 Chair Travel expenses to 3rd RCC meeting in Australia, why is it a 0,-?
Answer: Last year at the Assembly, The Committee made a mistake, and thought 3rd RCC Meeting 2014 was in Australia. This was voted on, and agreed. We will be talking about this again this year.

Trustee’s Courtesy Report
No questions were raised.

Literature & Translations Committee Report
Q: How many members does the Committee consist of?
Answer: 6 members, including the Committee Chair.

Electronic Communications Committee Report
Q: How many members does the Committee consist of?
Answer: 5 members, but no one answered the Committee Chair’s emails, so the Committee Chair did the work alone.

Bylaws Committee Report
Q: How many members does the Committee consist of?
Answer: Started out with 6 members, ended up with 3 members, including the Committee Chair.
Public Information Committee Report
No one from the Committee present.
Q: What did the Committee do last year for spreading the message?
Answer: Unfortunately, very little had been done for the past year.

Twelfth-Step-Within Committee Report
Q: How many members does the Committee consist of?
Answer: Started out with 12 members, ended up with 3 members, including the Committee Chair.

Newsletter Coordinator Report
No questions were raised.

5. Questions Arising Out of Motions
Q: The Statement of purpose of the Finance & Budget Committee to be put in the suggested Manual, in BM 16, and BM 17, has a wording that suggests that we must be fully self-supporting, which is not what 7th Tradition is talking about, so that we shouldn't receive any money from WSO etc. Is the purpose of this Committee to stop any contribution from WS etc.?
Answer 1: The term of "self-supporting" in OA means that you are self-supporting even if you are getting contributions. The structure of OA is that the group contributes to the IG, the IG contributes to the Region, the Region to WS, so everybody is self-supporting to their own structure.

Q: When it says "must be fully self-supporting". Does that mean we then can't take any delegate assistance funds etc.? and 7th Tradition says "ought to be self-supporting". That was the meaning of the question.
Answer 2: That was not the intention of the motion.

Q: BM 16; where it says: "will be updated as appropriate" are you proposing that it will be updated just like we do with the P&P and Bylaws, after the assemblies?
Answer: yes

Q: BM 16 and BM 17; if we are going through both BM 16 and BM 17, do we then need BM 17?
Answer: When we finish BM 16, BM 17 will then be incorporated.

Q: BM 18; where it says "...delegate fund etc." who decides?
Answer: The R9 Board decides if letters and reminders about Delegate Assistance Fund Applications are to go out, and the Board decides how to allocate the funds afterwards. Every letter that goes out is approved by the Board.

Q: BM 18; It is written that "October, after the Assembly". We have until now said that we would like to have donations/contributions from Region Service Bodies, to Region 9 "by September", so are we changing the date?
Answer: It is saying "in October, after the Assembly, we write a letter to the Fellowship..." that is why it says "translated". The Manual is a guide so if you send the letter out on a certain date, everybody at the assembly knows how much time they have when we come to the budget. We are not changing the date. It says "by September next year".

Q: BM 32; "if it is determined to send ...", if more than 5 additional delegates have applied, and all of them meet the requirements, how will you elect them then? How will you implement that?
Answer: Need to remind you that it is the Assembly that elects the delegates. It will be done according to the procedures written in the R9 Bylaws and P&P.

Q: BM 32: There are service bodies that can't afford to send delegates to WSBC, what does it mean with the 5 additional delegates.
Answer: Each year a certain percentage of the Region Service Bodies are not attending, so it is counted how many additional delegates those regions can send the next year.

Q: BM 32; How can we know the people, do you meet them before the WSBC?
Answer: No, we don't meet them before WSBC.

Q: BM 28; Charity Commission, what does that mean?
Answer: In the UK, and any other country, you are depending on people who are considered to commit to charity, have to confine with regularities, with banking in the UK, because we have the bank there. Therefore the Charity Commission may, or may not have a jurisdiction. When the motion was raised, we still had an investigation on this. The outcome is that we don't need to register.
Q: BM 32; it says: "write a report on the activities and submit that to...this report to be sent to all...", does that mean that everybody that is a delegate sends their report to everybody else?
Answer: When a Service Body elects a delegate, that delegate reports back to that SB. All delegates will send their report to the attendants of the Assembly from which they were elected.
Q: BM 32; what is the intent of this motion?
Answer: Intent read. First policy; we could not send any from the region to WSBC as we did not have funds to do it. The finances change completely over a period of time. The original first policy is to have a delegate go from region at large, whereas the second policy is intended to encourage representation from Region 9. It was restricted, and the Finance & Budget Committee wants it to be open for all.

6. **Region 9 Chair – Explanation of Responsibilities (during R9 Assembly & all year)**
   Region 9 Chair, Susan, explained to the Assembly about the responsibilities of the Chair, for 2 minutes.

7. **Region 9 Secretary – Explanation of Responsibilities (during R9 Assembly & all year)**
   Region 9 Secretary, Mette, explained to the Assembly about the responsibilities of the Secretary, for 2 minutes.

8. **Region 9 Treasurer - Explanation of Responsibilities (during R9 Assembly & all year)**
   Region 9 Treasurer, Isabella, explained to the Assembly about the responsibilities of the Treasurer, for 2 minutes.

9. **Region 9 Banker - Explanation of Responsibilities (during R9 Assembly & all year)**
   Region 9 Banker, Stella, explained to the Assembly about the responsibilities of the Banker, for 2 minutes.

7th Tradition Workshop
Not done due to lack of time. (To be posted on the R9 website).

10. **Liaison with Service Bodies not Present at the Assembly**
    The list of countries not represented at the Assembly was circulated around to representatives to choose a country to contact when home again.
    TSW Committee Chair explained about outreach to R9 countries not present at the Assembly 2014, for 2 minutes.

11. **How to bring back home Region 9 Assembly Information**
    A paper about how to bring back information was given to all representatives.

**Credentials Report**
Total number of voting members present 26.
14 countries represented:
Belgium, Denmark, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden,
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

    Updated Credentials Report, voting members present, 25.

**Emergency New Business Motion**
The Emergency New Business Motion was presented by the Maker; moved that:
To bring the 2014-2015 Budget from June 1st, 2014 to November 1st, 2015 (17 month) and thereafter the budget to correspond with the R9 Assembly year.
The Chair declared the motion to be an emergency business.
To make the Budget run accordingly with the Assembly year, not a fiscal year as is, and to follow practice of all other regions in the future. It is therefore proposed to make it run from June 1, 2014 - November 1, 2015 (17 months).
The Motion required a majority vote to adopt.
Vote by show of hands:
In favour 4.
Opposed 21.
The proposed Emergency New Business Motion failed.

**2014-2015 Budget Presentation:**
2014-2015 Budget; we made the adjustments (in red) because we had more information this year.
All the changes come from our reserve, we had more money than we thought we had.
We moved €18544 from our reserves into the budget, and we arrive at the new:
Income: €33711.
Expenditure; mistake last year, thought the 3rd RCC meeting was in Australia, allocated 0,- (too expensive), corrected that to Indiana, have allocated €1770.
Line item 3004: €1770, Binder says €3350, we will only be funding for 1 person.
Line item 3005a: is taken out, we don't need that this year; €0,-
Line item 3008a: to put in an amount for 3 delegates €1500 each, in total €4500.
Line item 3012a: the 6 committees are entitled to a certain amount of €110 for each committee, in total €660.
Line item 3101: €10420.
Line item 1003: €1200.
General Balance; €35544, took out €18544, that leaves us €7000. Could be for things like Translation/Project Fund, assembly travel to remote areas for Chair, or representatives, or for a committee if they have a larger project.
Prudent Reserve; €9309
In total; €16309

Discussion regarding:
Line item 3008; the money can be used for minor projects within the committees. Each committee is entitled to €110, if they have larger projects, they can apply for Translation/Projects Fund, and provide a record of expenses.
The €18544 was the actual income from last year; we thought we had €15107. It was added from the reserves. We have a prudent reserve, and a general reserve.
We wanted to split the Translation/Projects Fund, and WSO contributions, so the TPF says 0,-. We didn't know how much to put in the fund.
The line item of sending two Region 9 Delegates to WSBC 2014, was taken out last year. The €4500, is added because we now know we have that extra money.
A budget can be done because we do have the accounts from June 1, 2013- May 31, 2014.
When Service Bodies are sending money to R9, they sometimes ask for it to be sent to WSO. This is an administrative situation, and has nothing to do with the R9 Budget. To make it easier, you can also pay by credit card.
The Chair pointed out: line item 2003 contributions from other regions says 0,-. History: it was passed on from Region Chair to Region Chair, that we ask for contributions for the 3rd RCC Meeting. That is in the 7th Tradition, and mainly for keeping balance as the RCC meeting is usually a long way from Region 9. Cost for one Region Chair can be $200 with the flight - three trips. In R9, with the flight, to pay $1200-1500, three times a year. It's in three or four other Regions' bylaws to give financial help to those Regions that need help. This year the 3rd RCC Meeting is in Indiana, wrote to them to get help, R9 then received $1300. When we received that $1300, we still didn't know about our extra reserves. We then asked one of those Regions if they would take the money back, but they refused. They said if it's not used this year, to put it next year for Australia. So 0,- should be changed to $1300 because that has been committed by 3 regions already. It was asked before last year's confusion of R9 Budget with the RCC Meeting. Was told as R9 Chair, this is part of what we do, because of this imbalance. Has been discussed by BOT and there is absolutely nothing against 7th Tradition, in receiving money to help Region Chairs to go to 3rd RCC Meeting.
The Finance & Budget Committee brought it up last year, proposed a business motion to pass that decision outside the budget and put that line item to 0,-. After R9 Chair asked the Finance & Budget
Committee at the WS, we realized we made a mistake, we have the money for Indiana. Suggestion: to return the money.

R9 Chair Travel to 1st RCC Meeting, line item 3001; is always in Albuquerque in April during WSBC where Delegates, BOT, and Region Chairs are doing business.

R9 Chair Travel to 2nd RCC Meeting line item 3002; is in Albuquerque, except when there is a WS Convention. The RCC meet with BOT, to discuss Strategic Operation Plan, WSBC Forum, and how to get the message across.

R9 Chair Travel to 3rd RCC Meeting, line item 3003; is in Indiana 2014. The Chairs attend an Assembly & Convention. There are a lot of ideas to bring back to our Assembly. We are giving them experience, strength, and hope, where these Regional Assemblies are held.

The location of the 3rd RCC Meeting rotates every year.

For the 2nd RCC Mtg - Each year we have €1770, but WS refunds 90-100% of the flight to all Region Chairs, so basically the money is not used, year after year.

Line item 3003; that's in a different Region, so this is where we ask for financial help, and we have received it (3rd RCC Mtg).

The 3rd RCC Meeting was held in R9 in 2003. Approximately it will come to R9 every 20 years.

R10 Chair has not always attended that meeting, started after discussion on this.

The idea of going to other regions, is Unity, and to bring experience, strength, and hope.

Confusion about the money that comes from the other regions: 4 Regions do have their budget to help the other Chairs if necessary: this has been checked with R6. It is not the case here as we do have money.

Answer: Asked for financial help a long time before we found the extra money. And knowing it's in Indiana this year, it was never in question that the R9 Chair would not go to Indiana for 3rd RCC Meeting.

Suggestion; line item 2003: Contributions from Other Regions €0,- to $1300

Suggestion: we do not take those money into next year's income, it goes to the reserves.

Clarification; Line item 2005 is directly connected to line item 3004. If we are covering the Nominee Travel cost, we won't get €800 back from WSO this year.

2015-2016 Suggested Budget presentation:

All line items are based on 2013-2014 Budget.

Income;

Line item 2001: €14500

Line item 2002: €1500, is an estimated amount

Line item 2003: €0,- have enough funds from R9

Line item 2004: is based on costs of line item 3002 (Autumn 2014)

Line item 2010: €1400

Line item 2006: based on the income from the year before

Line item 2008: will be adjusted when we know what the rate is

Income in total; €18235

Expenditure;

Line item 3001: €1500, reduction because current R9 Chair lives in Israel, far distance. The next Chair might live nearer the US, therefore the reduction.

Line item 3002: €1500

Line item 3003: €0,- the Committee discussed this, background: R10 has 177 groups in total, spread over R10. Their Assembly & Convention is not well attended, would not use OA money to send 10 people from the US.

Line item 3005: €1800

Line item 3006: €300, expense not nearly what it used to be due to material only to be sent out by email, and not by post. Line item 3007: taken out, only had to pay for assembly room separately 1 year.

Line item 3008: €2400, complies with the current P&P, also a motion this year, Line item 3005a: €600, €600 per Board member, then it would cost the same to send a Parliamentarian as well.

Line item 3008a: €1500,

Line item 3009: €185

Line item 3010: taken out, no extra development needed

Line item 3011: €600, estimated
Line item 3012: €350,
Line item 3013: €340,
Line item 3014: taken out
Line item 3015: €400
Line item 3100: €2000,
Line item 3101: €4100,
Line item 3102: taken out, there have been times where other regions have been funded for the 3rd RCC. One time, in another region, money went missing.
Expenditure in total: €14135
Surplus in total: €18235

The R9 Chair read a letter from a previous Region Chair.

The Finance Committee brought back the Suggested Budgets to the Assembly on Friday.

**Credentials Report**

Total number of voting members present 26.
14 countries represented:
Belgium, Denmark, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden,
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

13. **Formal Discussion and Vote on:**
   - Consent Agenda
   - Bylaw Amendment Motions
   - New Business Motions

**Chart 1: Consent agenda**
To be considered all together.

**CONSENT AGENDA**
BM 3 was pulled from the Consent Agenda.
BM 5 was pulled from the Consent Agenda.
Additional add/pull suggestions:
Add to the Consent Agenda BL N.
Add to the Consent Agenda BM 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.
Pull from the Consent Agenda BM 23.
Pull from the Consent Agenda BM 27.
Pull from the Consent Agenda BM 16, 17, 24, 25.
Add none of the suggested motions to the Consent Agenda.
Pulled from the Consent Agenda: BL N, BM 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.
None of additional suggested motions were added to the Consent Agenda, and will be discussed separately.
Business Motions 3, 5 were pulled from the Consent Agenda.
BL A, B, C, D, E, F, G, H, J, K, L, M and BM 1, 2, 4, 6, 7, 8, 9, 11, 12, 13, 14, 15.
on the Consent Agenda required two-thirds vote to adopt.
Vote by show of hands.
The Consent Agenda was adopted.

**BL A**

**MEMBERSHIP OF REGION 9 ASSEMBLY**
To update wording in Bylaws.
Move to amend the Bylaws, Article IV, Section 2(I) by striking and inserting as follows:
"f The proposed delegate representative should submit a written statement on why they are unaffiliated, if they plan to be affiliated in the future and if they meet the delegate representative requirements."

**BL B**

**MEMBERSHIP OF REGION 9 ASSEMBLY - DELEGATES**

Binder Page 197
To update wording in Bylaws.
Move to amend the Bylaws, Article IV, Section 4 by striking and inserting as follows:
“Section 4 - Delegate Representative”

BL C
MEETING TIMES AND NOTIFICATION
To update wording in Bylaws. To save on costs for R9 and time for R9 Secretary.
Move to amend the Bylaws, Article V, Section 2 by striking and inserting as follows:
“Notification of this Assembly shall be mailed or emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organising committee, the registration form to send a delegate representative, blank new bylaws amendment motion, an application for financial assistance and a letter from the Region 9 Chair.”

BL D
COMPOSITION OF REGION 9 BOARD - REMOVAL OF OFFICERS
To update wording in Bylaws.
Move to amend the Bylaws, Article VII, Section 4a by striking and inserting as follows:
“a Any Officer may be removed for cause by a 2/3 vote of the delegates representatives attending Region 9 Assembly.”

BL E
REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE
To update wording in Bylaws.
Move to amend the Bylaws, Article VIII, Section 2d by striking and inserting as follows:
“d To be eligible for election, each nominee must appear before the delegates representatives at the Region 9 Assembly and there address the assembled delegates representatives for three to five minutes and answer questions from the floor.”

BL F
COMMITTEES - ELECTION OF BANKER
To update wording in Bylaws.
Move to amend the Bylaws, Article IX, Section 6e by striking and inserting as follows:
“e Nominations may be received from voting delegates representatives present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance.”

BL G
COMPOSITION OF REGION 9 BOARD - DUTIES
To save on costs for R9 and time for R9 Secretary.
Move to amend the Bylaws, Sections VII, Section 2a, b, c by striking and inserting as follows:
“a The Chair is responsible to see that a notification of the Assembly is emailed in accordance with article V -- Section 2; to see that Region 9 Intergroups, National/Language Service Boards are notified that amendments to these Bylaws should be sent in accordance with Article XII - Section 1; to prepare an agenda for the Assembly and see that the agenda is emailed in accordance with Article V - Section; to preside over the assembly; and in accordance with the Bylaws of Overeaters Anonymous, Inc. - Subpart B is entitled to be a voting delegate to the annual World Service Business Conference."
“b The Secretary is responsible for maintaining accurate minutes and records of all Region decisions and actions at the Assembly. The Secretary must see that the Minutes are mailed or emailed when possible within 45 days of the Assembly to all participants of the Assembly, unaffiliated groups in Region 9 and Service Bodies that have not sent a representative to the Assembly. Any Service Body interested can ask the Region 9 Secretary for a copy of the Minutes by mail or email.
“c The Treasurer is responsible to chair the Budget and Finance Committee; and to see that the annual financial statements are emailed to all members Intergroup and National/Language Service Boards.”

BL H
REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE
To fix a deadline for Trustee Nominations without having a fixed date as the date of Assembly changes from year to year.
Move to amend the Bylaws, Sections VIII, Section 2b by striking and inserting as follows:
“b. Trustee Nominees should forward their original World Service Trustee Application Forms to the Region 9
Chair to arrive not later than 1st October 1 month prior to the Region 9 Assembly in the year prior to the Region 9 Trustee Election.”

**BL J**
COMMITTEES - ELECTION OF COMMITTEE CHAIRS
To correct spelling.
Move to amend the Bylaws, Sections IX, Section 3c by inserting as follows:
"c. To be elected, a member must receive a majority vote of the representatives present."

**BL K**
COMMITTEES - FINANCE AND BUDGET COMMITTEE MEMBERS
To change name of Finance Committee to Finance and Budget Committee as voted on previously.
Move to amend the Bylaws, Sections IX, Section 4b by inserting as follows:
"b The Banker will automatically become a member of the Finance and Budget Committee."

**BL L**
COMMITTEES - BANKER DUTIES
To update role of the Banker.
Move to amend the Bylaws, Article IX, Section 5 by striking and inserting as follows:
"The role of the Banker is to deal with the bank and physical banking activities in the UK; receive monies from Region 9, bank them, and provide receipts to the sender; confirm incoming and outgoing money to the Region 9 Chair and Treasurer; copy and forward bank statements to the Region 9 Chair and Treasurer; liaise with the Treasurer; report annually to the Region 9 Assembly in written format, and comply with any further details of the banking role as outlined in the P&P." To update Bylaws.
Move to amend the Bylaws, Sections IX, Section 6e by inserting as follows:
"e. Nominations may be received from voting delegates present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance. If the nominee is present they shall be called upon to present their qualifications briefly to the Assembly. If the nominee is not present they may submit an application which will be read out to the Assembly. Alternatively, should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully “see”) the nominees to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible. (2012h)"

**BL M**
COMMITTEES - ELECTION OF BANKER
To update Bylaws.
Move to amend the Bylaws, Sections IX, Section 6e by inserting as follows:
"e. Nominations may be received from voting delegates present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance. If the nominee is present they shall be called upon to present their qualifications briefly to the Assembly. If the nominee is not present they may submit an application which will be read out to the Assembly. Alternatively, should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully “see”) the nominees to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible. (2012h)"

**BM 1**
WORLD SERVICE BUSINESS CONFERENCE & WSO - FUNDING OF REGION 9 CHAIR TO WSBC
To change the word Chairman to Chair.
Move to amend P&P, Section IX by inserting as follows:
"Region 9 Chairman to attend every World Service Business Conference. (1989h)"

**BM 2**
FINANCIAL ASSISTANCE TO REPRESENTATIVES TO REGION 9 ASSEMBLY
To update wording in P&P.
Move to amend P&P, Sections V by striking and inserting as follows:
"The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate representative on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)"

**BM 4**
REGION 9 WEEK
To clarify wording and delete outdated policy.
Move to amend P&P, Sections VIII by striking and inserting as follows:
"Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about OAs."

Binder Page 199
OA members who may be living in troubled or poor areas. (2006e)
The first week of September is designated as Region 9 week. (2008c)
The Assembly will make a detailed plan for PI work in order to increase awareness of OA in countries that do not have any OA meetings at all or have only very few meetings. The nature and content of this PI will be decided by the Assembly or the Literature and Translation (2012q), Twelfth Step Within and Public Information committees. (2012j)

BM 6
ASSEMBLY
To update wording in P&P.
Move to amend P&P, Sections I by striking and inserting as follows:
"REGISTRATION FORMS
2. Delegate Representative Registration. (1995m)

ORIENTATION SESSION
At each Assembly there will be an orientation session. The aim being to give delegates representatives (particularly first time delegates representatives) a general overview of the processes of the Assembly. (1997a)

BYLAWS
That delegates representatives are asked to bring their own copies of Bylaws to Assembly. (1989a)

LIAISON WITH SERVICE BODIES NOT REPRESENTED AT ASSEMBLY
The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the delegates representatives who are in attendance at the assembly. Each delegate representative will be responsible for undertaking liaison activity with the SB they have adopted. Each delegate representative will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly. The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a)."

BM 7
BOARD POSITIONS, AND DUTIES - CHAIRPERSON
To update wording in P&P.
Move to amend P&P, Sections II by striking and inserting as follows:
"Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergroup and Delegate Representative in an election year
A bid form for hosting a R9 Assembly to Intergroups and Delegates Representatives on election year."

BM 8
ASSEMBLY - REGISTER OF SERVICE BODIES AND ATTENDANCE TO BE INCLUDED IN ASSEMBLY MATERIALS
To clarify wording in P&P.
Move to amend P&P, Sections I by inserting as follows:
"The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergroups in each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)"

BM 9
WORLD SERVICE BUSINESS CONFERENCE & WSO
To ensure continuity throughout the document.
Move to amend P&P, Sections II by striking and inserting as follows:
"FUNDING OF REGION 9 CHAIR TO WSBC
9. The funding of the Region 9 Delegates will depend on the availability of funds. If the funds are available the Region 9 Delegates to the WSBC will be funded according to the Policy and Procedure 1996h.

QUALIFICATIONS FOR REGION 9 DELEGATES TO WSBC
All delegates to WSBC shall have at least one year of current abstinence and at least two years of service beyond group level (2013).

FUNDING OF REGION 9 DELEGATES
Delegates representing Region 9 as a whole may be sent to the WSBC if funds are available within the Region 9 budget or from the WSO. Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 Board Secretary, the R9 Treasurer, and/or OA members from within Region 9 who have been to the World Service Business Conference before, meet the requirements for a WSBC delegate and will not be representing any other service body at the WSBC......"
BM 11
SERVICE BODIES
To delete policy that is no longer needed.
Move to amend P&P, Sections VII by striking as follows:
"OA OVERALL SERVICE STRUCTURE
The following statements were adopted. Under the current structure we do not recommend breaking up into

further groups. Recommend Option 1. To consider carrying on as is. Recommend that the assembly seek to

improve communication during the year and that the strategic planning groups specifically work on this as action
items. For now we do not foresee the development of an OA International and believe it is in the best interest of
countries in Region 9 to maintain representation at WSBC.

We recommend that Region 9 Assembly take action to promote an increase of contributions to

Region 9 and World Service Office.
We do not recommend country autonomy at this time.
In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups. 
(2000c)

1. Motion adopted reaffirm the 2000 Region 9 Assembly statement:
For now we do not foresee the development of an OA International and believe it is in the best interest of
countries in Region 9 to maintain representation at World Service Business Conference.

We recommend that Region 9 Assembly take action to promote an increase of contributions to

Region 9 and World Service Office.
We do not recommend country autonomy at this time.
2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for
this purpose. (2001a)"

BM 12
APPENDIX B - FLYER
To update wording in P&P.
Move to amend P&P, Appendix B by striking and inserting as follows:
"Put an address on where people can send the completed delegate representative registration forms and
cheques."

BM 13
APPENDIX B
To update wording in P&P.
Move to amend P&P, Appendix B by striking and inserting as follows:
VISITORS
"Visitors are welcome to attend the Assembly and Convention, at the Assembly it is important that they are not
seated with the delegates representatives at the table but preferably in a row / seats behind or at edge of room."
AFTERWARDS
"Please consider the best way to get feedback from R9 Board and delegates representatives so that we can
offer any suggestions for things that do or don't work to future hosts."

BM 14
BOARD POSITIONS, AND DUTIES - SECRETARY
To save cost for R9 and time for R9 Secretary.
Move to amend P&P, Sections II by striking and inserting as follows:
UPDATE OF LISTS
"Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language
Service Boards is emailed periodically to each R9 officer."

BM 15
FINANCE AND BUDGET - TRANSLATION/PROJECTS FUND
To update P&P with current practice.
Move to amend P&P, Sections V by striking and inserting as follows:
"Service Boards applying for:-
Translation Applications
a) who currently do not have anything translated in their language
b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended
2011e)
It is required that the Service Body requesting such funds
a) Include in that in the application, a list of material that has already been translated in that language
b) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO

c) Make a substantive contribution to the cost and give details in the application.

Project Applications
a) who currently do not have such a project in their own country

It is required that the Service Body requesting such funds.

b) List in that application, a list of projects undertaken in that country previously.

b) List the amount of money received in the past from WSO and for which projects: and if requesting at the present any financial assistance from WSO

c) Make a substantive contribution to the cost and give details in the application.

The appropriate forms are available from the Secretary. (2004f)(amended 2008b)
d) The officers will consider the applications and make payments by April 30th and September 30th (2013d).

Chart 2: Proposed Motions to be Discussed Separately

Bylaw Amendment Motions and New Business Motions voted on

BL I Amendment to the Main Motion
REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE
The Amendment was presented by the Finance & Budget Committee; moved that:

To clarify that the Assembly is the authority which decides, and votes on the R9 Budget.

Move to amend the Bylaws, Article VIII, Section 2f by striking and inserting as follows:

"Nominees who are endorsed will receive up to 980 EUR for their expenses in attending World Service Business Conference if funds permit. Available funds to be apportioned as agreed by the Assembly in the budget."

The Amendment to the Main Motion required a two-thirds vote to adopt.

Vote by show of hands.

The Amendment to the proposed Bylaw Amendment Motion I was **adopted**

BL I Main Motion
REGION 9 TRUSTEE - ENDORSEMENT PROCEDURE
The Finance & Budget Committee moved that:

Due to increase of flight costs, the amount of €980 might not be enough.

Move to amend the Bylaws, Article VIII, Section 2f by striking and inserting as follows:

"Nominees who are endorsed will receive reimbursement of their costs up to 980 EUR for their expenses in attending World Service Business Conference (WSBC) as agreed by the assembly in the budget. Nominations who are endorsed may be attending WSBC in another capacity and thus may not require separate funding by the Region."

The Amendment to the Main Motion required a two-thirds vote to adopt.

Vote by show of hands.

The proposed Bylaw Amendment Motion I as amended was **adopted**.

BL N
COMMITTEES - ELECTION OF BANKER

The Finance & Budget Committee moved that:

Move to amend the Bylaws, Article IX, Section 6 by striking and inserting as follows:

"c. The position is elected for a two year term to run concurrently with elections in alternate years to that of the Treasurer's position and these elections can be held in any year that the position is required."

The Motion required a two-thirds vote to adopt.

Vote by show of hands.

The proposed Bylaw Motion N was **adopted**.

BM 10 Substitute Motion to the Main Motion.
FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO REGION 9 ASSEMBLY

The Substitute Motion was presented by the Finance & Budget Committee; moved that:

Move to amend P&P, Section V by striking and inserting as follows:

Financial assistance be granted to representatives of Region 9 service bodies and R9 Committee Chairs travelling to Region 9 Assemblies. Draft claim form approved. (1985b) (2013k)

"That the mailings to all member groups and Intergroups as in article 5(ii) of the Bylaws, shall include applications for assistance. This application form will also be posted on the R9 website.

Completed application forms will be submitted to the R9 Treasurer at least 3 months prior to the date of the Assembly. (2012g)

Binder Page 202
It is required that the service bodies requesting such funds attach to the application form for assistance – the latest financial summary of the service body and that they give details of any funding for attendance at Region 9 Assembly from elsewhere. The Region 9 Board are authorized to consider (by email) those applications (2012g)

The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a delegate on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)

The Region 9 Board are authorised to consider (by email) those applications having regards to the funds agreed in the budget by the Assembly. (2012g)

The Board is authorized to make a decision on transferring up to EUR 2400.00 (GBP 1700.00) or more from Service to Delegate Assistance, 3 months before the next Assembly, whenever that takes place. (2007a)"

The Substitute Motion required a two-thirds vote to adopt.

Vote by show of hands.

The proposed Substitute Motion to the New Business Motion 10 was adopted

BM 16 1st Amendment to the Main Motion
FINANCE AND BUDGET
The Amendment was presented by the Maker; moved that:
To make the Main Motion comply with the wording, and purpose of 7th Tradition.
Move to amend P&P, Section V by striking and inserting as follows:
“The Statement of Purpose of the OA R9 Finance & Budget Committee is to consider the regions financial matters, having regard to that Region being strive to be fully self-supporting and that the regions assembly is reliably so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO”
“The Treasurer, together with the Finance & Budget Committee will comply with the policies set out in the attached manual and update it as appropriate propose updates to it as appropriate to the Assembly for approval.”

The 1st Amendment to the Motion required a majority vote to adopt.

Vote by show of hands.

The 1st Amendment to the proposed New Business Motion 16 was adopted

Divide the Amendment into Two
To divide the Amendment into two, in favor.

BM 16 2nd Amendment (1st part) to the Main Motion
FINANCE AND BUDGET
The Amendment was presented by the Maker; moved that:
To make the Main Motion comply with the wording, and purpose of 7th Tradition.
Move to amend P&P, Section V by striking and inserting as follows:
“The Statement of Purpose of the OA R9 Finance & Budget Committee is to consider the regions financial matters, having regard to the fact that the Region being ought to be fully self-supporting and that the regions assembly is reliably so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO”

The 2nd Amendment to the Motion required a majority vote to adopt.

Vote by show of hands.

The 2nd Amendment to the proposed New Business Motion 16 was adopted

BM 16 2nd Amendment (2nd part) to the Main Motion
FINANCE AND BUDGET
The Amendment was presented by the Maker; moved that:
To clarify that the Assembly approves updates to the Manual.
Move to amend P&P, Section V by striking and inserting as follows:
“The Treasurer, together with the Finance & Budget Committee will comply with the policies set out in the attached manual and update it as appropriate propose updates to it as appropriate to the Assembly for approval.”

The 2nd Amendment to the Motion required a majority vote to adopt.

Vote by show of hands.

The 2nd Amendment to the proposed New Business Motion 16 was adopted

BM 16 Main Motion
FINANCE AND BUDGET
The Finance & Budget Committee moved that:
To re-organise R9 P&P Finance and Budget section, to make a more complete manual.
Move to amend P&P, Section V by inserting as follows:
Binder Page 203
A) FINANCE AND BUDGET COMMITTEE STATEMENT OF PURPOSE.
OA REGION 9 POLICIES & PROCEDURES extracts:

III REGION 9 COMMITTEES FINANCE & BUDGET Will deal with all financial and budgeting matters relating to OA R9.

The Statement of Purpose of the OA R9 Finance & Budget Committee is to consider the regions financial matters, having regard to the fact that the Region ought to be fully self-supporting and that the regions assembly is reliably informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO.

The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board needs to be aware of the contents of this manual and various financial policies so that where it affects their role, they can act accordingly.

The Treasurer, together with the Finance Committee will comply with the policies set out in the attached manual and propose updates to it as appropriate to the Assembly for approval.

The sections of the manual are as follows:

B) TREASURER DETAILED JOB DESCRIPTION
C) BANKER DETAILED JOB DESCRIPTION
D) REGION 9 BOARD MEMBERS REIMBURSEMENT
E) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY
F) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND
G) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9
H) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED
I) FUND RAISING PRODUCT
J) STANDARD EXPENSES FORM
K) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS
L) CHARITY COMMISSION REGISTRATION
M) FINANCIAL ARCHIVES
N) MISC. POLICIES
O) A DAY IN THE LIFE OF R9 TREASURER / BANKER

The Motion required a majority vote to adopt. Vote by show of hands. The proposed New Business Motion 16 as amended was adopted.

BM 17
WITHDRAWN

14. Strategic Plan Presentation
(Report Appendix A)

15. Committee Sessions
All the committee work during the last year was much appreciated!

16. Region 9 Trustee – Explanation of Responsibilities (during R9 Assembly & all year)
Region 9 Trustee, Esti, explained to the Assembly about the responsibilities of the Trustee, for 2 minutes. Following the explanation of responsibilities, the R9 Trustee had a Translations Presentation.
(Report Appendix L)

17. Ask-It-Basket; Questions & Answers
No questions were answered due to lack of time. All questions & answers will be put in the R9 Newsletter, September & November issues.

Credentials Report
Total number of voting members present 27. 15 countries represented:
Belgium, Denmark, Egypt, England, France, Greece, Hungary, Iceland, Ireland, Israel, Italy, Lebanon, Netherlands, South Africa, and Sweden. Quorum constituted; more than 5 countries were represented. Credentials Report accepted and adopted as presented.
18. **Election of Service Positions – R9 Secretary (2 year term); R9 Treasurer (2 year term); Banker (2 year term); Bylaws Committee Chair; PI Committee Chair; R9 Trustee Nominees:**

**Secretary (2 year term)**
Parliamentarian read; R9 Bylaws Article VII – Elections and Duties/P&P, Section II.
Announcement of 1 application for Region 9 Secretary.
No further applications for Secretary.
No nominations for Secretary.
Current Region 9 Secretary, Mette, addressed the Assembly and answered questions.
Voting by written ballots. 27 votes cast.
Mette received 24 'yes' votes, 1 no vote, 2 votes invalid.
Mette was elected.
The Chair declared Mette as Region 9 Secretary.

**Treasurer (2 year term)**
Chair read; R9 Bylaws Article IX – Board Positions and Duties/P&P, Section II.
Announcement of no applications for Treasurer.
2 nominations for Treasurer from the floor.
Current Region 9 Treasurer, Isabella, addressed the Assembly and answered questions.
The candidates addressed the Assembly and answered questions.
Voting by written ballots. 27 votes cast.
Aileen received 21 'yes' votes, and Robin received 5 'yes' votes, 1 abstention.
Aileen was elected.
The Chair declared Aileen as Region 9 Treasurer.

**Banker (2 year term)**
Parliamentarian read; R9 Bylaws Article IX – Board Positions and Duties/P&P, Section V.
The Banker position is not a Board position.
Announcement of no applications for Banker.
4 nominations from the floor.
Current Banker, Stella, addressed the Assembly and answered questions.
Stella was nominated and declined.
Rachel was nominated and declined.
Robin was nominated and declined.
Francene was nominated and declined.
The Chair declared that no one came forward, the position is vacant.
Stella will do the overlapping period as Acting Banker.

**Committee Chairs**
Parliamentarian read; Region 9 Bylaws Article IX – Committees/P&P, Section III.
Each Committee Chair Candidate addressed the Assembly and answered questions.

**Bylaws Committee Chair**
Announcement of no applications for Bylaws Committee Chair received.
1 nomination from the floor.
Meike was nominated and accepted.
Vote by written ballots. 27 votes cast.
Meike received 25 'yes' votes, 1 no vote, 1 vote invalid.
Meike was elected.

**PI Committee Chair**
Announcement of no applications for PI Committee Chair received.
1 nomination from the floor.
Miranda was nominated and accepted.
Vote by written ballots. 27 votes cast.
Miranda received 26 'yes' votes, 1 vote invalid.
Miranda was elected.

The Chair declared:
Meike as Bylaws Committee Chair.
Miranda as PI Committee Chair.

Trustee Nominees
Parliamentarian read; Region 9 Bylaws Article VIII - Endorsement Procedure/P&P, Section II.
Announcement of 2 Trustee Nominee Applications received.
The Nominees addressed the Assembly, and answered questions.
Voting by written ballots. 27 votes cast.
Susan received 20 'yes' votes, 7 no votes.
Susan was endorsed by R9.
Stella received 26 'yes' votes, 1 abstention.
Stella was endorsed by R9.
The Secretary declared the endorsement of Susan as Region 9 Trustee Nominee.
The Secretary declared the endorsement of Stella as Region 9 Trustee Nominee.

WSBC 2015 will make the actual election on Trustee Nominees, R9 Assembly only endorses the R9 Trustee Nominee candidates.

Non voting position: Newsletter Coordinator
The work of the Region 9 Newsletter Coordinator was explained to the Assembly.
Chryssa volunteered to take on the service position.

19. Deadline for submitting Emergency New Business Motions announced for Friday 9:00

Embrace the Similarities
Love the Differences
In all our Affairs Region 9

FRIDAY 19th September 2014

1. Opening

2. Readings
The 12 Steps, 12 Traditions and 12 Concepts of OA Service, R9 Motto, R9 Statement of Purpose, and Responsibility Pledge were read.

The Chair moved to destroy the ballots from yesterday, it was so voted and the ballots were destroyed.

3. Deadline For Emergency New Business Motions 9:00

4. Credentials Report
Total number of voting members present 27.
15 countries represented:
Quorum constituted; more than 5 countries were represented. Credentials Report accepted and adopted as presented.

5. **Election of Assembly/Convention Venue for 2016**
   South Africa pitched last year, representative would like to ask permission to go forward with what they already submitted. The Assembly needs to hear their proposal again. This can be done next year. Next year we will have our bid on 2016.

6. **Formal Discussion and Voting continued**
   - New Business Motions

**BM 18 Amendment to the Main Motion**

**FINANCE AND BUDGET**

The Amendment was presented by the Finance & Budget Committee; moved that:

To Move to amend P&P by striking and inserting as follows:

*BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)*
B) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (Last Updated MAR 2014) (SEP 2014)*

*The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:-

* Operating the accounts:
  - keeping account workbook on excel (The current excel workbook can be replaced with an equivalent electronic ‘package’ that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. Where this happens – in the job description that follows where it reads or refers to ‘excel workbook’ – it can be accepted that this refers to R9 Financial Records in electronic form): tallying income, expenditure, and balance.

* Participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee & the R9 Board

**NB** Note: - a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of accounts.

* Preparing a list of contributions for the year (as per the established format in Section G) to be included with the accounts for the assembly as mentioned above.

* Facilitate service, traditions and concepts workshops as appropriate."

"**Items you will need and that are on file / or in the various computer folders:**-

1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)

9. R9 Translation/ Projects Assistance Application (Translation/Printing)"

"**Things to do as a new treasurer**

1* Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.

2* Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) **(Note: There may be new references to these forms so they are not written here).**

6* Alter Dates on Translation / Project Fund Application Form and send to Secretary for inclusion with the Minutes of the Assembly."

"**Timing of treasurer tasks**

7* Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. Note: Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.

9* If you complete the excel workbook accurately and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc.

14* April – email rest of Region 9 Board with suggestions as to how the Translation / Projects Budget Fund should be used and with the board decide on which service bodies should receive assistance.

16* June - email rest of Region 9 Board and with them decide on which representatives receives assistance
with costs of transport etc to Assembly.

NoteB: – Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the Delegate Representative Assistance for Attendance at Assembly / Convention form and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in Euro and in £ in that note at the bottom of that sheet.

Consider who should be assisted and who should not.

Email the Chair & Secretary and attach – all applications together with current financial positions and the updated Delegate Representative Assistance for Attendance at Assembly / Convention form in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not – in the light of what we have agreed as a fellowship in terms of priority.

Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive / negative response) – see standard letter.

These standard letters need to be sent out by 7th July in good time.

21* October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.*

"Standing Bills & Costs / Contributions"

24* Send agreed contribution to WSO after Assembly and as appropriate during the year

2nd RCC is held in Albuquerque in August (unless there is a World Convention (every 3 years) when it will be is held there)."

"When you need to prepare a bank payment draft / write a cheque"

- Prepare the bank transfer document – we currently use ‘Standard’ payments as these are the cheapest – you will need all bank details of member folk you want to pay by transfer – refer to prior forms already complete – especially important is the BIC code & the IBAN code – otherwise the bank may not pay out.
- Write the cheque – make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self – addressed and stamped envelope enclosed for its return to you.

"At the Assembly"

But this is not always the case – at Barcelona some conventions in the past the 7th Tradition was passed to the treasurer after each meeting!

- Ask for help when counting the 7th Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. – That way you don’t have to get involved with counting currency that you may not be familiar with while member folk are speaking to you and asking you questions about finance.

27* Delegate R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).

28* Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the ‘Treasurer’s Records Cash Book’ the amounts as you pay them out in cash and ask the delegate representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.

29* At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e.

Registration Received,
Contributions Received,
Representative assistance paid out
Chair / Secretary / Treasurer expenses paid out
Etc – arriving at the amount to be paid into the bank.

- When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the ‘Treasurers Records Cash Book’ (hardback book) pages you have filed in and use them as ‘vouchers’ to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.

NB Note: - When this book gets 'full', buy a replacement and put the ‘used’ one in the R9 Archives Box. Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the
The Amendment to the Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 18 as amended was adopted.

**BM 18 Main Motion**

**FINANCE AND BUDGET**

The Finance & Budget Committee moved that:

To provide a more detailed job description for the R9 Treasurer

Move to amend P&P by inserting as follows:

**BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)**

**B) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION – (SEP 2014)**

Refer to the OA REGION 9 POLICIES & PROCEDURES II BOARD POSITIONS AND DUTIES and in particular the summarised duties of the Treasurer & Banker.

The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:-

* Operating the accounts:
  - writing cheques & prepare bank transfers (to other board members, hotels, etc.)
  - banking money
  - transferring funds between bank accounts as necessary
  - writing cheques & prepare bank transfers (to other board members, hotels, etc.)
  - banking money
  - transferring funds between bank accounts as necessary
  - amalgamating or opening bank accounts as the fellowship requests.
  - prepare a suggested draft budget for the year for inclusion in the R9 Assembly materials, consideration by Finance Committee at the Region 9 Assembly and then the Region 9 Assembly itself. A suggested budget should be done for the year ahead so that the assembly can vote ahead of decisions and then if necessary revisited within the year in question.
  - keeping account workbook on excel (The current excel workbook can be replaced with an equivalent electronic ‘package’ that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. Where this happens – in the job description that follows where it reads or refers to ‘excel workbook’ – it can be accepted that this refers to R9 Financial Records in electronic form) : tallying income, expenditure and balance.
  - balancing the records with the bank statements.
  - liaising with / writing to the accountant for the end of year accounts review.
  - collecting receipts and claim forms.
  - deal with the claim forms for Chair to attend Region Chairs Committee Meetings (RCC Meetings)
  - storing the accounts records for the last 6 years.
  - liaising with the bank.
  - communicating with the fellowship as a whole regarding Tradition 7, etc.
  - participating in Finance & Budget committee during the year and at the Region 9 Assembly.
  - participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee & the R9 Board
  - writing a written report and completing the accounts (in the established format in Section G and showing actual in comparison to budget in good time to be submitted to the ‘reviewing’ accountant and the secretary for inclusion in the ‘Materials’ Binder for sending out prior to the Region 9 Assembly.

Note: - a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of accounts. Where the treasurer is unable to prepare accounts – liaise with accountant and give sufficient information so as to enable the accountant to prepare accounts on our behalf in the appropriate format in G
  - preparing a list of contributions for the year (as per the established format in Section G) to be included with the accounts for the assembly as mentioned above.
  - facilitate service, traditions and concepts workshops as appropriate.

**HANDOVER SHEET – THINGS YOU MUST KNOW**

**Items you will need and that are on file / or in the various computer folders:-**

1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)
2. Contributions List
3. Sample Thank You / Receipt Letter as per example
4. Budget set at Region 9 Assembly with detail codes on line items

Binder Page 209
5. Annual Letter to Fellowship for Appeal
6. Sample Expense Claim Form – General (Change the address at the bottom to yours)
7. Sample Expense Claim Form – Chairs Travel (Change the address at the bottom to yours)
8. R9 Financial Assistance for Regional Assembly – Application
9. R9 Translation/ Projects Assistance Application
10. Sample Region 9 Assembly Report
   - Have a Book of 1st and 2nd class stamps (however, these are needed less & less these days as we use email wherever we can)
   - Use OA Region 9 ‘Headed’ Paper – there is one on draft electronically – you will need to alter the address at the bottom to your own address as Treasurer.
   - Our Financial Year for Region 9 runs 1 June – 31 May
   - BACK UP DATA REGULARLY FROM THE COMPUTER.

Bank
Questions the Bank may ask in order to verify you are valid
Bank Accounts Numbers
For security purposes details of the Bank and branch, Questions the Bank may ask & Bank Account Numbers are available from the R9 Treasurer / Banker – if appropriate.

Things to do as a new treasurer

1. Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.

2. Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (Note There may be new references to these forms so they are not written here).

3. Set yourself up to access accounts on telephone and online. Currently the GBP Current Account and Bonus Saver can be accessed via telephone and online. The Euro Current Account can be accessed via telephone but not online.

4. Letter to bank requesting an address change for the bank statements (needs signatures)

5. Send letter to fellowship introducing yourself (give them your name and address for contributions and tell them what we discussed at Region 9 Assembly re finances)

6. Read the Translations Guidelines as issued by WSO (they are usually on the web site).

Timing of treasurer tasks

7. Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. Note Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.

8. Analyse the Income & Expenditure as you go along – refer to the instructions on the excel workbook.

9. Annually – Prepare a set of accounts (or facilitate the accountant to do so) - Income & Expenditure Account, Balance Sheet & Notes as well as a detailed list of Contributions for the Year Ended 31 May just ended. – Do this as early in June as possible – the time before the Assembly will go quickly. Note If you complete the excel workbook accurately and telephone and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc. Just before the year end, send an email to the board and the committee chairs and ask if there are any pending items due for payment. Pay anything due before the year end. You will need to consider though whether there are any expenses that have been paid in the current year for next financial year (e.g. Chairs Flight costs for RCC meetings in the following year) or whether there are any outstanding costs that are still to be paid but which are for this current financial year. These will need to be adjusted for in the accounts and the accountant will help you with this but you will need to let the accountant know which of these apply. The accounts you have prepared will need to be copied onto a PDF document before being sent to the secretary for inclusion in the Assembly binder.

10. Prepare a written report for which will accompany those accounts and which reviews and interprets them. Highlight items you think are important, including how the figures look in relation to the budget and how R9 finances ‘fit’ into those of other regions / WSO if possible. Make as much information as possible available to the assembly so that they can make informed group conscience decisions.

11. Send the accounts spreadsheets and workings electronically to the accountant. Ask if they need any further information – they may want a copy of the closing bank statements and perhaps a copy of one or...
two expense claims or receipts. You can photocopy these and send them to them or scan and send by email. (The accountant will now review the records you have given them and prepare a set of accounts in a slightly different format – they will send you these accounts just before the assembly – but you will have to liaise with the accountant in the mean-time to ensure that you have the report in your possession when you attend the assembly). The accounts in columnar form prepared from the excel sheets is fine – accountants just use a slightly different format. You will want to report to the Assembly that the accounts have been reviewed by the accountant.

12* December 1st – send reminder to service bodies that they can apply for Translation/Projects fund assistance – attach form with email/letter (via secretary).

13* February 1st – deadline for Translation/Projects fund Application forms to be sent to you as Region 9 Treasurer.

14* April – email rest of Region 9 Board with suggestions as to how the Translation/Projects Fund should be used and with the board decide on which service bodies should receive assistance. Email board and committee chairs and remind them to claim any expenses due asap so they can be paid before the year end.

15* May – make sure you pay all relevant costs for the current financial year including Translation/Projects Assistance & Chairs Travel expenses.

16* June - email rest of Region 9 Board and with them decide on which representatives receives assistance with costs of transport etc to Assembly.

Note: --- Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the ‘Representative Assistance for Attendance at Assembly/Convention form’ and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in that note at the bottom of that sheet.

Consider who should be assisted and who should not. Email the Chair & Secretary and attach – all applications together with current financial positions and the updated ‘Representative Assistance for Attendance at Assembly/Convention form’ in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not – in the light of what we have agreed as a fellowship in terms of priority. Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive/negative response) – see standard letter. These standard letters need to be sent out in good time.

17* July - Prepare suggested ‘base’ budget for the next Financial Year beginning 1st Jun and include with information to be sent to secretary for inclusion in Assembly Materials Binder (Use the prior Years Income & Expenditure Account as a guide and ask Chair & Secretary for any unusual factors that have to be taken account of). See the workbook in excel about this. Revisit the budget (set previously) for the current year and consider if any adjustments should be made and make appropriate recommendations for inclusion in the assembly materials.

18* Assembly – Transfer the suggested ‘base’ budget as prepared previously for the next year and the one for the current year onto two large flip charts and display throughout the Assembly. These will be used as an aid memoir during the presentation of the draft budget and is very useful for members to review during the assembly and assists their understanding.

19* Assembly – At the Board meeting get accounts from accountant signed by Chair & sign yourself as appropriate.

20* October / After the Assembly – send the signed accounts off to the accountant – they will sign their own report and send them back to you – file the signed accounts in the Region 9 Permanent Notes file in the appropriate section ‘Final Accounts’.

21* October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.

**Accounts Review**

22* All Receipts / Bills etc. Must be kept for 6 years

**Standing Bills & Costs / Contributions**

23* Accountant Annual Fee

24* Send agreed contribution to WSO after Assembly and as appropriate during the year.

25* Web Site Annual maintenance is payable to Global Gold for Web Hosting and Domain Reg. This is payable annually – be careful not to miss this as we may lose our website address.

26* The Region Chair will claim for expenses for travel for each of the Region Chairs Meetings (RCC Meetings). These expenses will be claimed separately for each meeting (and sometimes there will be
When you receive a contribution (cheque)
- Prepare a thank you letter / receipt to the Group / Intergroup / National / Language Service Board and email where possible – sometimes you have to ‘hunt’ for an email address. – Refer to the Treasurer Contact List (which you must maintain), past records and email service bodies or the secretary. Keep copies of these letters in a Receipts Folder on the computer.
- Write up bank deposit slip – include group, date, amount on deposit stub
- Record amount in Income & Expenditure spreadsheet workbook (Cash Book).
- Deposit the money in the bank – they will date stamp it.
- Save any letters / bank notices etc. that come with the contribution in the Income File (file ‘upwards’ in date order). Reference it with the appropriate number.

When you need to prepare a bank payment draft / write a cheque
- Check & Validate expense claim forms which have the amount requested, why, who etc. Make sure receipts are attached wherever possible. Make sure the claim is in line with budget as set by the assembly minutes.
- Fill in the Treasurers section on the form with cheque number, date and who, currency etc.
- Prepare the bank transfer document – we currently use ‘Standard’ payments as these are the cheapest – you will need all bank details of member you want to pay by transfer – refer to prior forms already complete – especially important is the BIC code & the IBAN code – otherwise the bank may not pay out.
- Write the cheque – make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self-addressed and stamped envelope enclosed for its return to you.
- Record amount in Income & Expenditure (Cash Book) spreadsheet
- Send cheque and copy of expense form to person requesting payment / cheque / take the transfer document and proof of who you are to the bank. (I usually bring my passport but the staff do get to know you if you use the same branch)
- Save and file the form in the Expenditure File (file ‘upwards’ in date order). Reference it with the appropriate number.

When you get the Bank Account Statements
- Balance the current account and euro & the bonus saver account – statement to spreadsheet records.
- Make a note of the bank statement number that each transaction appears on in the excel sheets.
- File original of each statement in the bank statements file
- Monthly – scan the bank statements or download from the account online and send on to the Chair, Secretary & Trustee – this is an ‘audit’ check that the appropriate money is still in the bank!

At the Assembly
- Use a ‘Bum bag’ for the 7th Tradition i.e. keep the money on your person at all times.
- If the Assembly is to be in a country in which you are not familiar with the currency – email the local members and ask for help from them during the assembly. – Ask whether they will be taking 7th tradition during the assembly / convention as well as registration. Ask whether they expect you to get involved with the 7th Tradition during the convention. – Normally the Registration & 7th Tradition from the Assembly is dealt with by the Region 9 Treasurer and then the Registration & 7th Tradition for the Convention is dealt with locally and any surplus after costs is then normally contributed to Region 9 at a later date. But this is not always the case – at some conventions in the past the 7th Tradition was passed to the treasurer after each meeting!
- Ask for help when counting the 7th Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. – That way you don’t have to get involved with counting currency that you may not be familiar with while member are speaking to you and asking you questions about finance.
- Keep own funds completely separate so that you don’t confuse the two.
- Bring plenty of bank bags (plastic bags) with you.

separate claims for flights etc.) and are:- Registration, Flight, Accommodation, Meals & Incidental Travel costs. There are three RCC Meetings – in a calendar year these are normally held – 1st RCC is at the World Service Business Conference (WSBC) in April / May. 2nd RCC is held in Albuquerque in August (unless there is a World Convention when it will be held there). 3rd RCC is held at one of the other regions and moves around within those regions (it happens at the same time as that Regions Assembly) and is generally in the Autumn. This is as per calendar year, but be mindful that within our Accounting Year of 1 Jun – 31 May the order normally follows 2nd RCC, 3rd RCC and the 1st RCC / WSBC.
Bring a couple of bags to collect the 7th Tradition at the Assembly.

When someone gives you a piece of paper with cash – keep it in a ‘bank’ change bag separate i.e. so that you know what it is when you refer back to it. – You will be amazed at what you don’t remember when you return from the assembly!

Use the ‘Treasurers Records Cash Book’ (hardback book) during the Assembly itself for recording receipts or registration etc – you will need to reconcile this with the cash you bank.

Try to pass on the coinage as much as possible before you come home – exchange with local members for notes – this way you can bank easier when you get home and will lose less on exchange as well as making your bag lighter!

Will need a calculator handy

Will need small stapler

Ask for flip chart / wipe board to present and work on budget

27* R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).

28* Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the ‘Treasurer’s Records Cash Book’ the amounts as you pay them out in cash and ask the representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.

29* At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e.
Registration Received,
Contributions Received,
Representative assistance paid out
Chair / Secretary / Treasurer expenses paid out
Etc – arriving at the amount to be paid into the bank.

When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the ‘Treasurers Records Cash Book’ (hardback book) pages you have filed in and use them as ‘vouchers’ to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.

Note:- When this book gets ‘full’, buy a replacement and put the ‘used’ one in the R9 Archives Box.

Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the bank with your amount that you paid in.

The Motion required a majority vote to adopt.
Vote by show of hands.
The proposed New Business Motion 18 as amended was **adopted**

Updated Credentials Report, 23 voting members present.

**BM 3**
REGION 9 NEWSLETTER
The Bylaws Committee moved that:
To reflect current practice, and to establish that the Newsletter Coordinator should submit a written report to R9 Assembly.

Move to amend P&P, Section XI by inserting as follows:

“The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9 Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e)
The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly.

The Motion required a majority to adopt.
Vote by show of hands.
The proposed New Business Motion 3 was **adopted**

Updated Credentials Report, 26 voting members present.

**BM 5 Amendment to the Main Motion**
REGION 9 ARCHIVES
Binder Page 213
The Amendment was presented by the Maker; moved that:
To create- and name a new service position.
Move to amend P&P, Section XI by striking and inserting as follows:
"Region 9 Archives contains the history of Region 9. This is held by an appointed member of Region 9 member called Archive Coordinator."
The Amendment to the Motion required a majority vote to adopt.
Vote by show of hands
The Amendment to the proposed New Business Motion 5 defeated

Updated Credentials Report, 26 voting members present.

BM 5 Main Motion
REGION 9 ARCHIVES
The Bylaws Committee moved that:
To make members aware that the Region 9 Archives exist.
To amend P&P by inserting as follows:
"Region 9 Archives contains the history of Region 9. This is held by Region 9 member."
The Motion required a majority vote to adopt.
Vote by show of hands
The proposed New Business Motion 5 was adopted

7. Deadline for Ask-It Basket Questions Announced for Friday 11:30

Credentials Report updated
Total number of voting members present 25.
15 countries represented:
Quorum constituted; more than 5 countries were represented.
Credentials Report accepted and adopted as presented.

8. Approval and Adoption of 2014-2015 and 2015-2016 Budgets
2014-2015 & 2015-2016 Suggested Budgets presented by Finance & Budget Committee

2014-2015 Suggested Budget

Vote on Line Item 2003 to Stay €0, or Contributions from Other Regions of €800 for R9 Chair Travel for 3rd RCC Mtg. 2014 (Indiana)
Vote by written ballots.
€0 in favor 12
€0 opposed 14
€800 will be the budget line 2003 amount

Vote on Line Item 3005c €450 to Support Service Positions
PULLED

Vote to Split €800 (taken out of €1770 in Line Item 2003), into €400 for WSO, and €400 for R9 Reserve
Vote by show of hands.
Defeated.

Vote on of €800 (taken out of €1770 in Line Item 2003), for WSO or R9 Reserve
Vote by show of hands.
The contributions to go to WSO, in favor 13.
The contributions to go to R9 Reserve, in favor 13.

The Chair broke a tie, the contributions to be put into the R9 Reserve.

Vote on the 2014-2015 Suggested Budget
Vote by show of hands.
The 2014-2015 Suggested Budget was adopted
Binder Page 214

Updated Credentials Report, 27 voting members present.

The Chair moved to destroy the ballots, it was so voted and the ballots were destroyed.
The 2015-2016 Suggested Budget

Updated Credentials Report, 26 voting members present.

Vote on Increase of Line Item 3003 from €0 to €2200
Vote by written ballots.
€0 in favor 8
€0 opposed 18
€2200 will be the budget line 3003 amount

Vote on Increase of Line Item 3008 from €2400 to €3000
Vote by show of hands.
€2400 in favor 9
€2400 opposed 16
€3000 will be the budget line 3008 amount

Vote on Increase of Line Item 2003 from €0 to €500
Vote by show of hands.
€0 in favor 17
€0 opposed 7
€0 will be the budget line 2003 amount

"Line item 2003: Contributions from other OA Regions towards Region 9 3rd RCC Mtg: €0"
"Line item 3001: Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC May 2016): €1500"
"Line item 3002: Chair Travel Expenses for 2nd Regional Chairs Meeting (Autumn 2015): €1770"
"Line item 3003: Chair Travel Expenses for 3rd Regional Chairs Meeting (Autumn 2015 - Region 10): €2200"
"Line item 3005: Region 9 Board - Assembly Travel (France): €1800"
"Line item 3006: Region 9 Assembly Material (delegates packs etc.) & Minutes: €300"
"Line item 3008: Region 9 Assembly Reps Assistance to R9 Assembly: €300"
"Line item 3005a: Region 9 Assembly Parliamentarian Travel Costs to Assembly: €600"
"Line item 3008a: Region 9 Delegate to WSBC (Apr 2016): €1500"
"Line item 3009: Website Maintenance: €185"
"Line item 3011: Accounts Preparation & Review: €600"
"Line item 3012: Secretarial Expenses - Chair, Secretary & Treasurer: €350"
"Line item 3012a: Secretarial Expenses - Committees (6 committees x €110 Each): €660"
"Line item 3013: Bank Charges: €340"
"Line item 3015: Depreciation: €400"
"Line item 3100: Translation/Project Fund: €2000"
"Line item 3101: Contributions to WSO: €1030"

Vote on the 2015-2016 Suggested Budget
Vote by show of hands.
The 2015-2016 Suggested Budget was **adopted**
The changes will be included in the 2015-2016 Suggested Budget.

<table>
<thead>
<tr>
<th>OVEREATERS ANONYMOUS REGION 9</th>
<th>ALL IN EURO</th>
<th>Budget agreed by the R9 Assembly in Greece for the Financial Year 1 June 2015 - 31 May 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME AND EXPENDITURE ACCOUNT</strong></td>
<td><strong>Euro</strong></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001 Contributions from OA Groups, Intergroups, NLBs, NSBs, &amp; Misc within Region 9</td>
<td>14500</td>
<td></td>
</tr>
<tr>
<td>2002 Contributions from OA Region 9 Assembly &amp; Convention</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>2003 Contributions from other OA Regions towards Region 9 3rd RCC Mtg</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2004 Contributions from World Service Office funds for 2nd RCC Mtg Albuquerque</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>2005 Contributions from World Service Office funds for Nominee Trustee Costs</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Misc</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010 Misc fundraising</td>
<td>1400</td>
<td></td>
</tr>
<tr>
<td>2009 Members contributions</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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### Expenditure

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>Chair Travel Expenses for 1st Regional Chairs Meeting (WSBC Apr 2016)</td>
<td>1500</td>
</tr>
<tr>
<td>3002</td>
<td>Chair Travel Expenses for 2nd Regional Chairs Meeting (Autumn 2015)</td>
<td>1770</td>
</tr>
<tr>
<td>3003</td>
<td>Chair Travel Expenses for 3rd Regional Chairs Meeting (Autumn 2015 - Region 10)</td>
<td>2200</td>
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<tr>
<td>3004</td>
<td>Nominee Trustee Travel Expenses for WSBC</td>
<td>0</td>
</tr>
<tr>
<td>3005</td>
<td>Region 9 Board - Assembly Travel (France)</td>
<td>1800</td>
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<tr>
<td>3005b</td>
<td>Partial Chair Travel in Region</td>
<td></td>
</tr>
<tr>
<td>3006</td>
<td>Region 9 Assembly Materials (delegate packs etc) &amp; Minutes</td>
<td>300</td>
</tr>
<tr>
<td>3007</td>
<td>Region 9 Assembly Rooms</td>
<td></td>
</tr>
<tr>
<td>3008</td>
<td>Region 9 Assembly Reps Assistance to R9 Assembly</td>
<td>3000</td>
</tr>
<tr>
<td>3008a</td>
<td>Region 9 Assembly Parliamentary Travel Costs to Assembly</td>
<td>600</td>
</tr>
<tr>
<td>3009</td>
<td>Region 9 Delegate to WSBC (Apr 2016)</td>
<td>1500</td>
</tr>
<tr>
<td>3010</td>
<td>Website Development</td>
<td></td>
</tr>
<tr>
<td>3011</td>
<td>Accounts Preparation &amp; Review</td>
<td>600</td>
</tr>
<tr>
<td>3012</td>
<td>Secretarial Expenses - Chair, Secretary &amp; Treasurer</td>
<td>350</td>
</tr>
<tr>
<td>3012a</td>
<td>Secretarial Expenses - Committees (6 committees x Euros 110 each)</td>
<td>660</td>
</tr>
<tr>
<td>3013</td>
<td>Bank Charges</td>
<td>340</td>
</tr>
<tr>
<td>3014</td>
<td>Misc.</td>
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<tr>
<td>3015</td>
<td>Depreciation</td>
<td>400</td>
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<tr>
<td>3016</td>
<td>Translations / Projects</td>
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<tr>
<td>3100</td>
<td>Website Maintenance</td>
<td>185</td>
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<tr>
<td>3101</td>
<td>Contributions to WSO</td>
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<tr>
<td>3102</td>
<td>Contributions to other regions</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditure</strong></td>
<td>17,205</td>
</tr>
<tr>
<td></td>
<td><strong>Contributions to WSO &amp; Other Regions Etc</strong></td>
<td></td>
</tr>
<tr>
<td>3101</td>
<td>Contributions to WSO</td>
<td>1,030</td>
</tr>
<tr>
<td>3102</td>
<td>Contributions to other regions</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Surplus After all Expenditure and Contributions before Movements to Reserve</strong></td>
<td>18,235</td>
</tr>
</tbody>
</table>

The Chair declared this Budget as the R9 2015-2016 Suggested Budget.

### 9. Committee Sessions' Updates

Each committee shared their Committee session reports, and answered questions.

- **Finance Committee**  
  (Report Appendix C)

- **Literature & Translations Committee**  
  (Report Appendix D)

- **Bylaws Committee**  
  (Report Appendix E)

- **Electronic Communications Committee**  
  (Report Appendix F)

- **Public Information Committee**  
  (Report Appendix G)

- **Twelfth-Step-Within Committee**  
  (Report Appendix H)
10. **Election of R9 Delegates to WSBC 2015**
   Announcement of 4 applications for funding to WSBC 2015, received.
   - Greece: Miranda.
   - Egypt: Magdi.
   - France: their application was for 2016, therefore eliminated.
   - Poland: they do not meet the requirements, therefore eliminated.

   The applicants addressed the Assembly for 2 minutes, and answered questions.
   Voting by written ballots.
   Votes cast
   - Miranda received 22 votes as #1 Delegate, 3 votes as #2 Delegate, 1 no vote.
   - Magdi received 4 votes as #1 Delegate, 9 votes as #2 Delegate, 11 no votes.
   R9 Chair announced that Miranda would be the R9 Delegate to go to WSBC 2015 (along with R9 Secretary and R9 Treasurer).
   If one of them can not attend the WSBC 2015, Magdi will be the alternate (depending on the eligibility of a delegate from an unaffiliated group attending WSBC).

   The Chair moved to destroy the ballots, it was so voted and the ballots were destroyed.

11. **Wrap Up Session**
   1. The amounts contributed to 7th Tradition, and from all the raffles, will be announced in the near future.
   2. Green Dot Ceremony.
      We had a Green Dot Ceremony where we applauded all the Green Dots and the Chair encouraged everyone to take off their 'Green Dot Mark' from their Assembly Attendee badge.
   3. Personal Sharing.
   4. Cards were given to the outgoing R9 Treasurer, R9 Trustee, and Banker for appreciation of their service.
   5. Reminders.
   6. Closing / Thank you's.
   7. Responsibility Pledge read.

   The Region 9 Assembly 2014 was adjourned at 16:55. To re-convene in France October 28-30, 2015.

   Minutes submitted by:
   Mette
   Region 9 Secretary

   Minutes Approval Committee:
   Susan (Chair)
   Rachel
   David