

**NATIONAL
ALCOHOLICS ANONYMOUS
ARCHIVES WORKSHOP**

WORKSHOP PLANNING GUIDELINES

BY

THE

**NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP
COMMITTEE**

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NATIONAL AA ARCHIVES WORKSHOP PLANNING GUIDELINES

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NATIONAL AA ARCHIVES WORKSHOP PLANNING GUIDELINES

I. PREAMBLE

A. MISSION STATEMENT

THE NATIONAL ARCHIVES WORKSHOP IS COMMITTED TO HELPING ALCOHOLICS ANONYMOUS ARCHIVISTS WORKING WITHIN THE SERVICE STRUCTURE OF ALCOHOLICS ANONYMOUS WHO ARE ALSO BOUND BY THE SPIRITUAL PRINCIPLES OF OUR FELLOWSHIP. ADOPTED IN 1997.

B. SCOPE

THESE PLANNING GUIDELINES ARE BASED ON PRIOR NATIONAL ARCHIVES WORKSHOP EXPERIENCE. THESE GUIDELINES ARE MEANT TO BE SUGGESTIVE ONLY EXCEPT WHERE SPECIFIC REQUIREMENTS ARE NOTED.

IN THE SPIRIT OF UNITY AND SERVICE, THE TWELVE TRADITIONS AND APPLICABLE PORTIONS OF THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS ALSO GUIDE THE WORKSHOP. STRICT ADHERENCE TO THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS SHOULD OCCUR WHEREVER POSSIBLE WHEN ACTIONS ARE COVERED BY THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS. THESE AREAS ARE NOTED WITH AN ASTERIK (*) FOR YOUR ASSISTANCE.

FINAL APPROVAL OF THE CONTENT OF EACH NATIONAL AA ARCHIVES WORKSHOP ADVISORY COMMITTEE AGENDA AND GRATUITIES ALLOWABLE RESTS WITH THE NATIONAL AA ARCHIVES WORKSHOP MEMBERSHIP BODY.

C. NATIONAL AA ARCHIVES WORKSHOP STATEMENT OF PURPOSE

THE NATIONAL AA ARCHIVES WORKSHOP IS AN OPEN, SERVICE ORIENTED WORKSHOP HOSTED ON AN ANNUAL BASIS BY A HOST COMMITTEE CHOSEN THROUGH AN OPEN BIDDING PROCESS. THE GUIDELINES, AGENDAS, AND OVERALL DIRECTION OF THE WORKSHOP ARE DETERMINED BY THE GROUP CONSCIENCE OF THE NATIONAL AA ARCHIVES WORKSHOP ADVISORY AND GUIDANCE COMMITTEES.

THE INDIVIDUAL WORKSHOPS ARE CONDUCTED IN AN AA FORUM FORMAT, WITH A SPECIFIC FOCUS ON THE OPEN SHARING OF THE EXPERIENCE, STRENGTH AND HOPE OF ARCHIVISTS, ATTENDEES AND MEMBERS OF THE NATIONAL AA ARCHIVES WORKSHOP MEMBERSHIP BODY. EACH WORKSHOP INTENDS TO RENEW AND ENERGIZE OUR EFFORTS AND FOSTER ENHANCED COMMUNICATIONS BETWEEN AA ARCHIVISTS AND ARCHIVES COMMITTEE MEMBERS. WE SHARE INFORMATION, METHODS, PROCEDURES, ETHICS, AND OUR ENTHUSIASM AT EACH WORKSHOP AS WE CONTINUE TO GATHER, GROW, AND SERVE.

CONSISTENT WITH AA'S PRIMARY PURPOSE, AA ARCHIVISTS AND ARCHIVES COMMITTEE MEMBERS TRY TO HELP THE STILL SUFFERING ALCOHOLIC BY PRESERVING THE INTEGRITY OF BOTH THE AA MESSAGE AND THE HISTORY OF THE FELLOWSHIP FOR CURRENT AND FUTURE MEMBERS.

NATIONAL AA ARCHIVES WORKSHOP PLANNING GUIDELINES

AS OUR UNITY, SPIRIT, AND SUPPORT FOR AA ARCHIVES EFFORTS CONTINUES TO GROW, DEVELOP AND PROSPER, OUR SERVICE ENCOURAGES FURTHER STUDY, ATTRACTION AND PARTICIPATION IN AA RELATED MATTERS, AND THUS WE ONCE AGAIN SUCCESSFULLY CARRY THE AA MESSAGE TO THE STILL SUFFERING ALCOHOLIC.

II. WORKSHOP OFFICERS, COMMITTEES AND RESPONSIBILITIES

A. CHAIR

THE HOSTING COMMITTEE SHALL CHOOSE A CHAIR. THE CHAIR:

1. SELECTS WORKSHOP CO-CHAIR.
- *2. USES THE "GROUP CONSCIENCE" DECISION MAKING PROCESS IN ALL WORKSHOP COMMITTEE ACTIONS.
- *3. IF CONFLICT ARISES, THE WORKSHOP CHAIR HAS THE "RIGHT OF DECISION," SUBJECT TO THE NATIONAL A.A. ARCHIVES WORKSHOP ADVISORY COMMITTEE GUIDELINES.
4. DECIDES WHICH PRESENTERS AND PARTICIPANTS MAY BE PROVIDED WITH A PAID PACKAGE, INCLUDING REGISTRATION, ROOM, AND MEALS IN CONJUNCTION WITH THE HOST COMMITTEE. WE SUGGEST THE COMMITTEE PROVIDE BANQUETS TO PRESENTERS AND PARTICIPANTS IF A MEAL PACKAGE IS NOT OFFERED.
- *5. MAKES SURE NO ITEMS, BOOKS, ETC. ARE SOLD WITHIN THE PARAMETERS OF THE WORKSHOP.
- *6. HIRES A RECORDER TO RECORD THE WORKSHOP. THE RECORDER SHOULD BE PROVIDED WITH A ROOM, AND MAY SELL OTHER TAPES WHICH RELATE TO ALCOHOLICS ANONYMOUS.
 - A. ADVISE THE RECORDER OF THE NEED TO RECORD MULTIPLE SESSIONS SIMULTANEOUSLY. THE RECORDER IS RESPONSIBLE FOR ANY RECORDING EXPENSES INCURRED, INCLUDING EQUIPMENT SET UP, ETC.

B. CHAIR AND CO-CHAIR

1. SELECT WORKSHOP COMMITTEE CHAIRS.
2. CHOOSE WORKSHOP SITE.
3. PREPARE PRELIMINARY BUDGETS.
4. DETERMINE QUANTITY OF FLYERS AND PROGRAMS NEEDED.

5. INVITE GUESTS, HOST AREA DELEGATE, GSO ARCHIVIST, REGIONAL TRUSTEE, TRUSTEES ARCHIVES COMMITTEE, AND CONFERENCE ARCHIVES COMMITTEE MEMBERS TO PARTICIPATE.

6. CLOSELY MONITOR THE PROGRESS OF EACH WORKSHOP COMMITTEE.

7. ARE EX-OFFICIO MEMBERS OF ALL WORKSHOP COMMITTEES.

C. SECRETARY

1. TAKES MINUTES OF ALL WORKSHOP PLANNING SESSIONS OF THE WORKSHOP HOST COMMITTEE.

2. SENDS MEETING NOTICES TO ALL COMMITTEE MEMBERS.

3. SENDS WORKSHOP DATES AND CONTACT INFORMATION TO THE *GRAPEVINE* AND BOX 459, FIVE (5) MONTHS BEFORE THE EVENT.

4. AT WORKSHOP END, GATHERS AND COPIES ALL SALIENT RECORDS, EXHIBITS, CDS, COMPUTER PROGRAMS, ETC. AND FORWARDS TO NATIONAL AA ARCHIVES WORKSHOP COMMITTEE ARCHIVIST.

D. TREASURER

1. IS BONDED AND INSURED IF POSSIBLE. THE NATIONAL AA ARCHIVES WORKSHOP ADVISORY COMMITTEE TREASURER MUST BE BONDED AND INSURED.

2. DETERMINES LOCATION OF WORKSHOP P.O. BOX IN RELATION TO WORKSHOP SITE.

3. OPENS WORKSHOP CHECKING ACCOUNT WITH SEED MONEY FROM PREVIOUS WORKSHOP HOST COMMITTEE TREASURER. CHECKS REQUIRE AT LEAST TWO SIGNATURES. HOST COMMITTEE APPOINTS PERSONS FOR SECOND SIGNATURE WITH APPROVAL OF THE WORKSHOP CHAIR. (WE SUGGEST AT LEAST TWO SECOND SIGNATURE PEOPLE BE APPOINTED).

4. KEEPS RECORDS OF REGISTRATIONS AND MEALS.

5. DEPOSITS ALL MONIES RECEIVED FROM REGISTRATIONS, ETC., ON A TIMELY BASIS.

6. PAYS BILLS, AND RECORDS ALL DEBITS AND CREDITS FOR WORKSHOP.

7. PREPARES FINAL FINANCIAL REPORT AFTER THE WORKSHOP AND FORWARDS IT TO THE TREASURER OF THE NATIONAL AA ARCHIVES WORKSHOP ADVISORY COMMITTEE, GUIDANCE COMMITTEE AND ARCHIVIST.

8. FORWARDS \$1,500.00 SEED MONEY OF PROFIT TO THE CHAIR OF THE NEXT NATIONAL A.A. ARCHIVES WORKSHOP IF THE WORKSHOP SHOWS A PROFIT UPON FINAL ACCOUNTING. SENDS ANY ADDITIONAL FUNDS ON TO THE LOCAL GENERAL

SERVICE DISTRICT OR INTERGROUP ARCHIVES, DISTRICT ARCHIVES, AREA ARCHIVES, AND/OR GSO ARCHIVES BASED UPON THE COMMITTEE'S INFORMED GROUP CONSCIENCE DECISION.

9. CONSIDERS REFUNDS FOR HARDSHIP CASES AND SICKNESS AFTER REFUND CUT-OFF DATE.

E. PROGRAM COMMITTEE

1. DEVELOPS THEME FOR THE WORKSHOP.
2. PLANS A FORMAT THAT INCLUDES PRESENTATIONS ON THE THEME.
3. FLYERS' HEADING SHALL STATE: -TH ANNUAL NATIONAL AA ARCHIVES WORKSHOP
4. FLYERS SHOULD INCLUDE INFORMATION ABOUT PRESENTERS, HOTEL RATES, APPLICABLE TAXES, REGISTRATION FEE, BANQUET COST, NON-SMOKING INFORMATION, WORKSHOP SITE, DIRECTIONAL MAP, TELEPHONE CONTACT NUMBERS, REGISTRATION CUT-OFF DATE, EARLY BIRD DATE, AND A NOTE THAT ALL WORKSHOP ATTENDEES MUST BE REGISTERED TO ATTEND ANY PART OF THE WORKSHOP, INCLUDING THE BANQUET. THE FLYER SHOULD ALSO DESIGNATE A REFUND CUT-OFF DATE.
5. USES FIRST NAME AND FIRST INITIAL OF LAST NAMES ON THE FLYERS.
6. FORWARDS FLYER TO THE ADVISORY COMMITTEE, GSO ARCHIVES AND GENERAL SERVICE CONFERENCE, WITH HOSTING AREA'S DELEGATE CARRYING FLYER TO THE CONFERENCE.
7. INVITES THE GSO ARCHIVIST, AND MEMBERS OF TRUSTEES ARCHIVES AND CONFERENCE ARCHIVES COMMITTEES. MAKES PLANS FOR THE TRUSTEE TO GIVE A REPORT ON GSO ARCHIVES DEVELOPMENTS. SCHEDULES A FRIDAY EVENING SESSION FOR THE GSO ARCHIVIST ON A TOPIC OF HIS/HER CHOOSING.
8. WORKSHOP CHAIR AND PROGRAM COMMITTEE DETERMINE THE PRESENTERS. WHEN CHOOSING THE PRESENTERS, IT MUST BE KEPT IN MIND THAT THIS IS A TEACHING WORKSHOP. ATTENDEES OF THE WORKSHOP SHOULD BE STRONGLY CONSIDERED AS PRESENTERS.
9. INVITE THE NAAAW CONSERVATOR AND ARCHIVIST TO EACH YEAR'S PROGRAM AND PROVIDE REIMBURSEMENT FOR TRAVEL AND HOUSING IF FUNDING IS AVAILABLE.
10. MAKES EARLY CONTACT WITH CHOSEN PRESENTERS AND CONFIRMS AVAILABILITY.
11. FOLLOWS UP AND CONFIRMS WITH PRESENTERS. ALSO, INFORMS THE PRESENTERS OF THE EXPENSES THE WORKSHOP MAY REIMBURSE. EXPENSES MAY INCLUDE TRAVEL, ROOM, MEALS, AND REGISTRATION.

12. INFORMS THE WORKSHOP AND REGISTRATION CHAIRS AND TREASURER OF THE PRESENTERS CHOSEN.
13. WE SUGGEST THE FOLLOWING GUIDELINES FOR PRESENTERS:
- A. LONG-TIMERS PANEL - SHOULD CONSIST OF MEMBERS FROM THE HOST COMMITTEE AREA AS WELL AS ATTENDEES WHO CAN SPEAK TO HISTORY AND NOT JUST "TELL STORIES OR GIVE A LEAD." IF A LONG-TIMER IS INVITED FROM OUTSIDE THE HOST AREA, THE HOST COMMITTEE SHALL DETERMINE WHICH EXPENSES TO REIMBURSE.
 - B. KEYNOTE SPEAKER- MUST SPEAK ON A SUBJECT CONCERNING AA HISTORY, ARCHIVES, OR ALCOHOLISM. IN KEEPING WITH THE WORKSHOP MISSION STATEMENT, THE KEYNOTE SPEAKER SHOULD NOT GIVE A TRADITIONAL A.A. LEAD.
14. DESIGNS OPENING AND CLOSING FORMATS FOR EACH SESSION, INCLUDING THE SERENITY PRAYER, ANONYMITY STATEMENT, LORD'S PRAYER, AND OTHER DETAILS.
15. CONTACTS HOST AREA VOLUNTEERS FOR PANEL CHAIRS OR PRESENTERS. MAKES SURE EACH PRESENTATION OR WORKSHOP HAS A CHAIR.
16. WE SUGGEST THE FOLLOWING PROGRAM AGENDA BASED UPON PAST EXPERIENCE:
- A. THURSDAY – OPTIONAL. IF THURSDAY IS USED, INCLUDE INFORMATION ON FLYERS.
 - I. 7:30 P.M. – 8:00 P.M. – OPENING.
 - II. 8:00 P.M. – 9:15 P.M. – SPEAKER MEETING.
 - B. FRIDAY
 - I. 7:00 A.M. – 8:00 A.M. – AA MEETING.
 - II. 9:00 A.M. – 12 NOON – PRESENTATION – ARCHIVES BASICS AND ARCHIVES WORKSHOP
 - III. 1:00 P.M. - 4:30 P.M. – PRESERVATION/CONSERVATION TECHNIQUES.
 - IV. 6:30 P.M. - 7:00 P.M. – KICKOFF SESSION BY CHAIR.
 - V. 7:00 P.M. - 8:00 P.M. – GSO ARCHIVIST PRESENTATION.
 - VI. 8:00 P.M. - 9:00 P.M. – LONG-TIMERS PANEL.
 - C. SATURDAY
 - I. 7:00 A.M. – 8:00 A.M. – AA MEETING.
 - II. 8:30 A.M. – 9:00 A.M. – BIDS TO HOST WORKSHOP 2 YEARS OUT AND ANNOUNCEMENTS.
 - III. 9:00 A.M. – 10:15 A.M. – TWO MULTI-TRACK SESSIONS. HOST COMMITTEE CHOOSES SUBJECTS. EACH MULTI-TRACK SESSION SHALL HAVE

PRESENTATIONS FOR FOLKS WITH ALL DIFFERENT LEVELS OF EXPERIENCE ON ARCHIVES OR HISTORY.

- IV. 10:30 A.M. – 11:45 A.M. – **TWO MULTI-TRACK SESSIONS.**
- V. 11:45 A.M. - 1:15 P.M. – **LUNCH**
- VI. 11:45 A.M. - 1:15 P.M. – **BUSINESS MEETING –
NAW ADVISORY + GUIDANCE COMMITTEES**
- VII. 1:30 P.M. - 3:30 P.M. – **TWO MULTI-TRACK SESSIONS.**
- VIII. 4:00 P.M. - 5:00 P.M. – **HOST COMMITTEE PRESENTS THEIR ARCHIVES.**
- IX. 6:30 P.M. – 7:45 P.M. – **BANQUET.**
- X. 8:00 P.M. - 9:15 P.M. – **KEYNOTE PRESENTER(S).**

D. SUNDAY

- I. 7:00 A.M. – 8:00 A.M. – **AA MEETING.**
- II. 8:45 A.M. – 10:30 A.M. – **BUSINESS MEETING:**
 - A. **AGENDA**
 - I. **VOTING ON LOCATION OF NEXT WORKSHOP TWO (2) YEARS OUT.**
 - II. **NATIONAL AA ARCHIVES WORKSHOP ADVISORY COMMITTEE REPORT.**
 - III. **OLD BUSINESS.**
 - IV. **NEW BUSINESS: ITEMS OF INTEREST TO AA ARCHIVISTS**
 - 1. **FORM RESPONSES TO PROPOSALS UNDER CONSIDERATION BY GSO;**
 - 2. **FORWARD IDEAS TO THE TRUSTEES AND/OR CONFERENCE ARCHIVES COMMITTEES; AND**
 - 3. **ANY OTHER NEW BUSINESS.**
- III. 10:30 A.M. – 11:45 A.M. – **SHARING SESSION.**
- IV. 11:45 A.M. - 12:00 NOON – **PASSING OF GAVEL AND CLOSING.**

***WE SUGGEST ALL SESSIONS BE DESIGNED TO TEACH AND EDUCATE AA ARCHIVISTS OR PRESENT SOMETHING ABOUT THE HISTORY OF AA. WE ALSO SUGGEST ALL MULTI-TRACK SESSIONS CONTAIN CONTENT DESIGNED FOR BEGINNER, INTERMEDIATE, AND ADVANCED LEVELS OF ARCHIVES PRESERVATION OR AA HISTORY. CHOICE OF PRESENTERS AND SUBJECTS IS UP TO THE DISCRETION OF THE HOST COMMITTEE IF IT FOLLOWS THESE GUIDELINES.**

F. REGISTRATION COMMITTEE

- 1. **SETS UP STAFF TO PREPARE ENVELOPES TO LABEL, ADDRESS AND MAIL FLYERS.**
- 2. **MAILS FLYERS TO PREVIOUS WORKSHOP ATTENDEES, ALL INTERGROUP OFFICES, AREA DELEGATES, AND AREA ARCHIVES COMMITTEES.**
- 3. **DETERMINES, WITH WORKSHOP COMMITTEE, IF SECOND MAILING OF FLYER IS NECESSARY.**
- 4. **PREPARES A SCHEDULE FOR VOLUNTEERS AT REGISTRATION DESK.**

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5. PREPARES AND DISTRIBUTES PRE-REGISTRATION PACKETS.
6. REGISTERS AND KEEPS TRACK OF ALL REGISTRATIONS AND BANQUETS FROM WALK-INS.
7. DISTRIBUTES WORKSHOP MATERIALS.
8. DEPOSITS WITH THE TREASURER ALL MONIES RECEIVED FROM REGISTRATION ACTION.
9. TRANSFERS REGISTRATION FILES, AFTER THE WORKSHOP, TO NATIONAL AA ARCHIVES WORKSHOP ARCHIVIST.
10. ASSEMBLES AND PASSES OUT REGISTRATION LIST ON SUNDAY. REGISTRATION LIST SHOULD INCLUDE NAME, ADDRESS, ARCHIVES AFFILIATION, PHONE NUMBER(S) AND E-MAIL ADDRESS.
11. 3, SECTION II, PARAGRAPH FORWARDS COPY OF REGISTRATION LIST TO SECRETARY TO FORWARD TO NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP ARCHIVIST.

G. DISPLAY / LITERATURE COMMITTEE

1. OBTAINS EXISTING ARCHIVES FROM THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP ARCHIVIST FOR EXHIBITION.
2. PROVIDES TABLES FOR PARTICIPATING ARCHIVISTS AND ARCHIVES COMMITTEES TO SET UP THEIR AREA'S ARCHIVES DISPLAYS (4X6 TABLES ARE SUGGESTED).
3. SETS WORK SCHEDULE FOR VOLUNTEERS TO SET UP ARCHIVES DISPLAY TABLES, TO ATTEND DURING THE WORKSHOP, AND TO TEAR DOWN ARCHIVES DISPLAY TABLES AFTER THE WORKSHOP CLOSURES.
4. MAKES COPIES OF LOCAL ARCHIVES AVAILABLE WHEN POSSIBLE.
- *5. CHAIR SHALL ONLY ALLOW PARTICIPANT AUTHORS TO BRING ORDER FORMS AND PLACE THEM, WITH PERMISSION OF THE HOST COMMITTEE, ON THE REGISTRATION TABLE, OR HANDOUT AT THEIR SESSION. ALLOWANCES MAY BE MADE IF THESE AUTHORS WISH TO SELL BOOKS OUT IN CENTRAL HALLWAYS. IT IS UNDERSTOOD THE HOST COMMITTEE HAS NO CONTROL OVER, FOR EXAMPLE, AN AUTHOR RENTING A ROOM FOR A BOOK SIGNING.
6. IN ADDITION, NO COMMERCIAL DISPLAYS, BOOK SIGNINGS, ETC. ARE PERMITTED WITHIN THE PARAMETERS OF THE WORKSHOP. HOWEVER, IF A PRESENTER OR PARTICIPANT OFFERS SOMETHING FROM HIS SERVICE COMMITTEE OR ARCHIVES, THEY ARE PERMITTED TO ASK FOR A VOLUNTARY TRADITION SEVEN CONTRIBUTION TO COVER THEIR COMMITTEE'S COST OF MATERIALS.
7. RETURNS ARCHIVES TO EACH RESPECTIVE ARCHIVIST.

8. PROVIDES A SET OF CDs OF THE WORKSHOP TO THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP ARCHIVIST.

H. HOSPITALITY COMMITTEE

1. ASSIGNS GREETERS FOR EACH MAJOR WORKSHOP SESSION.
2. HOSPITALITY CHAIR OBTAINS PLASTIC ID BADGES WITH CLIP-ON/PIN-ON HOLDERS.
3. ID BADGES SHOULD PROVIDE THE NAME, CITY AND ARCHIVES AFFILIATION IF THERE IS ROOM.
4. PRE-PRINTED BADGES SHOULD BE MADE FOR PRE-REGISTERED PARTICIPANTS. WALK-UP REGISTRANTS WILL FILL OUT THEIR BADGES. HAVE PENS AVAILABLE.
5. OFFERS NON-SMOKING AND SMOKING HOSPITALITY ROOMS IF HOTEL ALLOWS SMOKING.
6. PROVIDES VOLUNTEERS FOR THE HOSPITALITY ROOMS WHICH HAVE COFFEE AND OTHER REFRESHMENTS AVAILABLE.
7. IF HOSPITALITY COMMITTEE MAKES ITS OWN COFFEE, BUYS NECESSARY SUPPLIES, BORROWS URNS, ETC.
8. IF HOTEL FURNISHES COFFEE, WORK THROUGH THE COFFEE COMMITTEE CHAIR FOR SIGNATURE REQUIREMENTS AND PAYMENT ARRANGEMENTS. (MAKE SURE HOTEL UNDERSTANDS ONLY AUTHORIZED PERSONS MAY SIGN FOR OR ORDER COFFEE).
9. TURNS OFF PHONES IN HOSPITALITY ROOMS TO PREVENT UNAUTHORIZED CHARGES.
10. OVERSEES GOOD HOUSEKEEPING PRACTICES. KEEP IT CLEAN.
11. EACH GENERAL MEETING MUST BE NON-SMOKING. WE SUGGEST HOST COMMITTEES WORK WITH THE HOTEL TO PROVIDE SMOKING AREAS IF AT ALL POSSIBLE UNLESS THE HOST HOTEL IS ALL NON-SMOKING. CLEARLY IDENTIFY THIS SMOKING AREA.
12. MAKES ANNOUNCEMENTS AT EACH GENERAL SESSION POINTING OUT THE SMOKING SECTION AREA.

I. BANQUET COMMITTEE

1. MEETS WITH HOTEL AND SETS MENU FOR BANQUET, KEEPING IN MIND A REASONABLE PRICE FOR THE BANQUET.
2. SELLS BANQUET TICKETS AND KEEPS TRACK OF TOTAL BANQUET TICKETS SOLD.
3. COLLECTS MONEY FOR BANQUET TICKETS AND GIVES TO TREASURER.

4. SETS TOTAL AMOUNT OF BANQUET TICKETS AVAILABLE IN COORDINATION WITH THE WORKSHOP CHAIR.
5. CHOOSES CUT-OFF TIME FOR BANQUET TICKET SALES IN COORDINATION WITH HOTEL AND WORKSHOP CHAIR.
6. ASSIGNS BANQUET SEATING AND ACCOMMODATES NON-SMOKING REQUESTS IF POSSIBLE. ARRANGES USHERS TO ASSIST WITH SEATING IF POSSIBLE.
7. THE WORKSHOP COMMITTEE DECIDES IF A BANQUET HEAD TABLE IS DESIRABLE.
8. EACH BANQUET ATTENDEE MUST BE REGISTERED FOR THE WORKSHOP.

J. COFFEE AND TEA COMMITTEE

1. THE WORKSHOP CHAIR DESIGNATES A PERSON WHO IS RESPONSIBLE TO SIGN FOR ALL COFFEE OR TEA DELIVERIES FROM HOTEL SERVICE PERSONNEL. IF NECESSARY, HAVE ANOTHER PERSON ASSIST WITH SIGNING FOR ANY DELIVERIES. MAKE SURE HOTEL UNDERSTANDS ONLY AUTHORIZED PERSONS MAY SIGN FOR COFFEE OR TEA. MAKE SURE HOTEL UNDERSTANDS THAT UNDER NO CIRCUMSTANCES WILL THE WORKSHOP BE RESPONSIBLE FOR ANY COFFEE OR TEA DELIVERIES WHICH ARE NOT SIGNED FOR BY AN AUTHORIZED SIGNER.
2. EACH AUTHORIZED SIGNER MUST KEEP EACH RECEIPT HE OR SHE SIGNS AND THEN TURN IT INTO THE COFFEE COMMITTEE CHAIR AS SOON AS POSSIBLE AFTER SIGNING FOR A COFFEE OR TEA DELIVERY.
3. COFFEE COMMITTEE MEMBERS KEEP AN EYE ON THE COFFEE AND TEA STATION(S) AND ADVISE HOTEL PERSONNEL WHEN SUPPLIES ARE LOW AND NEED REFILLING.
4. MAKES SURE COFFEE AND TEA IS AVAILABLE STARTING AT 7:00 A.M. THROUGH 10:00 P.M.
5. MATCHES SIGNED RECEIPTS WITH HOTEL MASTER BILL TO MAKE SURE WORKSHOP IS NOT CHARGED FOR ANY COFFEE OR TEA DELIVERIES IT DID NOT SIGN FOR.
6. NOTE: IN DETERMINING THE APPROXIMATE QUANTITIES OF COFFEE FOR THE PRELIMINARY BUDGET, THE FOLLOWING HISTORICAL DATA IS PROVIDED: 5 OZ. CUPS - 25 PER GALLON, 6 OZ. CUPS - 21 PER GALLON. ALLOW APPROXIMATELY 7 CUPS OF COFFEE PER REGISTRANT DURING THE WORKSHOP, EXCLUDING THE HOSPITALITY ROOMS.

K. DECORATIONS COMMITTEE

1. PROVIDES DECORATIONS FOR WORKSHOP.
2. PROVIDES DECORATIONS FOR BANQUET.

3. IF THE HOST COMMITTEE MAKES A WORKSHOP BANNER, THE DECORATIONS COMMITTEE SETS IT UP OR MAKES SURE THE HOTEL DOES.
4. THE BANNER WILL BE CENTERED BEHIND THE SPEAKER'S PLATFORM.
5. THE DECORATIONS COMMITTEE, IN CONJUNCTION WITH THE WORKSHOP CHAIR, MAKES SURE THE HOTEL DOES NOT USE "A.A." IN ANY OF ITS PRINTING, INCLUDING THE ROOM SIGNS FOR THE VARIOUS MEETINGS, AND ANYTHING ELSE IN PUBLIC AREAS OF THE HOTEL.

L. SECURITY COMMITTEE

1. PROTECT ALL ARCHIVES MATERIALS AND MAKE SURE ALL ATTENDEES ARE REGISTERED.
2. ASSISTS WORKSHOP CHAIR WITH SECURITY NEEDED FOR ANY OTHER AREAS OF THE WORKSHOP, INCLUDING, BUT NOT LIMITED TO, THE HOSPITALITY ROOMS, ARCHIVES DISPLAY ROOMS, OTHER EXHIBITS, AND FUNCTIONS OF THE WORKSHOP.

M. READY SQUAD

1. HAS AROUND 5-10 COMMITTEE MEMBERS AVAILABLE AT ALL TIMES DURING THE WORKSHOP.
2. ASSISTS WORKSHOP CHAIR WITH ANY NEEDED ASSISTANCE WITH SUCH AS WHEN VOLUNTEERS DO NOT SHOW UP AS SCHEDULED.
3. HELPS OUT WITH ANY OPPORTUNITIES TO GROW OR ANY UNEXPECTED CONTINGENCIES WHICH ARISE.

N. TRANSPORTATION COMMITTEE

1. HAS AROUND 5-10 COMMITTEE MEMBERS AVAILABLE AT ALL TIMES DURING THE WORKSHOP.
2. ASSISTS WITH TRANSPORTATION OF INCOMING AND OUTGOING PRESENTERS, PARTICIPANTS AND ATTENDEES WHENEVER POSSIBLE.
3. COORDINATES RIDES TO THE AIRPORT FOR ATTENDEES WITH OTHER ATTENDEES WHENEVER POSSIBLE.
4. HELPS READY SQUAD OUT WITH ANY OPPORTUNITIES TO GROW OR ANY UNEXPECTED CONTINGENCIES WHICH ARISE.

**NATIONAL AA ARCHIVES WORKSHOP
PLANNING GUIDELINES**

III. ARCHIVES WORKSHOP BIDDING INFORMATION

A. PRIOR ATTENDANCE, BANQUETS, AND REGISTRATION FEES

1. CONSIDER PAST WORKSHOP ATTENDANCE, BANQUET, AND REGISTRATION FEES:

<u>NAW NO.</u>	<u>YEAR</u>	<u>LOCATION</u>	<u>REGISTERED</u>	<u>BANQUETS</u>	<u>REG. FEE</u>
I	1996	AKRON I	93		
II	1997	AKRON II	125		
III	1998	AKRON III	135		
IV	1999	CHICAGO	130		
V	2000	SEATTLE	135		
VI	2001	CLARKSVILLE	143		
VII	2002	SAN BERNADINO	160		
VIII	2003	FT. LAUDERDALE	236	150	
IX	2004	MURPHRESBORO	121		
X	2006	BATON ROUGE	117	110	\$35
XI	2007	PHOENIX	78	66	\$35
XII	2008	NIAGARA FALLS	190	110	\$35
XIII	2009	WOODLAND HILLS	135		\$35
XIV	2010	MACON	125		

B. SUGGESTED BID GUIDELINES

1. WE SUGGEST EACH GROUP WILLING TO BID ON THE WORKSHOP COME PREPARED WITH THE FOLLOWING FACTS AND COST FIGURES TO PRESENT TO THE WORKSHOP:

A. COSTS

- I. REGISTRATION- \$ _____.
- II. HOTEL ROOM- \$ _____.
- III. BANQUET- \$ _____.
- IV. COFFEE- \$ _____/PER GALLON
- V. ICE CREAM- \$ _____.
- VI. OTHER COSTS- \$ _____.

B. FACTS

- I. CHAIR- _____.
- II. CITY- _____.
- III. AREA- _____.
- IV. HOTEL- _____.
- (A) SIZE- ABILITY TO HOLD 200 PEOPLE? YES _____ NO _____.
- (B) BREAKOUT ROOMS – HOLD TWO SEMINARS AT ONCE? YES ___ NO _____.
- (C) AIRPORT SHUTTLE- YES _____ NO _____.
- V. AREA SUPPORT- YES _____ NO _____.
- VI. ARCHIVES REPOSITORY- YES _____ NO _____.
- (A) _____ MILES AWAY.

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-PLEASE KEEP IN MIND THAT COSTS SHOULD BE WITHIN THE REACH OF ARCHIVISTS FROM NORTH AMERICA AND IN THE LOCAL AREA. THE REGISTRATION FEE SHOULD BE KEPT LOW ENOUGH TO ENCOURAGE LOCAL PARTICIPANTS.

- 3. DATES – THE WORKSHOP TRADITIONALLY IS HELD THE LAST WEEKEND OF SEPTEMBER WHENEVER POSSIBLE.**
- 4. GOAL OF WORKSHOP – TO HAVE A FREE EXCHANGE OF INFORMATION BETWEEN ARCHIVISTS FROM NORTH AMERICA AND BEYOND.**
- 5. OTHER BIDS – EACH BIDDER SHOULD EXPECT OTHER BIDS SO IF YOUR BID COMMITTEE HAS ALL OF THE ABOVE INFORMATION, IT WILL HAVE A BETTER CHANCE OF GETTING THE BID. WE BID TWO YEARS OUT PER THE GROUP CONSCIENCE AT THE TENTH ANNUAL NAW IN BATON ROUGE.**
- 6. ANY SUPPLIES AND EQUIPMENT USED IN OR LEFT OVER FROM THE CONSERVATION WORKSHOP MUST BE SHIPPED TO THE UPCOMING NATIONAL A.A. ARCHIVES WORKSHOP.**

IV. ADVISORY AND GUIDANCE COMMITTEES

A. ADVISORY COMMITTEE

1. COMPOSITION AND RESPONSIBILITIES

THE ADVISORY COMMITTEE IS MADE UP OF THE CHAIRS FROM THE FOUR (4) PREVIOUS NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOPS AND THE CHAIR OF THE UPCOMING WORKSHOP. THE RESPONSIBILITIES OF THE ADVISORY COMMITTEE INCLUDE BEING AVAILABLE TO ANSWER ANY QUESTIONS THE UPCOMING CHAIRS OR COMMITTEES MAY HAVE, MAKE SUGGESTIONS AS TO WHAT WORKED FOR THEM WHEN THEY CHAIRED THE WORKSHOP, AND PROVIDE ANY OTHER COMMENTS WHEN ASKED BY THE UPCOMING CHAIRS OR COMMITTEES. THE ADVISORY COMMITTEE ALSO ASSISTS WITH AMENDMENTS TO THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP GUIDELINES AND ANY MOTIONS TO AMEND THE GUIDELINES.

2. MEETINGS AND SPECIAL MEETINGS

THE ADVISORY COMMITTEE MEETS AT THE ANNUAL NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP TO DISCUSS ANY CURRENT ARCHIVES ISSUES OR WHATEVER MAY AFFECT THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP OR ARCHIVES RELATED TO ALCOHOLICS ANONYMOUS AS A WHOLE IN ANY WAY. THREE OR MORE MEMBERS OF THE ADVISORY COMMITTEE MAY CALL A MEETING OF THE ADVISORY COMMITTEE BY SENDING OUT A WRITTEN NOTICE OF SPECIAL MEETING TO ALL MEMBERS OF THE ADVISORY AND GUIDANCE COMMITTEES AND E-MAIL NOTICE OF SPECIAL MEETING TO ALL THOSE ON THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP MAILING LIST AT LEAST FOUR (4) WEEKS BEFORE THE MEETING. THOSE CALLING THE MEETING SHOULD ALSO GIVE TELEPHONE AND E-MAIL NOTICE OF THE MEETING TO THE MEMBERS OF THE ADVISORY AND GUIDANCE COMMITTEES.

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B. GUIDANCE COMMITTEE

1. COMPOSITION AND RESPONSIBILITIES

THE GUIDANCE COMMITTEE CONSISTS OF THE CHAIRS FROM THE FIVE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOPS BEFORE THE LAST FOUR WORKSHOPS. THIS MEANS THAT ONCE A PAST WORKSHOP CHAIR ROTATES OFF THE ADVISORY COMMITTEE AFTER FIVE (5) YEARS OF SERVICE, THAT CHAIR ROTATES ONTO THE GUIDANCE COMMITTEE. THIS INSURES CONTINUITY OF THE PRINCIPLES AND PURPOSES OF THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP TO HELP THE ARCHIVISTS WORKING WITHIN THE SERVICE STRUCTURES OF ALCOHOLICS ANONYMOUS IN GENERAL SERVICE, INTERGROUP, INSTITUTIONS COMMITTEES, OR ARCHIVES COMMITTEES WITHIN THE GENERAL CONFERENCE AND AREA STRUCTURE. GUIDANCE COMMITTEE RESPONSIBILITIES INCLUDE BEING AVAILABLE TO ANSWER ANY QUESTIONS THE UPCOMING OR PAST CHAIRS OR COMMITTEES MAY HAVE, MAKE SUGGESTIONS AS TO WHAT WORKED FOR THEM WHEN THEY CHAIRED THE WORKSHOP, AND PROVIDE ANY OTHER COMMENTS WHEN ASKED BY THE UPCOMING OR PAST CHAIRS OR COMMITTEES. THE GUIDANCE COMMITTEE ALSO ASSISTS WITH AMENDMENTS TO THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP GUIDELINES AND ANY MOTIONS TO AMEND THE GUIDELINES.

2. MEETINGS AND SPECIAL MEETINGS

THE GUIDANCE COMMITTEE MEETS AT THE ANNUAL NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP TO DISCUSS ANY CURRENT ARCHIVES ISSUES OR WHATEVER MAY AFFECT THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP OR ARCHIVES RELATED TO ALCOHOLICS ANONYMOUS AS A WHOLE IN ANY WAY. THREE OR MORE MEMBERS OF THE GUIDANCE COMMITTEE MAY CALL A MEETING OF THE GUIDANCE COMMITTEE BY SENDING OUT A WRITTEN NOTICE OF SPECIAL MEETING TO ALL MEMBERS OF THE ADVISORY AND GUIDANCE COMMITTEES AND E-MAIL NOTICE OF SPECIAL MEETING TO ALL THOSE ON THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP MAILING LIST AT LEAST FOUR (4) WEEKS BEFORE THE MEETING. THOSE CALLING THE MEETING SHOULD ALSO GIVE TELEPHONE AND E-MAIL NOTICE OF THE MEETING TO THE MEMBERS OF THE ADVISORY AND GUIDANCE COMMITTEES.

V. WEBSERVANT AND WEBSITE COMMITTEE

A. WEBSERVANT

1. SELECTION AND RESPONSIBILITIES

THE WEBSERVANT IS SELECTED FROM THOSE WHO ARE WILLING TO SERVE WHO HAVE CONSIDERABLE EXPERIENCE IN WEBSITE AND INTERNET MATTERS. IT IS ALSO SUGGESTED THAT THE WEBSERVANT HAVE A REASONABLE AMOUNT OF SOBRIETY, PREFERABLY FIVE (5) YEARS OR MORE. THE WEBSERVANT IS RESPONSIBLE FOR MAINTAINING THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP WEBSITE AT AANATIONALARCHIVESWORKSHOP.COM. THIS INCLUDES KEEPING TRACK OF WHEN THE

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DOMAIN NAME AND THE HOSTING OF THE WEBSITE EXPIRE AND MAKING SURE THAT THE DOMAIN NAME IS RENEWED AND THE HOSTING OF THE WEBSITE CONTINUES UNINTERRUPTED.

B. WEBSITE COMMITTEE

1. COMPOSITION AND RESPONSIBILITIES

THE WEBSITE COMMITTEE IS SELECTED FROM THOSE WHO ARE WILLING TO SERVE WHO HAVE AN INTEREST AND SOME EXPERIENCE IN WEBSITE AND INTERNET MATTERS. IT IS ALSO SUGGESTED THAT THE COMMITTEE MEMBERS HAVE A REASONABLE AMOUNT OF SOBRIETY, PREFERABLY FIVE (5) YEARS OR MORE. THE WEBSITE COMMITTEE IS RESPONSIBLE TO ASSIST THE WEBSERVANT IN MAINTAINING THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP WEBSITE AT AANATIONALARCHIVESWORKSHOP.COM. THIS INCLUDES KEEPING TRACK OF WHEN THE DOMAIN NAME AND THE HOSTING OF THE WEBSITE EXPIRE AND MAKING SURE THAT THE DOMAIN NAME IS RENEWED AND THE HOSTING OF THE WEBSITE CONTINUES UNINTERRUPTED. THESE RESPONSIBILITIES ALSO INCLUDE HELPING THE WEBSERVANT OF EACH HOSTING COMMITTEE ACCESS THE WEBSITE TO PLACE THEIR INFORMATION AND FLYERS ON THE WEBSITE. THE WEBSITE COMMITTEE WILL ALSO INCLUDE SECTIONS ON HOW TO NEGOTIATE A BID FOR THE NATIONAL A.A. ARCHIVES WORKSHOP AND THE BID WORKSHEET THESE DUTIES INCLUDE MAKING THE WEBSITE AS ATTRACTIVE AND INTERESTING AS THE COMMITTEE DECIDES BASED ON AN INFORMED GROUP CONSCIENCE DECISION. THIS MAY INCLUDE PHOTOGRAPHS OF THE PRIOR ARCHIVES DISPLAYS AT PAST WORKSHOPS, BUT NONE WITH VARIOUS PEOPLE IN THEM SINCE THAT WOULD VIOLATE OUR STRONG TRADITION OF ANONYMITY WHICH IS THE SPIRITUAL FOUNDATION OF ALL OF OUR TRADITIONS EVER REMINDING US TO PLACE PRINCIPLES BEFORE PERSONALITIES.

VI. NATIONAL AA ARCHIVES WORKSHOP ARCHIVIST AND ALT. ARCHIVIST

A. ARCHIVIST AND ALTERNATE ARCHIVIST

1. SELECTION AND RESPONSIBILITIES

WE SELECT THE NAW ARCHIVIST AND AN ALTERNATE ARCHIVIST FROM THOSE WHO ARE WILLING TO SERVE WHO HAVE CONSIDERABLE EXPERIENCE IN ARCHIVES THROUGH THE SERVICE STRUCTURE OF ALCOHOLICS ANONYMOUS. WE SUGGEST THE ARCHIVIST AND ALTERNATE ARCHIVIST HAVE A REASONABLE AMOUNT OF SOBRIETY, PREFERABLY FIVE (5) YEARS OR MORE. THE ARCHIVIST AND ALTERNATE ARCHIVIST ARE RESPONSIBLE FOR MAINTAINING THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP ARCHIVES, INCLUDING KEEPING AN INVENTORY OF THE ARCHIVES, AND PRESERVING THEM TO THE BEST OF THEIR ABILITY GIVEN THE AMOUNT OF FUNDS PROVIDED BY THE NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP AND THEIR EXPERIENCE.

FUNDING FOR THE ARCHIVIST'S TRAVEL AND HOUSING BE PROVIDED BY THE HOST COMMITTEE.

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VII. GUIDELINES EFFECTIVE DATE

A. ADOPTION OF GUIDELINES

1. THESE WORKSHOP PLANNING GUIDELINES WERE ORIGINALLY ADOPTED ON SEPTEMBER 27, 2003 AT THE NAW BUSINESS MEETING IN FORT LAUDERDALE, FLORIDA BY GREATER THAN A TWO-THIRDS VOTE OF THOSE REGISTERED AT THE VIII NATIONAL AA ARCHIVES WORKSHOP. THESE GUIDELINES WERE AMENDED BY A UNANIMOUS VOTE OF THOSE REGISTERED AT THE X NATIONAL AA ARCHIVES WORKSHOP ON SEPTEMBER 17, 2006 AT THE BUSINESS MEETING IN BATON ROUGE, LOUISIANA AND AT THE XI NATIONAL AA ARCHIVES WORKSHOP ON SEPTEMBER 9, 2007 AT THE BUSINESS MEETING IN PHOENIX, ARIZONA.

VIII. AMENDMENTS TO THE WORKSHOP PLANNING GUIDELINES

A. AMENDMENT OF GUIDELINES

1. AMENDMENTS TO THESE WORKSHOP PLANNING GUIDELINES SHALL BE EFFECTIVE UPON MAJORITY APPROVAL AND ACCEPTANCE BY THE NATIONAL AA ARCHIVES WORKSHOP ADVISORY COMMITTEE, THE GUIDANCE COMMITTEE, AND CONFIRMATION BY A TWO-THIRDS VOTE OF THE REGISTERED MEMBERS AT THE ANNUAL NATIONAL AA ARCHIVES WORKSHOP.

IX. NATIONAL AA ARCHIVES WORKSHOP ADVISORY COMMITTEE

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X. NATIONAL AA ARCHIVES WORKSHOP GUIDANCE
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