

Dear Al-Anon:

July, 1963

The following is a Summary of Al-Anon's Third World Service Conference. We all have a responsibility for Al-Anon's Twelfth Step, World Service, and undoubtedly the members of your group will want to hear how this Step is being taken. We suggest you hold a special meeting to review and discuss this report.

Will you please tell us how your group reacts to the policies made and the actions taken by the Conference and whether you like the new form of the Summary which emphasizes the reports of Headquarters' Committees and Department Heads.

SUMMARY
THIRD TRIAL WORLD SERVICE CONFERENCE

The conscience of Al-Anon on the North American continent now has a voice. The decision to make the Conference a permanent arm of Al-Anon was the most important action taken by the Third Annual Trial Conference held in New York City from April 25 to 28, 1963. The permanent Conference will watch over the policies of Headquarters. It will be the guardian of our Traditions and will hold all Al-Anon together in unity. Al-Anon's future is in dedicated hands.

Assembled in the George Washington Hotel were 36 Delegates from 31 states and 3 Canadian provinces, the Board of Directors and Advisory Board, Headquarters Al-Anon staff members and the editor of the Forum. The mates of Delegates to the AA Conference, held simultaneously in New York, sat in at several sessions as observers and joined the Conference at a luncheon and at Open House at Headquarters. Included was the Puerto Rican AA Delegate's wife.

The permanent Conference will start off with the same general structure as that during the trial period. The remaining 18 states or provinces that have not yet joined will be invited to do so, 6 at a time over the next 3 years. Because the number of future Conference members will be great, neither AA Delegate's mates or the mates of our own Delegates will be invited as observers in 1964.

Modification of the Conference's present structure were made so that: states and provinces having more than 100 groups will be permitted to send an additional Delegate; and if Quebec so desires, it may elect 2 Delegates, one to represent English and one French speaking groups since their problems are often different.

In order that Area Assemblies be efficient working units it was suggested that any Officer or Committeeman who misses 2 consecutive Assembly meetings without sending an alternate, be replaced.

Delegates, learning from the Forum, the names of new groups in their areas, can obtain addresses from Headquarters. When new groups register they are requested to contact their Delegate. If they do not, it was recommended Delegates inquire of new groups when an informative talk about the Conference would be convenient.

Groups on the border between 2 states often do not know which Assembly to join. It was the consensus that, until there are more groups in the less Al-Anon populated states, each border group belongs to its own State Assembly, otherwise the state might not have sufficient groups to hold an Assembly.

The Conference members showed appreciation of the outstanding effort of the 12 first Panel Delegates and regretted the termination of this close and stimulating association. Following are annual reports of Headquarters Committees and Department Heads, which the Delegates requested we include in fuller and more complete form than has been done previously. At the end are further Conference actions.

BOARD OF DIRECTORS - Eleanor A., President

Our second World Service Conference was a great success. Delegate's enthusiasm and continuing close contact with Headquarters points to the benefits to be derived when the permanent Conference is established.

Al-Anon's progress during 1962 has been most gratifying. From the original 50 groups contacted by Lois and Anne, we have grown to over 2,200 throughout the world. We now have an eight staff office, an editor and numerous dedicated volunteers. Our standing committees, headed by volunteers, have done splendid work. 1962 also saw the move to our beautiful new offices.

We in Al-Anon are forever conscious of the great debt we owe to Bill, whose vision and courage has helped thousands of alcoholics through AA, and Lois, the guiding spirit of Al-Anon. May God give them many more years to inspire and help those whose lives have been darkened by alcohol. I wish to thank Henrietta, our General Secretary, for her devotion far beyond the call of duty, and also the other faithful Al-Anon and non Al-Anon staff members. I feel it speaks eloquently for the harmony in the office that the spirit of Al-Anon pervades all departments.

To the retiring Delegates - our thanks for 3 years of work. May their enthusiasm descend to their successors. I feel sure this Conference will be fruitful in ideas for the benefit of all Al-Anon.

GENERAL SECRETARY'S REPORT - Henrietta S.

To demonstrate our rate of progress during 1962, listed below are comparative figures for 1955, and for the past 3 years in the following table covering some of the routine office work.

	<u>1955</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Total Groups Registered	660	1,526	1,827	2,121
(Alateen)	--	(97)	(154)	(207)
Intergroups	--	--	26	25
Lone Members	--	51	53	74
Proposed Groups	135	153	93	151 (60)
New Groups Registered	171	375	529	515
(Alateen)	--	(39)	(94)	(93)
Groups Disbanded	--	175	200	218
(Alateen)	--	(20)	(35)	(40)
Letters Mailed	4,967	28,914	20,343	36,528
Books Sent - Original	3,723	1,501	330	432
New	---	3,584	3,486	3,577
Packages Mailed	1,086	5,372	8,983	11,798
Forums Mailed	12,210	42,387	45,067	50,423
Forum Subscriptions (Total)		(1,785)	(1,756)	(2,097)
Multiple	471	953	956	1,009
Individual	--	832	800	1,088

The 20% increase in Forum subs. may be attributed not only to it's excellence but also to the efforts of Delegates and GRs. There has also been a fair response to the two-year reduced rate.

Although our original book had been translated into Spanish in Costa Rica and into Finnish several years ago, 1962 saw the publication of Al-Anon Headquarters' first piece of foreign literature; the Spanish PURPOSES & SUGGESTIONS, translated by a bilingual volunteer, Mimi H. Through her correspondence better communication has resulted in the development of new groups in Spanish speaking countries, notably in El Salvador.

A temporary arrangement was made with a newly established French Literature Committee in Montreal, Quebec, to enable HQ to continue servicing the French speaking groups of Quebec province. Harriet L., chairman of this committee, is acting as our agent on a temporary basis in the translation, production and distribution of the Forum, literature and HQ communications to the French speaking groups.

Our paid staff in 1962 consisted of eight members. Of these, five were Al-Anon: Evelyn, in charge of Publications; Holly, Conference Secretary; two part-time secretaries, Margaret for Public Relations and Christine for Alateens; and myself. Margaret, our Forum editor, is in addition to these eight as she writes and edits the Forum away from the office. The three non Al-Anon employees and their duties were:-

A bookkeeper - in full charge of cash receipts and disbursements; acknowledgment of contributions; billing; recording and acknowledging of Forum subscriptions and preparation of renewal notices.

A clerk-typist - in full charge of group records and part of the related correspondence; filing and preparation of copy for the annual World Directory.

A shipping clerk - assisting Evelyn in packing, mailing and keeping stock of books and literature, and in mimeographing.

In addition, two temporary typists were employed for several weeks last summer to assist in answering the 6,500 inquiries resulting from the Ann Landers newspaper item that mentioned our book.

My own duties comprise the scanning and allocation of all mail; supervision of the compilation of the annual Directory; arranging for publication of all literature; correspondence to new and established groups about problems or interpretation of traditions; the initiation of efficient office procedures; as secretary of the Board of Directors the preparation of minutes of board meetings; and the effort to coordinate services by maintaining serene and effective balance between paid staff and our many volunteers.

Our standing volunteer committees supplement those volunteers who help in the work of the Publications department and volunteer typists handle a large proportion of the individual requests for Al-Anon information.

We still use a wide variety of mimeographed form letters to answer different types of requests. Every inquiry is acknowledged and an effort is made to answer personally the most touching appeals for help. Free literature is enclosed with all replies. The secretary of the nearest group is asked to make contact with the individual.

This year we are trying to economize by using a new electronics method, econotyping, in the preparation of the Directory. When groups retain the same mailing address for at least a year, and notify HQ promptly of changes, it reduces wasted mailings, keeps the office records up-to-date and increases the ties between local groups and HQ, so favorably stimulated by the Conference in these past two years.

Our dedicated staff, both Al-Anon and non Al-Anon, gave many extra hours and all the chairmen of the volunteer committees contributed tremendously to the quality of their respective assignments. The splendid pioneering efforts of all 24 WSC Delegates in bringing the message of Al-Anon World Service home to their local groups has resulted in an ever-increasing spirit of unity in Al-Anon groups everywhere.

PUBLICATIONS DEPARTMENT - Evelyn C., in charge

I was introduced to HQ as a volunteer in the summer of 1953. With no previous experience in office work, I helped wherever needed. Thus I learned. It is a big step from that volunteer - one day a week job - to the present full-time head of HQ Publication and Mailing Department, which includes the following:

Picking up, opening and sorting mail; packing books and literature and typing labels;

counting packages and letters, weighing, stamping and taking to the Post Office; mailing each film THE UNDERSTANDING HEART, 10-14 days before date to be shown; counting literature into packs of 10-20, to speed up packing orders; taking inventory every three months to learn stock on hand; mailing approximately 4,500 Forums each month; making up new group, Alateen and individual packets of literature; and constantly checking sufficiency of literature and office supplies.

The Forum mailing is quite a production, since copies to individuals and most of the free copies to groups are addressed and sealed individually. Multiple subscriptions, addressed to the group secretary or to a permanent mailing address, are placed in envelopes and stamped according to weight.

All mimeographing is done by this department, including the 1960 Long Beach Talks, Conference material, the Fact File, form letters and contribution appeals, using in all 171,000 sheets of mimeograph paper in 1962 as compared with 89,000 in 1961.

A 107 page Review of the 1962 Conference was mimeographed, assembled and mailed to all Delegates, Directors and Advisory Board members. An 11 page WSC Summary with an explanatory letter was sent to approximately 2,000 groups throughout the world, and 305 additional Summaries went to the Advisory Board, Delegates and Assembly secretaries. Free copies of BILL'S TALK Al-Anon Conference 1961, A GUIDE FOR THE FAMILY OF THE ALCOHOLIC, the Summaries and new price lists were combined with the September Forum to save expenses.

The prisons and institutions were contacted again in 1962 by 950 letters and free copies of HOMEWARD BOUND and PURPOSES AND SUGGESTIONS enclosed.

To watch the growth of this department has been an interesting experience. In the beginning, we had scarcely any literature and now have many different pamphlets, plus our book LIVING WITH AN ALCOHOLIC. Two years ago, a Spanish version of our original book, THE AL-ANON FAMILY GROUPS, was published in Costa Rica and last year, PURPOSES AND SUGGESTIONS was produced in Spanish.

This department started to hum with the introduction of our original book at the 1955 St. Louis AA Convention. That summer I became a three day a week paid staff worker. In 1957, when the office moved to it's present address, my work increased to 4 days. Then in February 1959, an assistant was hired to help me with the packing and carrying to the P.O.

1962 was a much busier year than 1961. Then I didn't think it possible to accomplish any more. But with the aid of volunteers in folding, stuffing envelopes, sealing Forums, etc. it was a job well done.

I must add my deep appreciation to Al-Anon. Without it's help I could not have grown enough to do this work.

LITERATURE COMMITTEE - Ruth M., Chairman

There were four pieces of new Literature published during 1962: HOMEWARD BOUND - a booklet for the families of institutionalized alcoholics. This had wide acceptance. We used AA's list of prisons and institutions for our initial free copy mailing. A good many re-orders came back. A GUIDE FOR THE FAMILY OF THE ALCOHOLIC was a reprint, with only slight changes, of the splendid article Reverend Kellerman offered to us. It has had a tremendous sale and is now in the third printing. STAG LINE - a booklet for men with an alcoholic mate was actually completed in 1961 but did not come off the press until 1962. It has gone well and is now in it's second printing. BILL'S TALK - was transcribed at our first (1961) World Service Conference. It is available in pamphlet form, for all Al-Anon members.

In addition to the new literature, 5 of the present publications were brought up to date, as well as making sure the symbol of "Conference Approved Literature" appeared on all. Those revised are:

NEW HELP FOR THE ALCOHOLIC; TO THE WIVES AND THE FAMILY AFTERWARDS; AL-ANON, YOU AND THE ALCOHOLIC; WHYS AND WHEREFORES; MANUAL FOR AL-ANON FAMILY GROUPS - This was a major revision. We hope you notice and approve the face lifting.

We are finding our Delegate "Members-at-Large" very helpful. They read the manuscripts carefully, make excellent comments and suggestions, and are prompt about returning them. We have a fine working committee here at home base, made up of Amy B., Joan L., Alice B. and myself. We meet on a weekly basis, often consult each other in between meetings and work together in harmony.

PUBLIC RELATIONS COMMITTEE - Trudy M., Chairman

The Public Relations Committee is happy to report a year of fairly brisk activity and progress. The projects accomplished in 1962 are detailed below.

I Al-Anon Fact File & Public Relations Kit

Early in 1962 a "Fact File" was completed, patterned after AA's but adapted to our needs. It can be used to give basic information on each phase of Al-Anon and Alateen aims and activities, to: the press, radio and TV, free lance writers, Doctors, nurses, hospitals, medical schools, the Clergy, seminaries, social and public health agencies, Alcoholism councils, centers, etc.

Then to help groups in their local public relations, a 4 page folder on "Speaking at Non-Al-Anon Meetings," a montage of typical newspaper articles, and suggestions for local press contacts were prepared.

Approximately 784 copies of the Fact File had gone out from HQ at the end of the year. Complimentary copies to various publications, writers and organizations were distributed, when essential to a wider public knowledge of Al-Anon. Many state alcoholic commissions commented favorably on the Kit and sent worthwhile orders.

II Magazine Articles on Al-Anon and Alateen

Below is a list of the more prominent articles on which the Committee cooperated with their authors before publication.

<u>Publication</u>	<u>Title or Subject</u>	<u>Date of Issue</u>
Voice of St. Jude	Family Forum Section	January
Hi-Way	"Their Parents are Alcoholic"	April
Marriage (The Magazine of Catholic Family Living)	"Alcoholism in the Family"	April
Seventeen	"Shadow on My Life" - Alateen	June
N.Y. Bureau of Curriculum Research	Resource Listing	June
The Lutheran	Personal Problem Clinic	July
Ladies Home Journal	"Making Marriage Work" - Alateen	October
Time Out	"Hope in a Bitter Teen-Age Tragedy"	February
Pastoral Psychology	Resource and book recommendation	April
American Hairdresser	"Are You Drinking More and Enjoying it Less?"	November
Practical Home Economics	"A Nutritionist Looks at Alcohol"	October
R N Magazine	Beginning of 3-part series on Alcoholism	January 1963 (Out in Dec. '62)

III Cooperation with Writers and Publications

The Committee is in contact with free lance writers or magazine editors who are preparing articles for future release. Authors living in N.Y., are often taken to Al-Anon or Alateen meetings for actual observance. Those in other areas, are put in touch with the nearest local group.

Free lance writers include one doing a teen-age drinking article for Good Housekeeping; a fiction writer in Yonkers, N.Y. writing a book on teen-agers and Alateen; a Conn. free lancer for a Juvenile magazine; a marriage counselor; a teacher-in-training in Washington State College; an Ontario writer on Alateens.

Religious writers include the Dean of the School of Religion, Seattle Pacific College; a Salvation Army writer; the Editor of View Magazine; a staff member of the Church News; the Editor of "The Cross of Matt Talbot," the only Catholic magazine dealing with alcoholism, in the early issues of which the sinfulness of drinking was stressed until Pope John XXIII gave his official sanction to the disease concept of alcoholism.

IV Newspaper Coverage

Through the courtesy of AA, HQ receives the services of a press clipping bureau. The Committee tries to correct omissions of Al-Anon resources or misconceptions and to widen knowledge on the part of newspaper columnists or editors.

Our files contain hundreds of clippings about Al-Anon - from short announcements of news events, to letters to the editor, syndicated columns, and feature stories. Coverage extends from coast to coast, from Canada to the Gulf. Most notable, is the Ann Landers mention of our book in her June column which resulted in over 6,500 inquiries.

V TV and Radio

In June CBS asked Al-Anon and Alateen to participate in a program on alcoholism on Harry Reasoner's Calendar Program. Trudy M. and June F. played the anonymous roles of an alcoholic's wife and daughter, respectively.

To promote the Ladies Home Journal article on Alateen in the October issue, Station WCBS in N.Y. taped a radio interview in which Holly and Carol C. represented a typical wife and daughter of an alcoholic. Later Station WJRZ in Newark, N.J. featured Father Frederick Lawrence and a group of Alateen members.

VI National Contacts

A meeting with the Public Information staff member of AA, our Public Relations Committee Chairman, and the Director of the Community Services Branch of the National Institute of Public Health resulted in better understanding of how AA, Al-Anon and Alateen help to restore mental health to alcoholics and their families.

Our Committee Chairman gave the Al-Anon story, our book, and literature to the Executive Director of the National Council of Churches since it is embarking on a study of pastoral counseling on alcoholism.

VII Special Project on Duties of Al-Anon Committees

This Committee collaborated with the Literature Committee in drawing up a report on the purposes and duties of all Al-Anon Committees, thus defining them more precisely for existing and future committees and their chairmen.

The committee wishes to mention the high spot of 1962 - the 2nd Al-Anon WSC. Personal contact with Delegates and their stimulating reports and comments gave a wider meaning to the goals for which all of us work.

SPEAKERS COMMITTEE - Trudy M., Chairman

During 1962 the file of volunteer speakers has grown somewhat as a result of appeals in the Forum, the energy of Delegates and committee and staff efforts in the N.Y. area. However, there are still various sections in the country where coverage is inadequate or unreported. In November a questionnaire was sent to 52 speakers, 25 of whom responded. As a result, HQ now has a file, with a detailed resume of Al-Anon affiliation, type of audience best suited to the speaker's experience and interests, travel distance, and availability of a family team, such as husband and wife, parent and teen-age child. Altogether 12 requests from organizations were filled by speakers from HQ.

PUBLIC EDUCATION - Ann N., Chairman

In the past year, the bulk of non-personal inquiries about Al-Anon has been with clergy (129 letters), high schools and colleges (58 letters), and students (over 500). The number of nurses and doctors writing in has increased quite noticeably and four psychologists have asked for information. More lawyers have shown an interest, as well as probation officers and municipal courts.

Letters have been received from Research Foundations, educators, and religious organizations. Particular interest in Alateens came from many organizations working with juveniles. The Chaplains' Bureau for the N.Y.C. Police Department ordered pamphlets in quantity. Social workers, mental health services and family services wrote 40 letters to HQ requesting information and literature. Two new associations heard from were Libraries and PTA. An approximate total of 850 letters were answered by Headquarters.

Our book, LIVING WITH AN ALCOHOLIC, was sent to Lausanne, Switzerland last year and is now in the International Library on Alcoholism, at their request.

As chairman for Westchester County Alcoholism Information last fall I found that Al-Anon is well represented and well thought of throughout the County. Displays were put in libraries and bookstores, using three pamphlets, one of which was Al-Anon's ALCOHOLISM, THE FAMILY DISEASE and 34 high schools received YOUTH AND THE ALCOHOLIC PARENT.

INDUSTRIAL AL-ANON - Charles M., Chairman

Last Fall, this new committee was formed through the efforts and interest of several male Al-Anon members. Industry has long recognized the problem of its workers' alcoholism and the cost, both in human and economic terms. AA has been acknowledged as a powerful force and is actively encouraged.

But recently some industrial medical directors, personnel directors and others have come to realize that there may be just as many employees at all levels, troubled by the problem of alcoholism at home, or in a fellow employee. These companies are taking a new look at the emotional disturbances of the employee who does not drink but who may live or work with an alcoholic. More than a score of companies have asked Al-Anon for information and assistance. Thus a committee was formed to:

- 1) Act as a clearing house at HQ for information requested by or for industry.
- 2) Prepare factual information tailored to industrial needs.
- 3) Prepare in cooperation with our Literature Committee pamphlets and information for the industrial medical departments, personnel departments, social workers, clergy and others whose professional relationships involve alcoholics - or families of alcoholics in industry.
- 4) To set up a pilot project in at least one large national company to integrate the help Al-Anon can offer with that available through the company's own rehabilitation program.
- 5) To act as a liaison between Al-Anon groups or individual members and industrial rehabilitates.

The American Medical Association, the Industrial Medical Association, the Personnel Division of a large management association and others are now planning a program upon which we can report later this year.

ALATEEN COMMITTEE - Wanda R., Chairman

During 1962, the number of registered Alateen groups increased more than 30%, from 154 in January to 207 in December, with 60 more proposed.

A report of the answers to the Alateen questionnaire sent out last spring, was not only mailed to all groups, but written up in the Forum. Its ideas and suggestions are still useful in helping new groups get started and strengthening those in operation.

In new pieces of Alateen literature, and in the revision of existing material we particularly stressed the desirability of Al-Anons rather than AAs or outsiders sponsoring Alateens. It is also important that Alateen sponsors be responsible, understanding persons well versed in the application of the 12 Steps and Traditions.

Through articles in the Forum and correspondence we are trying to encourage the understanding and sympathy by Al-Anon and AA parents who do not see the need of a program for their teen-age children. While this has been accomplished to a small degree, there is still a great lack of education and acceptance. When this obstacle is overcome the minor problems of transportation and attendance at meetings no doubt will be lessened. However, we do feel the Alateen groups have gained not only in numbers but in strength and knowledge. Some of this is undoubtedly due to the fine publicity referred to in the Public Relations Report.

World Hello (Alateen) continues to help the lone teen-agers by mail. This newsletter, supported and produced by teen-agers themselves, tells of many thrilling experiences. It has done a magnificent job.

Alateens are becoming more and more a part of the "AA, Al-Anon family", speaking or having workshops at many special events. Our USC Delegates have had a great deal to do with this, and I am sure will continue to encourage the Alateens in all respects.

VOLUNTEER COMMITTEE - Vi F., Chairman

When your chairman began the task of finding volunteers for HQ, it became necessary to visit many groups. Old friends and new acquaintances were asked if they could, and would assist in the following activities: preparing literature packets for mail distribution to new Alateen and Al-Anon Groups and individuals; counting literature; preparation of the printed FORUM for mailing, which alone requires six to seven volunteers each month; assembling and stapling of multipage manuscripts; assisting in the response to mail inquiries which inevitably follow the appearance of syndicated newspaper or magazine articles.

To date some 25 members have graciously contributed various talents. Volunteers are encouraged to persuade other members to also "share". When HQ knows there will be a need for volunteers on a given date I notify sufficient volunteers by telephone giving them a week to ten days notice.

I cannot over-emphasize the importance of volunteers, particularly as they also have always chaired the Literature, Budget, Prisons, Public Relations, Policy, Public Education, Speakers, Alateen, Conference and Volunteers Committees. My thanks to all these devoted people who gave so generously of time and effort.

PRISON COMMITTEE - Anne W., Chairman

This committee is a liaison between the members of AA Groups in institutions and their families. This phase of 12th Step work is most important and rewarding since the families of inmates have a two-fold problem; understanding alcoholism and overcoming the stigma of a prison record.

The interest in Al-Anon as a source of help for these families, and the inmate as well, has grown. In June of 1962, 950 letters were sent to prisons, hospitals and various other correctional institutions in the U.S., Canada, and the United Kingdom.

This was made possible by the usual wholehearted cooperation of AA G.S.O. which addressed the necessary envelopes to the AA institutional secretaries. With the letters were included a copy of PURPOSES AND SUGGESTIONS and the new booklet HOMEWARD BOUND, which has been most favorably received.

When we write and send literature to the families of inmates whose names have been given us by the AA secretary or the inmate himself we say that we will ask the Al-Anon

secretary to send them the time and place of the local Al-Anon meeting IF they desire to attend. We used to do this without their permission and there were some repercussions about anonymity.

Recently a penal institution expressed a desire for a joint AA and Al-Anon meeting on visiting day. Our correspondence is increasing and we are in contact with most of the correctional institutions world-wide. The response has been most gratifying.

POLICY COMMITTEE - Lois W., Chairman

The Policy Committee, composed of officers of the Corporation, Chairmen of all committees and Al-Anon members of the staff, considers new ideas and projects of its members, as well as new problems sent in by the groups. These matters are all weighed in the light of Al-Anon's Twelve Traditions. Recommendations are then made to the Board of Directors and to the Advisory Board for their decisions.

Most of the committee's policies have resulted in action and are reported elsewhere in these HQ reports. A few of those not so reported follow:

- April - that permission be granted the Paarl, South Africa group to eliminate repetition
10th in their reprint into Africans of two of our pamphlets under one cover.
- May - that this Committee assemble parts of LIVING WITH AN ALCOHOLIC, THE TWELVE STEPS
8th AND TRADITIONS, THE MANUAL FOR AL-ANON FAMILY GROUPS and anything else that is considered basic, under one cover for translation by our groups abroad. This will enable them to learn the fundamentals of Al-Anon without distortion until all our literature can be translated.
- June - that we have placed on all new and reprinted literature: "Approved by the World
12th Service Conference of the Al-Anon Family Groups" as well as the Conference approved symbol.
- July - that in order to protect members' anonymity, the Public Relations Committee send
10th inquiring outside agencies only the telephone or P.O. Box numbers of referral groups in their area.

All major "over-all Al-Anon policy matters" are presented to the Conference for its appraisal. If a subject of great importance and urgency comes up between Conference sessions, the Delegates are polled for their opinions.

AL-ANON FAMILY GROUP FORUM - Margaret D., Editor

You have really been receiving the annual report on the FORUM in serial form, twelve installments during the past year.

One article (on restriction of membership) stirred up a great deal of controversy - but after the group thought it over, it decided controversy was good. Every single member of the group had participated, even those who had previously never said a word.

We very sincerely wish to protect everyone's anonymity that desires it. It sometimes is difficult to tell that any indication of authorship, even the scanty initials we use, is undesirable unless the letter is marked "Anonymous" and we are asked that the group not be identified.

The Delegates have done yeoman service in stimulating interest in the FORUM. Any time you have any ideas on how the FORUM can be made better, do let me know. The rut I want to get into is the best, most interesting and helpful way to present our Al-Anon work so that the FORUM is the greatest aid to the greatest number of Al-Anoners the world over. I need all members help in accomplishing this.

TREASURER'S REPORT - Vi F.

In addition to its regular monthly meetings, Headquarters Budget Committee held 7 special meetings during the months of November and December concerned with method of promoting income; review of personnel, including studies relating to an adequate Headquarters staff; and the planning of a budget for the forthcoming year. With the approval of the Board of Directors, the Committee requested our auditor to submit a tentative budget based on an analysis of receipts and expenditures projected for 1963.

As long as we are a service organization, there will always be years when we may expect the cost of services to exceed the income. This is one reason we have a savings account. While we are constantly expanding services and only gauging what our probable income and expenses will be on the basis of past performance, a proposed budget can only be based on percentages of past growth in income and expenses.

Quarterly financial reports have been submitted for the approval of the Board of Directors and the Advisory Board, and an annual financial statement is available to any group requesting it.

Since only 56½% of our groups contributed in 1962 as compared to 60% in 1961, during 1963 Delegates can help by stimulating more groups to their financial responsibility through better understanding of Al-Anon 12th Step work throughout the world.

CONFERENCE COMMITTEE - Sue L., Chairman

With the formation of State Assemblies and by Delegates attending the World Service Conference, the aims and purposes of Headquarters are more clearly understood at the local level. Cooperation between groups in many areas is creating greater unity in Al-Anon as a whole. Interest and unity is also indicated by the increasing volume of correspondence with Assemblies, Delegates, Group Representatives, individual groups, etc.

The Conference Committee has been very active throughout the year, meeting 3-4 times monthly and more often when necessary. Holly C., WSC Secretary, is now working full time handling Conference affairs and keeping pace with the growth of our Conference.

A number of groups answered our appeal for the General Conference Fund made in November 1961 and January 1962. All State and Provincial Assemblies sent in equalized sums for their delegate's expenses to New York.

Complete arrangements were made with the Hotel for the Conference Sessions as well as reservations for the Delegates and members of their families accompanying them. Open House was planned and held at HQ for Conference members, their families and the families of AA Delegates; the AA Conference being held simultaneously.

A tentative agenda was prepared and sent to all Conference members in advance of the 1962 Conference. A brochure, containing reports from HQ Staff, Chairmen of all Committees and Conference Committee recommendations, was completed. Portfolios containing this brochure, copies of all Al-Anon literature, N.Y.C. map, local Al-Anon meeting list, pad and pencil, were distributed to Conference members on their arrival.

The Conference convened on Thursday evening, April 26th. All work on the agenda was completed as scheduled. On Sunday, April 29th, members visited Lois and Bill in their home at Stepping Stones.

The minutes of the Conference were transcribed from tape recordings by Holly C. and Mary S. Lois edited the transcripts and compiled a Conference Review which was mailed to Conference members.

A summary of the Review was sent to all groups in U.S., Canada and overseas. All Assembly secretaries were asked to request additional copies for use of their officers and District Committeemen. Seventeen Assemblies took advantage of this offer.

Each group in Panel-III received a copy of the WSC Handbook with a letter telling of its inclusion in the Panel and informing it how to set up Assemblies. Six areas were very prompt in forming Assemblies and electing Delegates. Two states could not join the Conference and had to be replaced. However, by Conference time all 12 areas were ready to send Delegates. The great progress of the year 1962 can be attributed to the dedication of so many individuals.

FURTHER ACTIONS OF THE CONFERENCE

BOOK - The Conference held many interesting and important discussions. One concerned the subject of a proposed Al-Anon book which might be published in time for the International AA Convention in Toronto in 1965. Some thought the book should contain interpretations of the 12 Steps and Traditions, while others felt we needed a history of Al-Anon with chapters by interested outsiders, such as clergymen, doctors, welfare workers, etc. It was finally decided to leave the type of book and time of publishing to the HQ Literature Committee. Delegates were urged to have their areas begin compiling their interpretations of the Steps and Traditions and also to gather expressions of opinion about Al-Anon from outside agencies to be sent to HQ Literature Committee.

LITERATURE - The Literature Committee's report was enlarged by its Chairman, the benefits of CONFERENCE APPROVED LITERATURE emphasized and it was explained why certain pieces suggested by the groups were considered unsuitable for Conference approval. Suggestions were made that Alateen pamphlets use more of teen-agers' own words and that an Al-Anon Preamble, similar to AA's, which includes some of the Traditions, be worked out by the Committee.

12th STEP - Some areas reported confusion between practising the 12th Step and breaking the 11th Tradition. "Carrying the message to others" is the very life blood of our program. If we sit back comfortably and enjoy our own little group without doing anything to "attract" others to us, our group may soon stultify through smugness and self-satisfaction and the many unknowing and hopeless mates will be still unknowing and hopeless. Giving information need not be promotion and anonymity can be respected. How can others be attracted to us if they do not know about us?

ATTRACTION - The above ideas were brought out in a stimulating discussion led by the Chairman of the HQ Public Relations Committee on how to improve the public knowledge of Al-Anon. Several states were already doing quite a bit along these lines and told of the help received from the FACT FILE compiled in 1962 by this Committee. The Chairman explained how all states can aid in this vital 12th Step work.

FORUM - To increase the FORUM'S influence, its editor urged that members send in more personal stories so that newcomers may see themselves in the mirror of another's experience; and as suggested, she promised to present sketches of Staff and Advisory Board members from time to time, so they would appear in their true guise as real, live Al-Anon folks and not administrative robots.

DIRECTORY - The Delegates thought the new Directory looked better than previous issues and were pleased to learn it was less expensive to produce. The General Secretary reported that the contributions for 1962 received after the close of the year will be reflected in the listings in next year's Directory. When filling out data cards for the Directory, the groups were urged to state both telephone and zone numbers.

GIFTS & BEQUESTS - Recent offers of money to be left Al-Anon in two wills, one of a member and one of an alcoholic, resulted in the important decision that - all personal gifts from members to HQ be limited to \$100 per year and that all bequests from members or their immediate families be limited to \$100.

Before this was passed 30 to 17, many ideas were expressed. Some Delegates wanted to make the limit higher because: members of their families should not be deprived of showing appreciation of what they have received from Al-Anon; a grateful relative of a deceased member should not have to divert most of a bequest to another agency; but especially because HQ services an increasing number of groups and many groups are non-contributing.

Ideas for the \$100 limit were: self-support is the spirit of our fellowship; \$100 is a token gift only, once it was raised above this amount we might be tempted to raise it still further; the receipt of large gifts at HQ would take away responsibility from the individual member; responsibility raises the spirit of the individual and thus the spirit of all Al-Anon; if we abide by our spiritual principles the practical is bound to follow.

ALATEENS - This year again the Chairman stressed the need of good sponsors, whether Al-Anon or AA, for these appealing, growing but unstable groups of youngsters and cited dedication, understanding of alcoholism, deep belief in the 12 Steps and Traditions and responsibility to Alateens as the qualities most important in a sponsor. A child needing psychiatric help should be sent to a professional. Sponsors should not function as amateur psychiatrists.

It was pointed out that parents in both Al-Anon and AA could gain more knowledge of how Alateen membership benefits the whole family by reading Alateen literature and by occasionally having teen-age speakers at meetings. Speaking invitations and all other group responsibilities should be shared among the teen-aged members. Alateens are often invited to State Assemblies and Conventions where they as well as their sponsors get together to exchange ideas.

TORONTO, 1965 - The Chairman of Al-Anon activities at the coming International AA Convention asked for suggestions on types of meetings desired and names of suitable speakers so that in 1965 our sessions will be as heart-warming and inspiring as they were at Long Beach in 1960.

ASKIT-BASKET - (A few of the numerous questions discussed-)

NEW GROUPS - Question: How can new groups be started where there is neither AA nor Al-Anon? Answer: Accept invitations of outside agencies or churches to talk on Al-Anon which may culminate in starting a group; groups corresponding with Lone-members can inspire the Loner to start a group; mates of alcoholics, reading about Al-Anon in outside publications write to HQ to learn how to start a group.

INSTITUTIONS - Question: Would it be possible for Al-Anon HQ to put out a special Institutional Packet of literature at a reduced price such as AA does?

Answer: HQ is not, at present, financially able to do this. Delegates reported a number of groups had presented literature to institutions in their areas and the general feeling was that this is the best way for the time being, but that the cooperation of members with alcoholism rehabilitation programs would help.

AA - Question: How can Al-Anon promote greater unity between Al-Anon and AA?

Answer: Most areas reported improvement because of AA's increased knowledge of Al-Anon. So patience, willingness to cooperate and invitations to AAs to speak at open Al-Anon meetings, where they can learn more about us were the recommendations.

As time ran out, the balance of Askit-Basket questions, all on group problems, will be the basis of articles in the FORUM.

Farewell speeches closed the Conference with intense feeling of inspiration and camaraderie, heightened by the singing of the Lord's prayer by one of the three male Delegates.

HEADQUARTERS CONFERENCE COMMITTEE

Footnote: Bill W. opened the Conference with a stimulating talk, a copy of which will be mailed to all groups soon.