

## Al-Anon Family Group Headquarters, Inc.

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NEW YORK, N. Y. 10010

June, 1964

A summary of Al-Anon's first permanent World Service Conference held in New York City follows. This Conference after the 3 years of trial is now the conscience of Al-Anon on the North American continent. It is the guardian of our Traditions and of our unity. It watches over the policies of Headquarters, your 12th Stepping Service Center.

Since every group feels a need for taking this 12th Step we know your group will want to read the Headquarters' reports and learn what it has done along these lines; both far away and near at hand. Also it will want to know what decisions the Conference has taken.

Do discuss this summary at one or more meetings. We will be grateful for any comment or suggestions you may send us.

SUMMARY

For 3 days, April 23, 24, and 25, - 44 Delegates from 37 states and all the Canadian provinces met with the Board of Directors, Advisory Board and Headquarters' Al-Anon staff in the Hotel George Washington to review the year's accomplishments and to make plans for the future.

Several representatives were present as well, among them, one from London, England and another from Puerto Rico.

On Thursday afternoon when the Delegates visited Headquarters to meet the staff and volunteers, the Al-Anon wife of an AA from Sweden joined us. As she could not understand much English she did not attend the Conference sessions, however.

After a buffet supper for members and their families, AA's Bill W. opened the Conference with a most welcome speech about how Al-Anon is one of the best things that has happened since AA began.

The first thing taken up on the agenda was the approval of Headquarters' Committee and Department reports for 1963. These follow for your perusal and comment.

BOARD OF DIRECTORS - Eleanor A., President

The progress during the year 1963 in numbers of groups and HQ services is most gratifying to the Board of Directors and the staff. Back in 1951, fifty Family Groups were registered at the AA General Service Office. These groups were contacted by Lois and Anne and formed the nucleus of our present fellowship of 2,375 groups. To these two founders of Al-Anon Headquarters, we will ever be grateful.

To keep the increasing flow of work running smoothly and efficiently - we now have an 8 staff office, editor, auditor, 11 standing committee chairman and numerous volunteers.

1963 saw the dream of a permanent World Service Conference realized when the members voted unanimously for it at the third trial Conference last spring. Eight new delegates in 1964 brings the total to 44.

Many interesting Al-Anon activities are being planned for the 1965 AA Convention in Toronto. We welcome your suggestions for meetings and speakers because Al-Anon will have a most important part in this Convention.

As President of the Board, I presided at the Directors' meetings, attended the Advisory Board, Policy and Budget Committee meetings- as well as serving on the Conference Committee

Al-Anon's debt to Bill can never be repaid. His vision, nearly 30 years ago, has made thousands of homes happier. I know I speak for the Board in tendering our heartfelt thanks to Lois for her continued interest, hard work and inspiration over these many years; and to Henrietta, our General Secretary, for her wise and efficient management of the office and to the other staff members and volunteers for their cooperation and loyalty to Al-Anon. To the retiring officers my thanks for work well done. May 1964 bring the new President, the Board and all members of the World Service Conference- health, happiness and serenity. God bless you all.

GENERAL SECRETARY'S REPORT - Henrietta S.

Comparative figures listed below reflect the growth of Headquarters services to the groups since 1960, the year marking the inception of our trial World Service Conference.

	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
✓ Total Groups Registered	1,526	1,827	2,121	2,378
(Alateen)	(97)	(154)	(207)	(262)
✓ Intergroups	--	26	25	31
✓ Lone Members	51	53	74	79
<del>Proposed Groups</del>	153	93	151	178
(Alateen)	--	--	(60)	(47)
✓ New Groups Registered	375	529	515	493
(Alateen)	(39)	(94)	(93)	(103)
✓ Groups Disbanded	175	200	218	236
(Alateen)	(20)	(35)	(40)	(47)
✓ Letters Mailed	28,914	20,343	36,528	28,950
✓ Packages Mailed	5,372	8,983	11,798	15,820
✓ Books Sent - Original	1,501	330	432	126
Current	3,584	3,486	3,577	3,472
✓ Forums Mailed	42,387	45,067	50,423	61,186
✓ Forum Subscriptions	1,785	1,756	2,097	2,492
(Multiple)	(953)	(956)	(1,009)	(1,059)
(Individual)	(832)	(800)	(1,088)	(1,433)

A review of these figures shows that although last year's rate of registering new groups, better than one a day, was maintained, our overall gain in registrations was slightly lower, including intergroups and loners. Although 493 new groups, plus 7 intergroups, were registered, 236 groups and one intergroup were inactivated. It is interesting to note that the ratio of both Alateen registrations and Alateen disbanded groups to Al-Anon is approximately one to four. This would seem to indicate that their nature is no more impermanent than that of the Al-Anon groups.

Correspondence with groups increased- supplemented by the standard service literature (basic starter packet, Manual, Directory, monthly Forum, sample new literature, Conference Handbook). Some of the questions covered related to suggestions for improvement of planned group program; help with internal group problems, with referral to our Traditions; suggestions for structure of advisory committees and intergroups; emphasis on the value of Conference Approved Literature; suggestions for planning Al-Anon participation at AA State Conventions (when the montage illustrating sample literature display proved most useful); and problems concerning the area WSC Assembly.

Certain variables account for the drop of almost 8,000 letters in 1963. The year before, in addition to the 6,500 Ann Landers letters, there were two extra groupwide mailings (letter with the Conference Summary and Lois' letter about the 12 Steps), plus a questionnaire and report to the Alateen groups, which we did not have in 1963. Also in 1962, our Institutional Committee sent 950 letters contacting the Institutional AA Groups, which in the past was done only every other year. Nevertheless there was a constant flow of inquiries from families of alcoholics stemming from continued favorable newspaper articles. The majority of these were answered and referred to the nearest group by volunteers, and the balance by the staff. There were also many inquiries from students, teachers, clergymen, doctors, welfare agencies and writers. Each was acknowledged and appropriate literature sent by our staff member in Public Relations.

The slight decrease in number of books shipped may be indicative of a downward trend and confirm the need for another book.

But this slight decrease in book sales was more than offset by a 24% increase in literature sales from \$23,435.97 last year to \$35,463.95 in 1963. Our best seller continues to be "A Guide for the Family of the Alcoholic." Since its publication, almost 90,000 copies had been distributed by the year's end. The market for our literature now includes state and local alcoholism agencies, the Veterans Administration, and Catholic Charities of the Archdiocese of Chicago, which placed a large order for Alateen literature for their high school alcoholism education program. Over and above the literature sold, 27,540 free pieces were given away to groups, individuals and professionals during 1963.

The 20% increase in Forum (10,763) represents not only mailings to more groups, proposed groups and individuals living far from a group, but a 19% increase in Forum subscriptions, 995 more than a year ago. Its popularity among our membership is obviously growing. The consequent increase in bookkeeping was again paralleled by a greater volume of work in the publications, group records and filing departments.

During 1963 our number of registered Spanish speaking groups grew to 18. Much of this growth can be attributed to the efforts of one Spanish speaking volunteer, Mimi H., through whose correspondence better communication has been established with Spanish Al-Anons, in Central and South America and Spain. A major project was the editing by her of the translation of LIVING WITH AN ALCOHOLIC, which had been done by the Puerto Rican Al-Anon groups. We hope the suggested improvements will be incorporated into the mimeographed version they are planning to produce. We have added two AA Spanish pamphlets, "The Alcoholic Husband" and "Alcoholism, the Illness" to their new group packet and reduced our translated leaflet, the "Purposes & Suggestions" to two for 5¢.

Also in the area of translations, HQ agreed to subsidize the French Literature Committee in Montreal, Quebec, for another year. Harriet L., chairman of this committee, has done splendid work in translating and distributing the Forum, Conference Approved Literature and Headquarters mail to the French speaking groups of Canada and elsewhere. They are growing not only in number but in their awareness of HQ's efforts on their behalf. Another result was the registration of a French speaking group in Geneva, Switzerland.

Purchase of office equipment in 1963 included two used desks, one new typewriter, another Kardex unit, new copying machine and a refrigerator.

1963 saw many changes in office personnel, and near its close, we were faced with the resignation of Evelyn, who has so competently headed the Publications department for 10 years. In March, a clerk to handle recording and acknowledgment of Forum subscriptions was added to the staff. She also assists in processing the Forum for mailing. In September, we finally found a highly qualified replacement for the Al-Anon staff member in charge of Public Relations and Alateen, Gun R. In October, we hired a new shipping clerk, a great improvement over his predecessor. In early December a replacement for Evelyn was employed.

Pauline, who has done an excellent job in group records, the directory, and filing, is also leaving us, and a new clerk-typist is being instructed in that work. Finding and training the right people for these various positions added to the complexities of the office this year, but every member of the staff was most cooperative and the routine work was performed smoothly without delay.

In order to accomplish the wider services rendered to an increasing number of groups, we have had to depend ever more heavily on our volunteer committees. Their dedication evidenced in the time, ideas and dependability, which they devoted to Al-Anon affairs has only been equalled by the parallel efforts of the WSC Delegates in their areas. Their wholehearted interest has improved communication between the distant groups and HQ and continues to ensure the future growth and unity of Al-Anon.

PUBLICATIONS DEPARTMENT - Evelyn C., In Charge

The work of this department is about four times more than it used to be. The present Headquarters' Publication and Mailing Department now includes the following duties:

Picking up mail at the P. O. Box, opening and sorting it,  
 Typing of address labels for packages,  
 Packing of books and literature, weighing and putting postage on all mail and  
 Taking it to the Post Office; keeping a daily record of items sent- plus postage costs  
 Checking requests for the film, "THE UNDERSTANDING HEART" and  
 Mailing each film out 10-14 days before it is to be shown.  
 The counting of literature into packs of 10-20, to speed up packing orders,  
 Taking inventory every three months,  
 Mailing approximately 5,200 FORUMS each month,  
 Making up new group, Alateen and individual packets of literature,  
 Checking all literature and office supplies for sufficiency of stock on hand.

Our work is greatly simplified when the mailing address and the name of group is printed on all orders.

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

All mimeographing is done by this department; approximately 145,500 sheets in 1963. These include 1960 Long Beach talks, form letters, contribution appeals, the "FACT FILE", various group mailings and all Conference material.

The 131 sheets of the 1963 Conference Review were mimeographed, assembled and given to all Delegates, Representatives, Directors and Advisory Board members. All groups, the Delegates, Assembly Secretaries and Board members received the 12 page Conference Summary.

All groups were sent free copies of two new pamphlets, "A GUIDE FOR THE SPONSORS OF ALATEEN GROUPS" and "FOR TEEN-AGERS WITH AN ALCOHOLIC PARENT". To cut down on the mailing costs, the FORUM and a new publication list were enclosed.

In 1963 a record was kept of all free literature given out. Approximately 24,500 pieces, besides 494 copies of the Group Manual and 2,550 World Directories were distributed.

And so passed another busy year. With the staff all working together and with the volunteers aid in folding, stuffing, sealing of the FORUM, extra Conference work and odd jobs, it was all accomplished. I personally hope that I will never forget to be grateful for all the help I have received through Al-Anon in the past years.

LITERATURE COMMITTEE - Ruth M., Chairman

There were three pieces of new literature published during 1963: "A Guide for the Sponsors of Alateen Groups" - which is self-explanatory; "For Teen-agers With an Alcoholic Parent" - which also needs no elaboration, and "Al-Anon Family Groups at Work" - this digest of principles and practices is designed to be translated into foreign languages. It is a compilation of all our main pieces of literature boiled down for easy reading. We already have numerous French and Spanish speaking groups. As Al-Anon spreads into other language areas, we hope this digest will prove useful.

In addition to new literature, your committee brought several older pamphlets up to date. Each piece must be read carefully and with much attention to detail to see that no errors creep in such as obsolete addresses, dates, or even phrases.

The most ambitious of our new projects is a comprehensive new book to be ready for the AA Convention in 1965 in Toronto, Canada.

Our Delegates-at-large continue to help. They make announcements to their group, are responsible for contributions to our publications, read and comment on our proposed manuscripts and foster new ideas. In fact the interest shown by the entire Al-Anon membership is most gratifying and we hope you will continue to send us your suggestions.

Our excellent working committee has recommended a new chairman, Alice B., for 1964. She has been a member of the Committee for two years and has contributed time, ideas and "know-how". As your outgoing chairman, I commend her to you with the utmost confidence.

I have enjoyed working on the Literature Committee more than words can say and do not intend to terminate my activities on it.

PUBLIC RELATIONS COMMITTEE - Trudy M., Chairman

During 1963 this committee presented the Al-Anon story through letters, literature, and personal contacts when possible, to the following outside agencies:

- American Hospital Ass'n. (through AA booth at AHA exposition at Coliseum in N.Y.C.)
- " Management Ass'n. (in conjunction with Al-Anon Industrial Committee)
- Ass'n. for Improvement of Mental Health, Synagogue Council of America, Unitarian Ass'n,
- 22 Summer Schools on Alcoholic Studies (sponsored by state commissions on alcoholism, etc.-
- National Catholic Welfare Conference
- " Ass'n. for Social Workers
- " Council on Alcoholism (at annual convention in Cincinnati, in April)
- " " of Churches - (in person)
- " " of Y.M.C.A.
- " Education Ass'n.
- " Headquarters of Salvation Army
- " Jewish Welfare Board
- " League for Nursing
- " Safety Council
- " Tuberculosis Ass'n.
- " Veterans' Administration
- " World Medical Ass'n.

The success with the 22 Summer Schools varied widely. However, 16 of them made available to students a copy of "LIVING WITH AN ALCOHOLIC," and a display of literature sent from Headquarters by request. 10 of the sessions had either an Al-Anon speaker, or one who endorsed Al-Anon.

A wide variety of national publications mentioned Al-Anon. Coverage by religious

magazines was unusually strong and included articles in The Christian Century, The Church Woman, Classmate, The Cross (Submitted in Dec. for early publication), The Ligurian, Novena Notes, and the St. Anthony Messenger. At the opposite editorial pole was a confession story in True Love. Newspaper stories and notices about Al-Anon from all over the United States and Canada increased in volume and variety. Again this year an Ann Landers' column, on Alateens, yielded hundreds of inquiries, as did to a lesser degree a Mary Haworth syndicated column; inquiries were answered personally by the staff and volunteers.

Books mentioning Al-Anon and Alateen included: "Helping the Alcoholic and His Family," by Rev. Thomas Shipp; "Young People and Drinking," by Dr. Arthur H. Cain; "Between You, Me and the Gatepost," by Pat Boone; "Aspects of Alcoholism" and the forthcoming book "Sober Alcoholics" by Dr. I. P. Gellman. This Committee worked on one of these with the author and reviewed the others after publication sending suggestions for future editions.

An Al-Anon group meeting was included, though briefly, in a TV program on alcoholism over NBC's Channel 4 in August. Al-Anon referrals were made on a series of AA programs over WOR's radio station.

Fairly active correspondence with Al-Anon delegates and groups was handled in part by the Committee but to a large extent by the staff members in charge of Public Relations.

Obviously the most rewarding exchange of public relations problems and viewpoints occurred during the 3rd WSC in April. It was an inspiration to learn that many of our delegates and groups are increasingly successful in local cooperation with press, TV and radio, and key agencies and individuals concerned with alcoholism as a family disease.

To futher these area contacts the P.R. Committee, through the courtesy of the Librarian of the National Council on Alcoholism, obtained and sent to delegates a list of the major newsletters published by state alcoholism commissions and NCA agencies.

As a service to Headquarters and the N.Y. Intergroup, the P.R. Committee prepared a summary of the New York Family Court Act as it applies to families of alcoholics inquiring of Al-Anon their rights in the courts and the procedure to follow.

#### PUBLIC EDUCATION - Ann N., Chairman

Correspondence on Public Education has been handled during the year by staff members. In 1963, outside the rather routine inquiries from students (more than 400), the major portion of our correspondence has been with the clergy (365 letters). This increase over 1962 was due in large part to an editorial appearing in the October 16 issue of THE CHRISTIAN CENTURY. All of these inquiries included orders for "A Guide for the Family of the Alcoholic."

Many letter of information were directed to educators at the high school and college level (65 letters). An approximate breakdown by categories of inquiry yields:

Youth Agencies - 3	Doctors and hospitals - 28
Libraries - 6	Courts - 6
Social service and Welfare - 17	Veterans' Administration - 2
Schools of nursing, Public Health and registered nurses - 28	

#### SPEAKERS COMMITTEE - Trudy M., Chairman

The file of speakers has grown somewhat since 1962, as a result of appeals in the FORUM, the energy of delegates and through the distribution of questionnaires.

The speakers questionnaires are cross-indexed by name and location, 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.

This file is a great asset to the staff when seeking speakers for church organizations, various health agencies or other groups interested in learning more about our fellowship. During 1963, we received requests and supplied names of speakers to the following: Youth and Alcohol Conference - Birmingham, Alabama, Feb. 22 and 23 - Al-Anon Intergroup Ass'n. - Washington, D.C., March 9 - Southeastern N.Y. AA Convention, April 20-Southeastern AA Conference, April 15-17 - N.C.A. Annual Convention - Cincinnati, April 19-Akron, Ohio Department of Public Health - Al-Anon Dinner Meeting, April 25 - Pacific Northwest Conference, Coos Bay, July 5-7 - Tufts University Sociological Honorary Society.

#### INDUSTRIAL AL-ANON - Charles M., Chairman

In 1962 the Industrial Al-Anon Committee was formed and works closely with the Public Relations Committee. The functions of this committee are:

- 1) Act as a clearing house at Headquarters 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 use of 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 analyse and evaluate the findings as a guide to further activities in this area.
- 6) To act as a liaison between Al-Anon groups or individual members in industrial rehabilitates.

In April 1963, Charles M. and Trudy M. met with Lewis Presnall, Director of Industrial Relations, National Council on Alcoholism, to enlist his help in launching the Al-Anon Industrial program.

Early in December, Lewis Presnall, Trudy M., Charles M., and Gun R. met with top executives of the American Management Ass'n. to discuss a projected conference for AMA members on alcoholism. Al-Anon is to play a part in that conference. Mr. Reynolds of AMA has set up this conference for 3 days in September, 1964.

#### ALATEEN COMMITTEE - Wanda R., Chairman

In 1963, the Alateen program became more international in scope. New groups were started in San Juan, Puerto Rico; Bombay, India; Port of Spain, Trinidad; and Hampshire, England. The groups started previously in Australia, New Zealand and South Africa have increased in number as have those in Canada and the United States. At the end of 1963 we had approximately 262 registered groups - again about a 25% increase over the previous year. There were 103 new groups, with 47 dropped during the year, or an increase of 56.

Although there was little national Alateen publicity during 1963, the interest and acceptance of the program increased among Al-Anon and AA members, and especially among professional people such as teachers, clergymen, etc. This was perhaps due to an article in Ann Landers column in September, the efforts of our World Service Conference Delegates, and especially to the frequent articles on Alateen in the FORUM. There was also a number of excellent local newspaper articles on Alateens during 1963. As a result of an AA exhibit, 21 educators wrote for information about Alateen. Two excellent new pamphlets in 1963 were also instrumental in strengthening our Alateen program; "Guide for Sponsors of Alateens" and "For Teen-agers... With an Alcoholic Parent". We are informed that the AA Grapevine will publish an up-dated revision of "It's a Teen-aged Affair" early in 1964 and we hope it will help to improve understanding and acceptance of Alateen by AA's and their families.

At our Alateen Committee meeting during the 1963 World Service Conference, we were happy to have several delegates other than those on our committee join us, indicating the wide interest in our young people's program. We cannot stress too much the cooperation we have received from our WSC Delegates. We continue to receive from them helpful ideas and suggestions, particularly about sponsorship, most important to the vitality and success of Alateen.

Alateens continue to participate in many area conventions and get-togethers throughout the country, either in conjunction with AA and Al-Anon, or on their own, in Oregon, Minnesota, Alabama, New Jersey, Texas and California. The Eastern Seaboard Alateen Conference held at Tufts University, Boston, Mass., in June 1963, was a great success. A similar conference scheduled for the Rochester-Syracuse area in 1964 is being planned, financed and attended entirely by Alateens and their sponsors.

Also, without any suggestion by Headquarters, a number of sub-teen and Alatot groups have sprouted during 1963. We are watching these groups very closely to determine whether young children really benefit from the Alateen program. Some letters from these children testify to their interest and help received from Alatot groups but in other instances the short attention span of this age group has been evident. The sponsor of this younger group is of extreme importance to their success.

St. Paul, Minn. Alateens have been requested to serve as court helpers at Juvenile Court - a tremendous compliment to the effectiveness of Alateen in that area.

Because of the nature of our teen-age groups, we need more direct communication to help preserve the continuity and purposes of the program. Alateens seldom have a core of dedicated members who can be relied upon to carry on indefinitely. Those of you who have been closely associated with Alateens know how beneficial the application of this program can be in altering the direction of these young lives. Our children are our dearest possession and I'm sure all of us want to do all we can to make them happy, well-adjusted individuals. I know you will agree the results are well worth our concern and efforts. With your help, we can do an even better job in 1964.

#### VOLUNTEER COMMITTEE - Fredrica M., Chairman

At the end of the first year of being Chairman of Volunteers, I should like to express my sincere thanks to the loyal and devoted women who help me to do my job.

Each volunteer, if she is a regular, gives approximately 288 hours of her time and effort per year. This is on the basis of one day a week.

Then, there is a small group who are quite indispensable, who can come in only once a month for a full day. These are the priceless ones who help fold and prepare the Forum for mailing.

But, whether it is getting out the Forum, typing, counting stock, collating WSC material, talks, etc., there are times when Headquarters would be hard pressed were it not for the help given by these dedicated women.

It must also be remembered, that the members of the boards and all standing committees are volunteers, and that they give unstintingly, many hours and days. Among these, I'd like to thank Louise U. especially, for having so graciously accepted the office of co-chairman of volunteers.



PRISON COMMITTEE REPORT - Anne B., Chairman  
Fredrica M., co-Chairman

It is important that we in Al-Anon maintain contact with the families of the unhappy people who, due to alcoholism, are inmates in prisons, rehabilitation centers and hospitals of all types or have recently been released from one of these institutions. The following are a few examples of what our members are doing in this field.

An Australian group began by sending Al-Anon literature and visiting the families of inmates of a certain correctional institution; now they visit and speak at AA meetings within the prison at stated intervals. This has done wonders for the morale of the inmates, according to the most heartwarming letters received by Headquarters from AA and Al-Anon secretaries.

In Canada, the Northern Lights Group of the Oliver Mental Institution (Edmonton, Alta.) helped to carry the Al-Anon message in their first year to 317 inmates, student nurses and other staff who attended meetings.

Nancy O. and her AA husband are giving much time and effort to the Pontiac State Hospital (Mich.). They work with the therapists and psychiatrist to help build up the morale of the families of alcoholic inmates. In this large institution of over 3000 inmates sessions of group therapy are held for relatives lead by a non Al-Anon therapist. A copy of our pamphlet "HOMEWARD BOUND" is given to each member for home study and referral. Frances T., also of Pontiac, is a member of a committee working with the Sponsorship Program of AA for released persons.

A member in Ohio, whose alcoholic problem in the home proved too much for her, signed herself into the Toledo State Hospital and started an Al-Anon group there which is flourishing. These people who are in hospitals due to their inability to cope with the alcoholic problem in a relative or spouse can be greatly helped by Al-Anon when we are able to reach them.

Then there is that peerless group, the Boosters Club of Los Angeles, Calif., composed of Al-Anon members who work with the families of recently released prisoners. They have made two new contacts with rehabilitation centers in Saugus, Calif., and the Bishop Gooden Center for Alcoholics, a non-profit organization. Among other things, the Boosters furnish Al-Anon literature, the cost of which is defrayed by the local Al-Anons.

In N.Y.C., members of Intergroup visit Rikers Island monthly and speak at open AA meetings as do other groups at various institutions in Long Island. Recently, Al-Anon members were asked to speak at a meeting of medical social workers at Bellevue Hospital and were most cordially received.

In closing, we would like to mention that while we have received several hundred referrals and corresponded with the families, the volumes of mail for 1963 has not equalled 1962. This is undoubtedly due to the fact that in 1963 we did not contact the institutions directly, since it has been our policy to do so every second year. We recommend that this contact be made every year, so as to maintain a continuity with the AA Institutional Groups and to reach the families of recent inmates. We feel that we are doing important and rewarding work in building a bridge of understanding between the inmate and his family.

POLICY COMMITTEE REPORT - Lois W., Chairman

The Policy Committee consists of Chairmen of HQ Committees, Al-Anon staff members and officers of the Corporation. They weigh, in the light of the Twelve Traditions, all new ideas of its members and problems sent in by individuals or groups. Recommendations are then made to the Board of Directors and Advisory Board for their decisions. Most of the Committees policies have resulted in action reported elsewhere. A few of those not so reported follows:

- Feb.  
19- that Headquarters ignore misstatements in the sensational article about AA in a recent issue of Harpers magazine.
- Mar.  
19- that Headquarters deal with Canada at their currency exchange rate.
- that the By-Laws Committee review the Advisory Board Charter.
- May  
21- that the importance of "Sponsorship" in Al-Anon be emphasized so that newcomers are not lost because no particular person feels responsible for them; that the FORUM ask for stories about sponsorship and the Literature Committee put out a pamphlet about it
- Aug.  
20- that we send to groups in countries speaking other languages the recently written Dige of Al-Anon, "Al-Anon Family Groups at Work" to be translated by them for their own use
- Oct.  
15- that the FORUM carry an article suggesting that going away presents, flowers to the sick, baby shower gifts, etc., not be given by a group but only by interested individuals. Al-Anon is not a club and a group's first responsibility is 12th Stepping, as Tradition 5 suggests. Possible future members will be deprived of Al-Anon if group funds have been used up other ways, even in friendly ways.

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 WSC sessions, the Delegates will be polled for their opinions.

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

"Fools rush in where...." Not that I feel myself an angel-- more like an elephant-- and I really didn't rush in. It was more like slipping into editing the FORUM. I simply turned up a bit late one day for a Directors' meeting and Lois said to me, "Margaret, Henrietta has been getting out our Newsletter for a few months now and has found she really hasn't time for it and her other work. We'd like you to take over and be editor." Without any forethought, hindthought or any kind of thought, I said I'd do it.

That was almost 11 years ago. The Newsletter has become the FORUM. We had somewhere around 200 groups then and the task didn't seem overwhelming. Now that we have grown to over 2,400 groups with nearly 62,000 Forums mailed this past year, things look a bit different to me. With each copy read by between two and twenty persons, it's a little frightening to contemplate that I am trying to inform, inspire and perhaps revitalize faith in possibly half a million people I've never met! Today, I believe I would at least pause before I glibly said "Yes."

But I believe I'd still say that yes! I love editing the FORUM. I love the letters which pour in, "Dear Margaret, I feel I know you and that you must have been looking over my shoulder when you wrote . . ." Or, "I am not going to let this year end without doing what I've long intended: congratulate you on your journalistic know-how, express my appreciation of the inspiration and encouragement I have personally received from your editorials and comments, and say, too, how refreshing your sense of humor has been. All of which may seem very flowery to you but is, none the less, sincere." -- Flowery? I'd be lying in my teeth if I said anything but that I love it! Bless Florence R. of the Amherst Group whose letter I have just received and which began just that way.

I love, too, the few other letters which say they heartily disagree with some view of mine. Probably if such letters as these came more often, I'd be gravely disturbed. But I'd still be grateful they had been written. First, in order to disagree, it's necessary to read what was written and it's always reassuring to an editor to know he is not a voice crying in the wilderness. They do prove, also, that the FORUM is the place for all views, and that readers care what is printed in it. Happily only a couple of such letters came this year about serious matters and in each case I believe there is now a meeting of the minds. What would make me bitterly unhappy, make me feel I was derelict in my duty, would be if someone

did disagree and did not feel free to write and raise Cain with me.

Not that I claim full credit for the FORUM. I would love to. But I must be honest and make clear that I am only its primary parent. The FORUM has step-parents, fathers- and mothers-in-law and guardians, to ensure that it is at least aiming in the right direction. First of all, every issue, before the printer ever lays a finger to it, is carefully read and re-read by at least two thoroughly-experienced, long-time Al-Anon members. Better than nine times out of ten, Lois is one of these two and who has a better background than Lois? If anything is not clear, if it is possible to misinterpret it, then that piece is worked over and re-worded. Very, very occasionally a piece is dropped and something else substituted because the point made was too controversial; naturally I hadn't thought it was or I'd not have put it in but I have enough humility to accept suggestions when something strikes these two readers as a wrong note and I always have enough material to put in something else.

Then the parents-once-removed, the Directors and the Advisory Board, all have their say- their ideas, their suggestions-- since the FORUM is discussed at the monthly and quarterly meetings of the Boards.

Thus, there is a goodly number who share in making and keeping the FORUM what it is. They make a valuable contribution. I am indebted to them and their concern that it truly represents Al-Anon thought. They are an anchor to windward.

It does not bother them that the FORUM costs Al-Anon money. It does bother me. I'd like to see every member have their own copy of the FORUM; possibly through multiple subscriptions mailed along with the group's free copy. I would like to see the FORUM leap from the debit to the credit side of our ledger.

To begin with, one FORUM is sent free every month to every group and lone member, as a service by Headquarters. It is included in the complimentary package of literature to all proposed groups. I could frame in gold the Delegate at last year's Conference who said he thought the FORUM was the best single piece of literature we had and we could never consider not sending the groups their free copies. But I could also frame in gold (and add a couple of stars) every group whose multiple subscriptions carry the FORUM to their members. Each subscription pays its own way and adds a mite toward offsetting the total cost.

My thanks to all those Al-Anoners everywhere who write me what is going on in their groups, who send in personal or group problems, who write their stories so that others may benefit from their experience. Sometimes stories or items are held months before they fit into an issue, but when some particular item is needed to prove a point, or serve as take-off for a discussion, it is there to begin its work of lifting someone's spirits, renewing hope in a despairing soul or helping heal group unity.

#### TREASURER'S REPORT - Vi F.

With the continuing growth of Al-Anon the responsibility of the Budget Committee becomes ever greater. It has been our aim to make the best use of our income for service, with enough savings in the bank only to tide over an emergency. Meetings are held monthly and at times when special expenditures are contemplated. Staff salaries are reviewed at regular intervals and those for new employees are considered as needed.

One of the most important responsibilities of the Budget Committee is the semi-annual appeal for contributions. Although many groups would contribute without this reminder, almost half the groups do not respond. In 1963 we sent the non-contributing groups a special flyer headed, "WE'VE MISSED YOU", and had a response from 300.

Quarterly and annual reports are submitted to members of the Board of Directors and the Advisory Board. An annual financial statement is available to any group requesting it. Income for 1963 increased 11.8% over 1962 but expenses were 19.1% higher than in 1962 due to

additional employees and increase in salaries of staff. We anticipate that the Delegates will continue to stimulate the GRs and the groups to an awareness that without Headquarters there will be little growth, unity or communication between groups in Al-Anon.

CONFERENCE COMMITTEE - Sue L., Chairman

1963 was a memorable year. One of the most important events was the decision of the Conference to become a permanent part of Al-Anon; a milestone in the growth and future of world service. The World Service Conference Committee, especially Holly, Conference Secretary, has been very busy aiding delegates; old and new, State Assemblies and groups with their varying problems. The growth of the Conference from 12 Delegates to 44 has greatly increased our responsibilities.

In January a letter was mailed thanking all groups for their contributions to the Conference Fund and also to remind those who had not contributed. However, the response was not very gratifying. Only 25% of the groups contributed; 1 out of 4.

Although a few areas were late in sending their \$225 toward the Delegates' Fund to equalize all Delegates' expenses, whatever the distance from New York City they must travel, HQ mailed the checks to the Delegates for fare and hotel expenses, early in March. Also enclosed was the tentative agenda, reservation forms for hotel, luncheon and bus to Lois and Bill's.

Many of the Assembly Areas do not start to collect the \$225 for the Delegates' Fund until they are notified by us that it is due. Then there is a mad scramble to get this money together and it is quite a chore. Some areas make this an all-year project - planning various means of raising money. A Committeeman can plan regular meetings within the District with each group taking a turn at being the 'Host'. In this way, all members become familiar with world service and the purpose of the annual World Service Conference.

Invitations were sent to the families of AA Conference Delegates with a return card to indicate which of the Al-Anon functions they would attend.

Portfolios containing the 1963 Delegates Brochure, sample copies of all pamphlet literature, N.Y.C. Map, local meeting list and pad and pencil, were presented to members when they registered for the Conference. New Panel Delegates were also given a copy of the 1962 Conference Summary.

All material for the Conference sent in by various areas and groups was reviewed and much of it included on the agenda. The brochure contained reports from Headquarters and other important information for conference members, such as past decisions of the Conference and a suggested Conference Charter prepared by Lois.

Open House at Headquarters on April 25th was a huge success. Many delegates arrived early enough to visit with us. The WSC convened at 7 P.M. that same day.

Immediately after the Conference, work was started on the revision of the WSC Handbook to include suggestions made by the members. Then each group in the new areas was sent this Handbook and a covering letter. A slate-cloth and a map went to the Temporary Chairmen to help in the formation of area committees and Assemblies. Both Texas and California took advantage of the Conference vote - that all areas having more than 100 groups could send an additional delegate. The first Panel elected new Delegates to serve from 1964-1966.

Mary S. transcribed all of the tape-recorded sessions which were then edited by Sue and Henrietta. When completed this Conference Review was mailed early in August to all Conference members and to two observers. 2,224 copies of the Conference Summary had been mailed the end of July to all groups and Assembly Areas requesting extra copies.

Alabama, Georgia, Mississippi, Montana, North Dakota and Nevada will be invited to send Delegates to the 1965 Conference. And so your Conference Committee keeps moving along in pace with the needs and activities of the Conference itself.

DISCUSSIONS AND DECISIONS

Sue, our Chairman for the trial years, again chaired this permanent Conference efficiently, gaily and unhurriedly. She asked Mary, the new Chairman of the Board of Directors, to introduce the various heads of Headquarters Committees and departments, each of whom gave a short summary of their past year's activities. (Their written reports precede this section.)

During these talks several points were stressed: the importance of completely filling out literature orders including the name of your group; the prompt return of data cards annually for the new directory and immediate notification of changes of address through the year; a group buying multiple subscriptions to the FORUM can sell single copies at 15¢ at a small profit to help defray next year's subscriptions or Assembly costs; a responsibility of an established group is to aid a struggling one in its vicinity.

Sue then asked the new Delegates and the 3 Representatives, all of whom seemed thrilled to be here, to tell about Al-Anon in their areas. For some it had not been easy to make the trip. The W. Texas Delegate left a hospital sick bed and the Delegate from Nebraska used some of her own money as the Assembly felt financially unable to pay the full cost. Missouri and Indiana, having been asked before, this year succeeded in joining the Conference.

PRISONS AND HOSPITALS - N. California, Florida and W. Texas reported encouraging activities in the prisons, state and veteran's hospitals, with Al-Anon participating regularly in meetings.

AA INTEREST - In some places AAs have given Al-Anon much support. In Kentucky, the Delegate proudly reported a great change in this respect. For the first time, the Philadelphia AA Directory includes Al-Anon and Alateen groups. AA has invited Al-Anon gals to speak at their Conferences in Ontario before, but this year a male Al-Anon member was on a panel. At the E. Texas Conference AA provided a whole afternoon for Al-Anon and attended themselves. At an Al-Anon meeting of the AA Southern California Desert Round-Up the room was filled with AAs. In Illinois family meetings are often held at which AAs, Al-Anons and Alateens speak.

COMMUNICATIONS - This is quite a problem in some areas, especially in the Canadian provinces and larger states. Therefore the Assembly officers are traveling to a northern city in Ontario to hold an Assembly meeting. Tennessee desired an Assembly meeting in the center of the state but receiving absolutely no replies to letters about its location, had to hold the meeting in Memphis. On the other hand, the W. Texas Delegate pecked out 58 letters on the typewriter and received 40 answers, a remarkable proportion. Since the Philadelphia Delegate does not belong to a two-car family, she solves the communications problem by holding district meetings in the Assembly area for GRs who then contact the groups in vicinity. They now expect to hold these district meetings every 2 months.

BEGINNERS' MEETINGS - These are proving helpful in Manitoba as they have elsewhere. Florida has organized their beginners' meetings carefully, stressing service. They appoint "Telephone Secretaries" for the aid of newcomers. There were 68 members present at a Beginners Meeting in Minnesota where they distribute beginners packets of literature. Similar meetings, concentrating on the first step, have been conducted in Wisconsin for the past 10 years.

REPRESENTATIVES - The first of 3 to speak was from the United Kingdom. She remarked she was glad to be married to an alcoholic; otherwise she wouldn't be here. Mississippi wished she could know each member better and considered it a privilege to belong to this "wonderful sisterhood". Whereupon one of the 5 male members in attendance declared himself to be a "shaving sister from Missouri". Puerto Rico could hardly wait to tell her fellow members at home all about the Conference. In 1965 Puerto Rico may send a Delegate if they desire--so voted the Conference.

BILINGUAL DELEGATE - Because of the many French speaking members in Quebec who know no English and the English speaking members who know no French, it was moved that Quebec be permitted to have a bilingual Delegate to represent the French groups and an English speaking

Delegate to represent the English groups, when ready to do so; until then all groups would be represented by a bilingual Delegate.

ADMISSIONS COMMITTEE - To ease Headquarters' burden of responsibility for seating Delegates or not, it was decided that: when a request for the seating of a Delegate deviates from the established Conference plan, it be submitted to an Admissions Committee selected yearly from returning Delegates for the seating of these Delegates and for Representatives (overseas visitors to be considered on an individual basis).

HEADQUARTERS STANDING COMMITTEES - Each of the following Committees, Public Relations, Literature and Alateen, will now include 6 Delegates selected according to Panel and geographic area.

NEXT YEAR'S CONFERENCE - In 1965 we may need more time for Conference sessions. The unanimous opinion was that reports from retiring Delegates would be more helpful on the whole than those from first year Delegates.

WORLD SERVICE - Delegates' reports to their areas were found to be most easily absorbed when informal, short and concise and to many the summary proved useful. Colorado made 5 minute talks at consecutive meetings. New Jersey's "All-togethers" (joint meetings of AA, Al-Anon and Alateens) were met with enthusiasm. Florida plans to pass around tapes of her report and perhaps sell them later toward defraying Assembly expenses.

CONTRIBUTION CANS - marked "Ontario Assembly for World Service" give the GRs an opportunity at meetings to explain World Service and to receive donations toward it.

ASSEMBLIES - The theme of E. Texas Assembly was UNITY. The Committeemen and GRs were urged to study the Traditions and to put principles above personalities. Ohio found a 2-day meeting was useful in getting acquainted with members from small towns who often seem to feel overwhelmed by the larger areas. In 1958 the Ohio Delegate heard Lois talk about the hope of a future Al-Anon Conference. Quarterly meetings in Illinois and Kentucky held simultaneously with AA save expenses. The enthusiastic Chairman of the Kansas Assembly Area has aroused the interest of most of the 40 groups in the state in world service.

NEWS LETTERS - Many of the Assembly Areas publish periodic bulletins or exchange newsletters. Kansas includes continued stories to keep up the interest.

PROPOSED CONFERENCE CHARTER - Lois explained that this is just an outline for a charter. All the states and provinces will probably be represented before a final charter is approved. The revised edition which the Conference will review next year will contain suggestions by the Delegates. A change in the relation of the Advisory Board to the Conference will be acted upon by Headquarters during 1964.

PUBLIC RELATIONS - Considerable advance is being made in Public Relations. Manitoba is in touch with its radio and press facilities, as is Florida, particularly with women reporters. The public in Tennessee is becoming educated to the fact that alcoholism is a disease. The schools and churches there are contacting Al-Anon. A slightly tight husband once called the Delegate, "Miss Al-Anon of '57". At the Conference, she felt like Miss Al-Anon of '64. Wisconsin told how kits of literature had been distributed to 65 ministers who had been unaware of what Al-Anon was doing. There is close contact in Missouri, Ontario and Maryland between Al-Anon and various committees on alcoholism. In New York, the Welfare Department and County Courts call on Al-Anon for help as do Juvenile Court Judges in Minnesota. Other Delegates told of spreading the story of Al-Anon on TV and radio. Utah appeared anonymously on 30 minute program; Oregon was on TV twice; British Columbia did 2 radio and a TV program; the Denver Convention was broadcast on TV and radio.

AL-ANON POSTER - The Public Relations Committee has worked out a handsome 30"x 40" poster which can be displayed at Conventions or at Summer Schools on Alcoholism. It has its own mailing carton which is reusable. It is priced at \$7.50.

ALATEENS - The very active Alateens in Illinois often speak at AA Family meetings. At the Kansas Assembly, workshops for youngsters were popular and in the Wichita area membership has grown from 6 to 50. Church and school magazines in Ontario have carried articles on Alateens. Wanda's answer to a question from Michigan was that it is not necessary for sponsors to entertain these groups. The primary purpose of Alateens is the study and application of the program. An occasional entertainment, however, is alright. The experience of the Washington Delegate also proved this. When social activities are mixed with serious meetings the youngsters do not come for the meetings. She found 2 Al-Anons and an AA member make the best sponsors. In this group the Alateens want the sponsors to sit in and ask the many questions.

LITERATURE - It was suggested that Al-Anon needs a pamphlet about what Headquarters does worldwide, preferably in a light vein illustrated by small cartoons.

Henrietta reported that the Spanish translation of LIVING WITH AN ALCOHOLIC is nearly ready for distribution. This will be useful for the states bordering Mexico as well as Spanish speaking countries.

The question of publishing a pamphlet on sex and alcoholism was raised but after a discussion it was decided that, since the AA book had a chapter, and our book took up the matter in a general way, and the WIFE OF AN ALCOHOLIC published by the Utah Foundation considered the subject very seriously, we should leave further comment on this topic to the experts.

To a question about suggesting medical books to newcomers, Henrietta explained that any useful literature could be used at meetings at the discretion of the group. The purpose of Conference Approved literature is to present a unified picture of Al-Anon worldwide.

THE NEW BOOK - Alice, our new Literature Chairman, went over the outline of the new book which is planned for publication before the 1965 Convention in Toronto. Suggestions for inclusion in Alice's very comprehensive outline were: the problems of the young wife whose husband is still drinking; the different situation of the male mate; the danger of drugs and tranquilizers; drinking among the military; Al-Anon in industry; a chapter to husbands as the AA book has for wives. Members in N. California have written a proposed chapter which may be included in whole or part. Saskatchewan noted that many libraries throughout the world do not know about our book and suggested that it be included in lists from which the libraries order.

The Delegates voted that AL-ANON AT WORK, the new mimeographed digest for translation into different languages, be printed for use in this country.

TORONTO - 1965 Wanda, the Chairman for Headquarters' arrangements for Al-Anon's participation in the International AA Convention asked the Delegates to send ideas for meetings and names and qualifications of speakers who would be going to Toronto.

DIRECTORY - The Delegates felt this year's Directory was excellent and right up to date. Again it was stressed that changes in group address be sent immediately to Headquarters.

FORUM - To supplement the list of new groups in the FORUM, it was recommended that each month HQ send the addresses of new groups in their areas to the Delegates.

INCOME FOR HQ - When Anne, the Treasurer, reported that only about 60% of the groups support HQ, the Delegates said they will try to stimulate their groups to greater effort.

GROUP UNITY - Among the suggestions for its improvement, Missouri thought an efficient secretary should stay in office until a good replacement appeared. Maine considered a year's term long enough. The Ohio Delegate felt the unity in her area had been greatly increased by monthly meetings of group secretaries. Exchange meetings helped unity in N.Y.C. area.

After answering the Ask-it-Basket questions the Conference adjourned with both regret and anticipation; regret that some of the Delegates will not return and anticipation of a great year's work ahead.