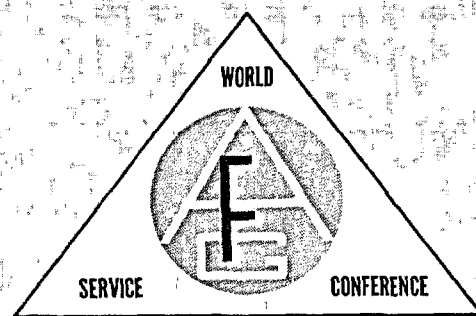


# Summary 1981

## Al-Anon Family Groups

### World Service Conference



New York, New York April 27—June 2, 1981  
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## Our Conference Theme:

### BUILDING WITH CONCEPTS

"It is prophetic that on this 30th Anniversary, Conference members zeroed in on a theme dealing with Concepts of Service. When I first took a . . . look at them, they seemed to be a mass of contradictions. As I studied them . . . they became very profound. Now, I see that the magic word for the Concepts is balance.

"Before Al-Anon, most of us lived lives of extremes—extreme highs . . . extreme lows. After Al-Anon, we wanted everyone to know about and appreciate Al-Anon, and when those who did not live with alcoholism were not enthused, we couldn't understand their attitude. Our motive was right, we *were* improving, but without balance.

"With growth came our interest in service, and here is where the balance really begins . . . Hopefully, we can make newer members aware of the value of studying the Concepts so . . . they, too, can become aware of that balance.

"The language of the Concepts is simple and enhanced with beautiful words full of special meaning: Words . . . stir our emotions while motivating us . . . words like 'unity', 'responsibility' . . . 'decision.' The word 'harmony' makes one feel good just to say it. We have solid, secure words, 'traditional leadership,' 'fairness' and 'equality.' All of these when used to the best of our ability produce balance."

*Jean A., Conference Chairman*

### The World Service Office Dinner

held in the Bowman Room of the Biltmore Hotel in New York City, began the 21st World Service Conference (WSC). The invocation was given by Henry (Hank) G., Chairman of the Board of Trustees Jean A., from Ontario, Canada began her final term as Conference Chairman when she welcomed guests, Delegates, the World Service Office (WSO) Staff and other Conference members, and then introduced the speaker Hildegard M V., Editor of *The FORUM*.

Hildegard talked as an editor, as an Al-Anon member, and a new bride, feeling that each of her roles was "living and loving" through trust, responsibility, balance and the spiritual founda-

tion of our fellowship. Hildegard had begun applying the Concepts to her personal life as well as on a service level and was amazed to find almost everything she ever needed contained in these guides for service work.

In her recovery from the effects of alcoholism, she had worked through trust and trusting, being responsible, maintaining a personal balance and discovering new spiritual values

Today, she continues her personal, active participation, striving to accept accountability and credit others with the rights of participation; to hear others as equals, remembering similarities and overcoming differences

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# MONDAY

## New Conference Members Meet the WSO Staff

An introductory meeting for the incoming Panel 21 and new WSO Volunteers attending their first Conference was held following dinner. The General Secretary, Myrna H., explained her role at the office. She called on Helen G., Conference, Carole K., Alateen, Ann S., Institutions; Margaret S., Cooperating with the Professional Community, (CPC); Linda McF., Literature; Hildegard M.V., Editor of *The FORUM* magazine; Margaret O'B., Archivist; Sandra F., International Coordinator; Susan H., Public Information; and Eileen McS., Administrative Aide. The WSO Volunteers explained their Committee assignments.

At 9.00 the new Conference members and the Staff joined the full Conference for the evening's

## Opening Session

which began with the roll call. The first order of business was a report from the

## Admissions Committee

by Lois W., IN, who announced the recommendations to seat with voice and no vote; Cay C., Chairman of the Publications Francaises (PFA); Alberte C., Secretary of the PFA; Teresa M., Spanish Services Supervisor at the WSO; Eileen McS., Administrative Aide from the WSO; Richard Keilly, Controller at the WSO; and Cliff G., and Karel M., Representatives from the U.K. & Eire and Belgium (See Motions.)

Prior to reading the Twelve Traditions, Hank G. asked for the benefit of wisdom, advice and counsel to find ways to help all, both in and out of Al-Anon, "who turn to us for such desperately needed help."

## Admissions Committee Report-back

Valerie M., CO  
Chairman, Lois W., (IN)  
Liaison Member, Virginia M., Regional Trustee, (U.S. Southeast)

After lengthy deliberation, the Committee decided to recommend that acceptance of the Yukon territory's request that it become a part of the British Columbia Assembly and that the designation be changed to read: B.C. and Yukon. (See Motions)

Outgoing Committee Members: Lois W., IN; Dorothy H., TN; Jo W., MAN.

## Sharing Session — Moderator, Jean A., Conference Chairman, Ontario, Canada

### Goals — What Are They?

In some groups, newcomers are urged to establish a short-term and long-term goal. Perhaps the first could be simply to return to a meeting the following week; the second, to set aside ten minutes each day for reflection. A long-term goal was reached by taking the Twelve Steps.

In leading the discussion Jean felt it was also possible to establish "service" goals, and she asked Conference members to share their thoughts

In setting goals:

"I chose those which kept me reaching up "

"Mine were too high, and I became more frustrated—until I set reasonable ones to raise my self-esteem."

"I never really thought about goals; I took care of the literature because I had a car with a trunk. Now I set them to repay my debt to Al-Anon "

"I have to keep reaching with a series of goals to keep growing."

"I set some but didn't label them as such; my first was survival."

"I wanted to get to ALL District meetings in ONE year."

"My goal was not to become involved—but, I was chosen as Group Representative."

"I think of objectives, set my goals, make my plans, and measure my performance."

"I think . . . with resolutions and goals, there has to be desire, faith and a plan "

"I was 'over-goaled' and pressured. My sponsor said to pick a simple one and re-e-l-a-x."

"I am working toward recognizing Alateen and having them recognize ME."

"A written inventory helps; then you can let go and let others make their own decisions."

"I set my husband's goals; now mine are in "service" and supporting the Delegates and Area Chairman's position "

"In retrospect, I did have goals—I wanted to learn to be decisive."

"I wanted to be the kind of person I could live with "

"I wanted to learn to 'play' and having a Higher Power gave me freedom of spirit from all the negatives "

"I planned to retire—then, they elected me Delegate."

"I had goals for everyone I knew. Now I hope for knowledge of God's will for me and the power to carry it out."

"I wanted to find out who I was."

"I hoped to learn to LIKE me "

"I wanted to visit EVERY group in my AREA "

"I hoped to be a stronger person."

"As a 'doer' . . . I realized others could help."

"I learned to keep it simple."

"I turned over my life and took it one-day-at-a-time."

"Objectives change with circumstances, I tried to stop, take a 'goal inventory' and work out alternatives. It also helped me to stop and see if a goal was what I really wanted "

"I make an effort to reach a goal and not worry if that accomplishment might make someone else uncomfortable "

## Conference Voting Procedures

Myrna H. referred to the method of presenting recommendations in the form of motions for a full Conference vote. A full explanation always appears in the Conference Brochure, a collection of instructions and back-up material made available to Conference members each year to assist them in making decisions.

All Motions are presented and acknowledged at the Board of Trustees' Annual Meeting following the close of Conference. Each Motion is individually considered for approval at the Board meeting in July.

## Announcement of World Service Office

Standing Committees — Helen G., Conference Secretary

	Panel 20 1980-1982		Panel 21 1981-1983	
ADMISSIONS	Valerie M Jean G Grace O'N	CO VT WI	Loubelle McQ Bruce K Betty Von H	AR NV SASK
AGENDA	Doris W Ethel McG Dorothy R	BC MA MT	Marian E Loretta S	IL(S) NB
ALATEEN	Richard B Phyllis B Dot G	AL ATL PROV NC	Erna W Wauneta Jerrie K	ME SD UT
COOPERATING WITH THE PROFESSIONAL COMMUNITY (CPC)			Margorie O Pauline C. Joan McG.	LA NM NY(S)
HANDBOOK	Ruth C Jan M Margaret A	GA OR NJ	Don S Bea A	IA MO
INSTITUTIONS	Norma M Doris G Della D	OK VA WA	Joan D Carol LeB Shirley N	CT NH WY
LITERATURE	Lorill W Mary Fran W Fran B	ALTA AZ MS	Kathy S Connie D Aida K	ID ONT(N) PR
PUBLIC INFORMATION	Mary Jane J Andree A Alice O'M	ND QUE(E) WV	Peggy B Winnie B	NFLD/LAB SC

# TUESDAY

The Conference Chairman began the day's activities with roll call followed by a reminder. "Al-Anon began with a vision," she said as she recalled Lois' work in founding the groups, a World Service Office and the Conference. "The heart of Al-Anon is the groups," she continued, "but, and this is vital, the World Service Conference is the 'unifying center' described in Concept I."

## Lois' Greeting

Our co-founder greeted Conference members with a "full heart." She said, "We have an unknown something . . . that binds us together which we can spread . . . a very special obligation and responsibility because we have this great joy in our hearts."

In an effort to widen Conference participation, the Conference Committee requested that service presentations be limited to a brief introduction followed by an open period of discussion. The first of these was

## ARCHIVES

Lorain B., Chairman  
Margaret O'B., Archivist

In researching the originals of Al-Anon's Twelve Concepts of Service, Archives discovered several letters from those who drafted these principles of service. While the Al-Anon Concepts were based on AA's, experience and structure differed in some instances and the Concepts "had to be completely rewritten."

One letter from Lois W. explained the need for the Concepts to a member. "The Concepts . . . are an anchor to windward for those of the future who will manage our services. It may be hard for any Al-Anon member who visits a few other groups and a Conference or two yearly, but has not had contact with the World Service Office to realize to what extent our services are growing. In the fifties, while AA was growing rapidly, (as Al-Anon had in the sixties) it had many internal troubles, Trustee troubles; trouble because some of those in the office with responsibility had no authority to change things for the better. A change of structure helped straighten things out . . . we do need guidelines. The Steps are guidelines for the individual, the Traditions for the group, and the Concepts for the service offices. Al-Anon's WSO has not gone through the trials that AA did because it has learned from AA's experience. Nevertheless, in the future, when most of the old-timers are gone, new members with new ideas could make radical changes. These might be for the best but, if they were not, and membership seemed to be falling away, a return to the ideas of the past (as explained in the Concepts) could save the day."

## ALATEEN

Virginia R., Chairman  
Carole K., Secretary

Before she introduced the volunteer Chairman of the Alateen Committee, Carole spoke of the positive signs of growth in groups of younger members. She noted the extensive revisions of Alateen literature which were needed to make it consistent with today's policy, and added thoughts on including more Alateen material in the Public Information and Institutions kits. The committee's preparation of an Alateen kit would proceed with input from those *who plan to use it to help continue the strengthening of Al-Anon's involvement with Alateen.*

Virginia had just begun her term as Chairman. She asked that questions, suggestions and concerns be voiced to assist the committee in its efforts to interest Alateens in service at the District and Assembly levels

(Alateen continued)

## Archives

### Shared Thoughts

- Local Archives can be started on a local level.
- In the near future, guidelines will be available.
- You can begin with what you have.
- One longtime member can ask another longtimer for early material.
- Areas requesting background material can write to the WSO Archivist.
- Past Area World Service Committee minutes are a fund of information.
- Assembly meetings can be used to call for "records" from longtimers.
- One Area produced a collection of historical material in mimeography.
- Past Delegates can be asked to form an Archives Committee.
- Early members can be asked to tape their recollections (copies are welcome at the WSO).
- Newspaper clippings often carry Al-Anon and Alateen progress.
- A local Archivist can be selected.
- Several "group histories" can be collected at one time.
- One District held a meeting where longtime members shared their recollections of the early years.
- Another group held an Anniversary Meeting for longtime members.

### Statement of Purpose

"The Al-Anon World Service Office Archives is a reservoir of material for Al-Anon and Alateen members, informing them of the heritage of their founders and giving them a sense of the past.

"The Archives Committee is concerned with gathering, organizing, protecting and preserving the factual, documented history, past and present, of the World Service Office in accordance with the goals of the original Clearing House. It will strive to do everything necessary to inspire a love for and create an interest in all things pertaining to Al-Anon and Alateen.

"Its aim is to make information available and to assist and inform the serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole." (See Motions)

(Alateen continued)

Steve S., Patrick O'C., and Patricia C., In-Town Committee members added vitality to the session as they highlighted

### Growing in Alateen

It was in Alateen that Steve grew mentally and spiritually through living one-day-at-a-time, using the tools of the program, and his personal involvement in "service."

### Friendship in Alateen

Pat said, "If it wasn't for the friends I made in Alateen, I would be either sitting in my room . . . or I'd be dead." It was these friends who brought the program to life through personal understanding

### Membership in Alateen

Patricia is the Sponsor of an Alateen group. She was concerned that public awareness of the effects of someone else's drinking on children could not be matched by the number of available Alateen groups to welcome the growing number of young people who are seeking help. She wondered if there could be more inside public information with Al-Anon so members could understand what Alateen is, and what it could do for children.

## PUBLIC INFORMATION

Penny B., Chairman  
Margaret S., Secretary  
Susan H., Secretary

In Penny's absence, Hank G. announced the formation of a new Public Information Committee. He noted that the WSO was about to begin an experiment which would let P.I. grow in another way. Margaret S., who had served as Secretary of the P.I. Committee for the past six years, would now concentrate on the area of Cooperating With The Professional Community (C.P.C.). Many of Margaret's former duties were, in fact, centered on helping members cooperate with those in the clergy, and in the medical, legal, educational, and social services. Margaret emphasized the trial nature of her activities, saying, "It might be sometime before guidelines could be developed after committee members had shared their experience, strength and hope with one another." The division, patterned after the AA General Service Office's approach, will be put before the 1982 World Service Conference for inclusion in The Twelve Concepts of Service. During the trial period, Public Information (P.I.), Cooperating with the Professional Community (C.P.C.), and Institutions will work together closely, encouraging input from Areas.

Susan H., newly-appointed P.I. Secretary, attending her first Conference, was then introduced. Susan will focus on Public Information with the membership and also coordinate media materials and activities. Together, Margaret and Susan answered questions posed by Conference members

### Shared Thoughts:

- There will be a great deal of overlapping within Public Information and C.P.C. (Cooperating with the Professional Community).
- To function effectively, constant communication is required.
- An In-Town member from each of these Committees may attend one another's meetings to keep communication lines open. (The WSO P.I. and C.P.C. Committees will exchange minutes of their meetings.)
- Our participation in National Exhibits is an example of Cooperating with Professionals (we are there to inform professionals about Al-Anon). Service at Al-Anon booths for local and national events does not label a person as a victim of a particular disease, i.e., collecting for the Heart Fund is not synonymous with heart trouble in the family. The same applies to service at Al-Anon booths.
- Presentations of papers, speaking engagements, and booth preparations at National Conventions of those in the allied fields of alcoholism are also forms of C.P.C.
- Anonymity—Members must remain anonymous at levels of press, radio, television and film. When presenting talks at outside agencies, it is preferable to introduce oneself as a recovering member of Al-Anon, rather than as wife/husband, etc., of an alcoholic. This keeps focus on Al-Anon, not the alcoholic.
- Al-Anon members may belong to professional organizations as individuals but not as Al-Anon members (there is no such thing as an Al-Anon counselor).
- Professionals must be informed that Al-Anon is a referral for those suffering because of someone else's alcoholism; we have no other affiliations.

- *How to cooperate with professionals: Invite professionals to open meetings; send AL-ANON SPEAKS OUT, (annual newsletter) to professionals; urge input to WSO Coordinator from Areas regarding their experiences; revise both P.I. and Institution kits, and create a C.P.C. kit, if need arises; educate members on Traditions by creating a pamphlet, such as one elaborating on the 3rd and 5th Traditions; aid members in ways to converse with professionals (and not feel intimidated); encourage members to use Al-Anon terminology with professionals rather than accepting the language of the professional; use positive attitudes and gestures to attract professionals to Al-Anon as a resource; and emphasize to professionals that Al-Anon deals with the effects of one specific drug—alcohol. Our primary purpose is to help the families and friends of alcoholics.*

## REGIONAL SERVICE SEMINARS

Audrey S., Chairman  
Helen G., Secretary  
Susan H., Secretary

In introducing this session, Helen said, "The World Service Conference is the unifying center of the worldwide fellowship.

"For it is here at the World Service Conference that the 'group conscience' points the way for the future. What we do here, what we decide here affects the whole vital 'service' effort. And the World Service Conference—the single, most important event of all Al-Anon service activities is the unifying force, ever-reminding us that our common welfare should come first, so that Al-Anon can continue to function and grow in unity."

The 1979 Conference established Regional Service Seminars (RSS). These are service meetings where members and Staff and Trustees share service interests. They were hosted in different Al-Anon Regions of the United States and Canada, with the first held in fall of 1980 and others semi-annually thereafter. Western Canada was selected by lot to host the first trial seminar during the weekend of October 24–26, 1980 in Banff, Alberta. Ruth H., RT, Canada West, chaired this event. In Alberta, a Host Committee was formed with Ena S., outgoing Panel 17 Delegate, as Chairman, and Connie M., as her Assistant. Space was confirmed at the Banff Springs Hotel. In October, 1979, a letter was sent to current Delegates in the Canada West Region, an outline of the general procedure, and a sheet entitled, "Al-Anon Regional Service Seminars," was developed by the RSS Committee.

Helen G. reported that those attending were pleased with their exposure to all facets of service, that they had come away with a "new meaning of service work and a renewed enthusiasm for it." Others seemed inspired by the dedication and enthusiasm which had rubbed off on members in service. Those who were new in the program felt the Seminar offered them understanding of "service" as a recovery tool.

The Second Seminar to be held in Al-Anon's Southeast region was coordinated by Susan H., Virginia M., RT U.S. Southeast, was Chairman and the site was Atlanta, Georgia. Susan noted the warm reaction from those attending. "It had been exciting working with Ruth F., Chairman of the Host Committee."

Before opening the session, Audrey announced the Third Seminar is to be held in the United States Northwest Region, Rapid City, South Dakota, September 4-5-6, 1981. Information and registration forms will be mailed to each group in the Region

### Shared Thoughts:

- *One Delegate revealed his previous concern had been dispelled; he was convinced of the value of Regional Service sharing.*
- *Seminars are a "mini-conference without the pressure".*
- *Ask-It-Basket Questions will be transcribed and answered in AREA HIGHLIGHTS.*
- *Plans are made one year in advance; every effort is made to schedule a weekend which would not conflict with an Area event but, sometimes there simply isn't a free time period.*
- *The WSO paid for transportation and housing expenses of the WSO Staff and it also covered meeting rooms and coffee costs. Hospitality was handled by members in the region. Attendees covered their own expenses; some Areas paid for Delegates to attend and some raised an allocation to help several Area Officers.*
- *In 1982, Canada East and the U.S. Southwest will host Seminars.*

## Alateen

### Shared Thoughts

- *Lack of Al-Anon sponsors encourages professionals to misunderstand and step in to take over a group.*
- *Alateen becomes more recognized when Al-Anon members say, "Al-Anon and Alateen..."*
- *Al-Anon and Alateen members can exchange speakers.*
- *Al-Anon and Alateen group members can invite each other to meetings.*
- *Al-Anon members can be encouraged to help Alateens in areas other than sponsorship, i.e., driving young people to their meetings.*
- *When reading the Traditions, Al-Anon members can point out the need for Alateen Sponsors.*
- *Enthusiastic Area Coordinators help Alateen stay alive.*
- *Alateens are also Traditionally self-supporting; they raise their own Convention expenses.*
- *The WSO is researching the possibility of printing ALATEEN TALK in Spanish.*
- *The Twelfth Step includes carrying the message to Alateens.*
- *Taking a group inventory often provides candidates for Sponsors.*
- *A steady Sponsor provides a continuing assistant for group needs.*
- *The gap between Al-Anon and Alateen can be closed when Alateen Group Representatives attend District meetings.*
- *Sponsors of Alateen groups can have a sharing session.*
- *Alateen members can be welcomed to Al-Anon meetings to share their experience, strength and hope.*

### Alateen Representation Update—

Carole K.

The Committee decided after careful investigation, that Alateen, as well as Al-Anon members, have full representation at the Conference through the Delegate and the WSO Staff Secretaries. It was hoped that every effort will be made to encourage Alateen service participation at the District and Area level.

## INSTITUTIONS

Edwina F, Chairman  
Ann S, Secretary

Ann welcomed the opportunity to share the view that "quality is better than quantity." While there are a small number of Institution groups, they have a carefully defined purpose, they bridge the gap between professional care systems and provide a natural support network helping families learn where meetings are located and how they can help.

Edwina noted that a major meeting goal is to help members establish an Institutions group in all treatment centers, penal institutions, and other health-related facilities.

### Shared Thoughts:

- *Alateen meetings can, and are, being held in institutions where rules must be observed and a facility attendant can stand as a silent observer.*
- *Al-Anon meetings held in schools ordinarily do not require a counselor's presence in the room.*

- *Al-Anon members can be urged to act, not react to professionals.*
- *Time changes opportunities. In an unfriendly situation, we can draw back and wait.*
- *A teacher may choose to be an Alateen sponsor in a school while being conscious of the separation of roles.*
- *Start with Institutions Guidelines. You can use Beginners' Tapes and share responsibility.*
- *Provide a new member with a local meeting address and physically accompany them to a meeting.*
- *Institutions meetings are separately listed in the Directory.*
- *Outgoing Delegates can become Institutions Coordinators.*
- *Packets of Al-Anon material (with stamps) can be provided for Institution group members to mail to their families.*
- *We can try to establish contact with those in charge of a facility and share our Traditions to avoid major breaks, such as, accepting outside contributions.*
- *Members involved in prison work are urged to share their experiences with the WSO standing committee so that guidelines may be created.*

# WEDNESDAY

## AL-ANON WORLD SERVICE OFFICE (WSO)

### GENERAL SECRETARY'S REPORT

Myrna H

At the end of every year, a comprehensive report of all World Service Office activities is prepared for consideration by members of the World Service Conference, who represent the entire fellowship. After the Conference, these reports are summarized for inclusion in the Conference Summary, which is distributed to all registered English-language groups worldwide and to General Service Offices of non-English-speaking countries. For the past two years, the International section of the report has been translated into Spanish and distributed to the Spanish-speaking groups. The Board of Trustees, which is the membership corporation responsible for carrying out the mandates of the World Service Conference, business policies, estimating revenue, administration of service to the membership and the publication and distribution of Conference-Approved Literature, receive quarterly and annual work progress reports. These reports are also made available to the Executive Committee, which is empowered to act on behalf of the Board in the intervals between Board meetings. This committee meets monthly to make business and administrative decisions.

### PERSONNEL ADMINISTRATION:

**General Secretary**—The General Secretary, Executive Director of the World Service Office, is responsible to the Executive Committee and the Board of Trustees for the implementation of administrative policies of the organization, the management and operation of the WSO and supervision of all members of the staff. She is Secretary of the Board and a voting Trustee, Secretary of the Policy Committee, and ex-officio member of all committees and, in 1980, served as Chairman of Al-Anon/Alateen activities at the International Convention and the Trial General Services Meeting.

**Administrative Staff**—The practice of holding regular weekly meetings with the Staff, and the Office Supervisor, continued for discussion of problem letters, as well as coordinating services and mailings. Until July, time was also devoted to giving International Convention up-dates and to explain the various assignments and responsibilities.

Last April, Joan Hochbaum joined the staff as our new Office Supervisor, replacing Deborah Kostroun, who moved. Joan came to the World Service Office with a varied business administrative background in non-profit organizations.

Due to a heavy workload in P.I. Services and the need to broaden its scope, the position of Inside P.I. Staff Secretary was reactivated. Susan H., who responded to a recruitment letter received at her group, was hired for

this assignment, as well as to coordinate Regional Service Seminars. Susan had a Public Relations background, experience in group leadership in non-profit organizations and has been a member for eleven years. Margaret S., WSO's present P.I. Staff Secretary, continued working in Public Information outside the fellowship. As the Secretaries progressed in their assignments, it became evident that the division of responsibilities required reconsideration. A study was made of AA's Public Information and Cooperating with the Professional Community (CPC) programs and a proposal was subsequently developed to initiate a change in the current structure of our P.I. Services to effect a more efficient format.

**Support Staff**—(Reported in conjunction with Joan Hochbaum, Office Supervisor) During 1980, the following personnel changes occurred at the WSO: two employees were discharged, six resigned, one transferred to a lateral, nine were hired of which seven remained beyond the year. An additional Shipping Department position was created and filled. Overall Inventory Control was separated from the Shipping Department and the responsibility was delegated to Gene Bennet, formerly Shipping Department Co-Foreman. Susano Santos was named Foreman of the Department.

### CONSULTANT SERVICES:

In-house provisions had been made for reviewing and editing Spanish Translations. Rafael Marcos was first engaged for this assignment, as a consultant on a fee-for-service basis, at 16 hours a week. His time was later increased to 20 hours due to the heavy volume of work.

### STAFF CONCERNS (Reported in conjunction with Joan Hochbaum)

**Salary Survey**—The annual salary survey of WSO's positions and salary structure was conducted in preparation for the 1981 budget, and it resulted in some adjustments which will be reviewed by the Budget Committee in January of 1981. The purposes of the study were to insure that WSO's salaries are competitive with the outside labor market as well as maintaining an accurate and efficient grading system.

**Benefits**—After study and reports by the Controller, an extensively revised Pension Plan was implemented which now operates on a defined contribution basis. This plan provides a much improved retirement for long-term WSO employees, without also substantially increasing WSO's costs. A long-term disability plan has also been established in which WSO and the employee share costs, averaging \$1 per week for each. This coverage provides extra protection for a disabled employee whereas the mandatory state disability program provides minimum protection for a limited time only. A representative from our health insurance carrier met with the Staff to answer specific questions about coverage as well as to describe the policy plan to new staff members. A benefit survey was conducted of approximately 80 companies,

within the NYC Area, profit as well as non-profit, to determine how our benefits compare to other organizations. An analysis of the results will be made and utilized to evaluate our benefit program

**Evaluations**—The Staff evaluation form has been extensively revised and guidelines for the evaluator have been developed allowing for a thorough and more comprehensive performance review

**Job Description**—A job description format has been developed and implemented. It aids in defining the responsibilities of each staff member and is used as a measure for job performance and grading each position

**Personnel Manual**—Revisions were made to more clearly define various administrative procedures, channels for reporting benefits as well as inclusion of new policies, to insure that the WSO has comparable working conditions with the Metropolitan area. Further revisions will be submitted to the Executive Committee.

**An Optional Restructured Hours Plan** The summer 35-hour workweek was restructured to fit within four days. Due to vacations, compensatory time and sickness, we found that departments were understaffed at times which created productivity problems in some areas. It is questionable as to whether the restructured workweek will be recommended for the summer of 81

**Suggestion Box**—One employee recommended a time-saving system in regard to the daily counting of checks for the Accounting Department and it has been instituted

#### OFFICE PROCEDURES: (Reported in conjunction with Joan Hochbaum)

**Acquisition of Additional Space**—We have acquired approximately 3,000 square feet of storage space in the basement of One Park Avenue. The expiration date of the lease coincides with our office lease, which terminates on April 30, 1986. Since the space is located next to the loading platform, shipments can be stored easily until needed.

**Offset Production**—Approximately one million eight hundred twenty-nine thousand seven hundred (1,829,700) copies were run-off in-house on the off-set and mimeography machines during 1980. This included material to be used at the 1980 International Convention as well as for group-wide mailings, limited mailings and in-house material. The purchase of a heavier grade machine has been under consideration.

**Purchases**—The following pieces of equipment were purchased in 1980: a heavy-duty automatic collator/stapler, a heavy-duty folding machine which cuts, perforates and scores a computerized postage meter which has substantially increased the efficiency of our literature and book shipments and has increased production.

**Word Processing Equipment**—An extensive study has begun of the various types of word processing equipment available for our operation.

#### PUBLICATIONS:

**Pamphlets**—During the first part of 1980, *Al-Anon Is It For You?*, the new PI handout was produced and one million copies have been sold since its introduction. The Souvenir Booklet which was printed for the International Convention has been added to our price list and has sold 312 copies. The new illustrated version of the *Serenity Prayer Card* was added to our publications and has sold 69,999 copies. Since its revision the pamphlet, *Information for the Newcomer* has sold 9,777 copies.

#### OTHER MATERIAL:

**Specialized Items**—continue to fill a need of the fellowship during the year; they sold as follows:

Beginners' Tape Cassettes	— 521
TV Spots	— 63
Radio Spots	— 96
WSO Filmstrip	— 2

**Guidelines**—Major revisions were made with the Public Information and Institutions Guidelines, after which a copy of each was mailed to every group.

#### INSIDE AL-ANON (Reported by Sandra F)

Based on a survey developed by Alan S. and the staff, the welcome to new groups was discontinued and a new focus was suggested for page 2 to provide more space for sharing from the membership rather than carrying just staff articles. Alan S. was appointed Chairman of an ad hoc committee. He, and other members, worked with the editor all year and reported to the Board through the Executive Committee. The first meeting was attended by

four members. The committee discussed the survey and offered suggestions for improving the format and graphics, the possibility of enlarging the committee to include members of other standing committees and a Statement of Purpose was developed. The committee also discussed ways to enhance *INSIDE AL-ANON's* usefulness as a tool for groups; and in conjunction with Spanish services presented a proposal to the Executive Committee for the printing of *DENTRO DE AL-ANON*. Having received approval, the printed version of *DENTRO* is to begin with the January-February 1981 issue.

By year-end, there were 576 subscriptions of the English and 191 subscriptions of the Spanish version. The first year of subscription expired with the June-July issue and a renewal letter was sent thereafter with the subscriber's last copy.

#### INSIDE AL-ANON Update—Alan S.

*Conference members were asked to introduce the newsletter at Area Assemblies and other gatherings, and to encourage local groups to send material for use in the "Group Spotlight" column.*

#### GROUP RECORDS AND DIRECTORY: (Reported in conjunction with Joan Hochbaum and Patricia Reilly)

##### Registered Groups and Lone Members—

	Groups		Lone Members	GSOs Information Services, etc	Institutions Groups
	Al-Anon	Alateen			
Total Registrations Worldwide 12/31/80	15,112	2,322	170	182	397
United States	9,712	1,557	50	97	333
Canada	1,643	297	27	16	24
International (outside U.S. & Canada)	3,757	466	93	69	40
Group Count 12/31/79	14,022	2,278	189	165	794
1980 Increases or Decreases	+ 1,090	+ 44	+ 5	+ 17	- 1

**World Directory**—Part I of the Directory was distributed to all Conference members at the 1980 WSO and mailed to all registered groups during the month of May. The following were sent to groups:

U.S. East	4,911
U.S. West	5,396
Canada	1,805
GSOs, Information Services	510

General Service Offices and Information Services in the United States, Canada and overseas received a complete set of Part I.

The International Directory (Part III) was distributed to English-speaking groups and to all GSOs in September. The total number distributed at that time: 2,419.

#### GROUP SERVICES: (Reported in conjunction with Joan Hochbaum and Patricia Reilly)

**Group-Wide Mailings**—The following mailings were sent to all groups in 1980.

- Seven issues of *INSIDE AL-ANON* along with the regular insert *WSO News 'n Notes* and an extensive amount of announcements and other enclosures.
- The tri-annual appeal was sent to all Al-Anon & Alateen groups in the U.S. & Canada. Lone members & overseas groups received an annual mailing in November.
- Two Convention mailings were sent out containing a cover letter, a flyer, a registration form and an order form for Lois' Breakfast and the other containing a cover letter and order forms for Lois' Breakfast.

- D The 1980 Conference Summary
- E The World Directory Questionnaire used in preparation for the Directory was sent to all U.S. and Canadian groups

**Limited Mailings**—Limited Mailings sent out during the year were as follows

- A Four issues of *AREA HIGHLIGHTS* and *AL-ANON IN INSTITUTIONS* were mailed with an assortment of announcements and other enclosures
- B Six issues of *ALATEEN TALK* were mailed out to all Alateen groups
- C Four issues of *LONERS' LETTER BOX* were mailed out and the May-June issue was sent out with a number of enclosures
- D Six issues of *DENTRO DE AL-ANON* and *AL-ANON/ALATEEN EN ACCION* were mailed out with a number of enclosures to all Spanish-speaking groups.
- E The annual seasonal Public Information mailing was sent out with a number of enclosures

#### Mailings—1980

FORUM	429,597
Advance Literature	945
<i>AL-ANON IN INSTITUTIONS</i> (Institutions Groups & Delegates)	4,824
<i>ALATEEN TALK</i>	11,348
Appeal Letter	34,791
	Al-Anon
	Alateen
	Lone Members
	89
Convention Mailing—Breakfast Flyers	4,280
Directory	U.S. East
	U.S. West
	Canada
	International
	2,419
Directory Questionnaires	13,365
Notice to Information Services re 10% Discount	106
Personnel mailing to metro NY, NJ & CT (Spanish Translator)	480
Regional Service Seminar	Canada West
	U.S. Southeast
	800
	2,182
Seasonal Annual Professional Mailing	6,000
WSC Summary	13,673
<i>LONER'S LETTER BOX</i>	3,448

**New Mailer**—Due to the many problems with delays and inaccuracies of our mailings, as well as with inventory control, it was decided to select a new mailer and our experience so far has been favorable

#### PROFESSIONAL SERVICES:

**Legal**—During 1980, legal counsel was engaged on several important matters providing a more favorable discount to the service arms of the fellowship which provide sales of literature, registration of trademarks in countries outside the United States, and overall personnel policies

A real estate attorney was consulted during the latter part of the year concerning services that had been discontinued when our sublessor changed. The problem of inadequate air conditioning and heating, which caused the staff at WSO extreme discomfort and decreased productivity this year, was also under investigation

**Audit**—The semi-annual audits were conducted and reports were prepared for the Trustees and Conference members

**Engineering Consultant**—We engaged the services of an engineering consultant, to analyze our air conditioning, heating and ventilating system

#### POLICY CONCERNS:

**Al-Anon's Twelve Steps & Twelve Traditions**—The ad hoc sub-committee of the Policy Committee continued to meet and work on this new book throughout the year. Work has been completed and has gone into production. It was determined that it will be a hardcover (5-3/8" x 8-1/2") book of approximately 176 pages with a text design comparable to *LIVING WITH AN ALCOHOLIC*. It is hoped that production can be accomplished by January 1981.

#### GENERAL CORRESPONDENCE:

Aside from the usual-type-questions relating to anonymity, selling of jewelry at meetings, etc., the following topics were covered by the Administrative Staff in response to inquiries received from the fellowship during 1980. Al-Anon members who stop at a bar before Al-Anon meetings, information on

medical aspects of alcoholism and pollution from cigarette smoke at meetings; prayers for the American hostages in Iran, whether the chairperson of an Intergroup is responsible for selecting DRs and redistricting the Area in which she lives, dealing with a member who brings disruptive children to the meetings; Al-Anon groups meeting in AA-operated facilities and whether, or not, to pay rent, the registration of children 12 and under, as a violation of Alateen Traditions; explaining that Al-Anon cannot add its "clout" in support of legislation on drunk driving, request on how to tell someone they must leave an Al-Anon group because of breaking someone's anonymity, explaining why Al-Anon is not able to produce bumper stickers, producing a coloring book for children, using the CHIP System in Al-Anon, and encouraging adjustment to a new area where they do things differently

#### VISITORS:

Members from Argentina, Arizona, California, Canada, Colorado, Connecticut, Delaware, Denmark, England, Florida, France, Georgia, Germany, Guatemala, Holland, Iceland, Illinois, India, Indiana, Ireland, London, Maine, Michigan, Minnesota, The Netherlands, New Jersey, New York, North Carolina, Ohio, Oregon, Puerto Rico, Scotland, South Africa, Spain, Texas, Venezuela, West Indies, and Wisconsin toured the office during the year of 1980

#### VOLUNTEERS:

Approximately 1,850 in-office volunteer hours were given to general administration at the WSO in 1980. Of that time, approximately 1,185 were devoted to administration and 665 to Support Services

#### INVITATIONS TO STAFF AND BOARD MEMBERS TO SPEAK AT CONFERENCES/CONVENTIONS: (Report by Eileen McS)

The following is a summary of the years activities of various Staff Secretaries and WSO Volunteer Personnel in Conferences and Conventions

**First Quarter**—Audrey S., Regional Trustee U.S. Northwest, participated in the Illinois North Assembly and also the Annual Des Moines Intergroup Get Together. Toward the end of the quarter, she took part in the AA West Central Regional Conference. Myrna H., General Secretary, spoke at the Mississippi State Al-Anon Convention. Stephanie O'K. was the main speaker at the AA meeting at the Saskatoon Intergroup Roundup and also participated in the Fourth Massachusetts State Convention that was held in Hyannis. Linda McF., Literature Secretary, was the Banquet Speaker at the 1980 Pacific Regional Assembly of AA. Margaret S. was the Saturday night speaker at the Sixth Al-Anon North Carolina Convention and Sandra F., International Coordination Secretary, took part in the Minnesota Spring Assembly

**Second Quarter**—Stephanie attended the Manitoba Al-Anon Conference. On Monday she did a radio and television show. Myrna participated in the Al-Anon Spiritual Weekend in Blackstone, Virginia. Carole, the Alateen Secretary, attended and participated in the Interprovincial Alateen Conference held in Winnipeg, Manitoba. She was interviewed on two radio shows, spoke on WSO and Alateen worldwide and shared her personal story on Saturday evening

**Third Quarter**—Stephanie took part in the Fourth Pennsylvania Al-Anon Convention. Carole K. attended and participated in two AA Conventions this quarter, one in Arkansas where she was the Al-Anon speaker, and the other in Wichita, Kansas. Margaret S. ran a workshop and was the Banquet Speaker at the JAL CON Convention in New Jersey. Linda McF. had three commitments this quarter. She took part in the Lone Star Roundup held in Dallas, Texas where she shared her personal story at a joint meeting of Al-Anon and AA members. Linda shared her "service" and "personal" story at the AA Massachusetts Convention held in Lenox and was the Banquet Speaker at Delaware Al-Anon Day. Sandra F. took part in the Fifth Al-Anon Convention in Puerto Rico. She shared her personal story and conducted a bilingual workshop. She was also able to meet with the Area World Service Committee and discuss structure and Spanish translations. Edwina F., Institutions Chairman and a member of the Executive Committee, participated in Michigan Al-Anon Day which focused on Institutions. She also took part in the Northern Illinois Area Assembly and spoke about WSO and Institutions work.

**Fourth Quarter**—The final quarter saw Stephanie at the Ohio Al-Anon Roundup, and the Iowa State AA Convention. Audrey S. attended and participated in the Annual Oklahoma Al-Anon/Alateen Convention and the Illinois South Quarterly Assembly. Carole K. was the Banquet Speaker at the Fourth Florida Al-Anon Convention and Margaret S. shared her experience, strength and hope at the Wisconsin Area Assembly. Hildegard M., The FORUM Editor, was the Banquet Speaker at the Oklahoma Al-Anon/Alateen Convention and participated in a meeting entitled "God As I Understand Him"

## ALATEEN COMMITTEE REPORT

Ginny R, Chairman  
Carole K, Secretary

**COMMITTEE:** The new Chairman is Ginny R from Massachusetts. An Alateen Sponsor for ten years, she served on the New England Alateen Conference Board for six years, as the Alateen Sponsor Coordinator for her state for three years and for five years was the Public Information Coordinator. Bonnie R, past Chairman, resigned for personal reasons. She will be missed. In September, Barbara C, a former Alateen member, who served on the In-town Committee, joined the Alateen Staff as the Assistant to the Staff Secretary. The first full In-town Committee meeting is scheduled for January 24, 1981, with Alateens and Sponsors from Connecticut and New York (South) to attend.

**Committee Objectives** The goal for the year was to inform the fellowship of Alateen's needs and Alateen's responsibilities. Strengthening Alateen's foundation so that new and stronger groups could evolve, was the ultimate objective. There has been a sizeable increase in the number of Alateen group registrations this year and an increase in inquiries from Al-Anon members interested in Sponsoring Alateen groups.

### SCHOOLS:

In the forming of school Alateen meetings, new questions arise.

1. Should guidance counselors organize the groups?
2. Can the presence of school personnel be eliminated when schools are responsible for activities on the premises?
3. How does an Alateen group remain self-supporting, if a school will not accept rent?
4. Can a school donate Al-Anon/Alateen literature to the Alateen group?
5. Is a school meeting considered a Limited Access or Institutions group?

### GUIDELINES:

The Committee is planning to develop guidelines for Alateen in schools and for its participation at Al-Anon functions since problems have come up with Alateen or teenage family members attending these events.

**ALATEEN LITERATURE:** The Alateen Committee held twelve meetings this year with the primary purpose of revising the Alateen literature to have each piece consistent with present policy. The pieces completed were **Operation Alateen** and **A Guide For Sponsors Of Alateen Groups**. The leaflet, **Facts About Alateen**, was extensively changed and copies sent to the Literature and Alateen Committee members for comments, the 15 questions for the Public Information piece, **Alateen, Is it for you?** were reviewed and it was decided to develop 20 questions, to be consistent with the Al-Anon piece. The questions were worked on and completed with the assistance of Margaret S, P.I. Coordinator, and submitted to the Literature Service for printing. Completion dates are set for early 1981. The Alateen book, **ALATEEN—HOPE FOR THE CHILDREN OF ALCOHOLICS**, was revised by taking out the term "Post Teen" and replacing it with "post-Alateen," changing "Co-sponsor" to "assist," deleting the page on World Hello and replacing it with an explanation of our Loners' Service. "Alateen Guidelines For Organizing An Alateen Group," was revised and the liability statement on Alateen membership was clarified. The new Alateen Sponsors' pamphlet has been worked on but not completed. The Committee is extremely cautious in the writing due to the seriousness of the topic. Sponsorship has always been a source of great concern and it is hoped the Sponsors will receive from this pamphlet the guidance they are seeking. Hopefully, a completion date will be seen in 1981.

**Alateen O.D.A.T.—**Editing has begun; there is no completion target date at this time.

**ALATEEN TALK:** Six issues were completed. Articles appeared showing the different areas where Alateens can serve. Others told Alateen members how their voice is heard through service. Check points for GRs were printed along with a follow-up article showing service structure. There was also full coverage of Alateen policies approved at the 1980 World Service Conference. Along with personal sharings from Alateen members, there were articles by Sponsors, Convention announcements and general interest articles stemming from Alateen Conventions, and a welcome to Alateen members attending the 1980 International in New Orleans. A new feature, "Groups In Action," highlighted groups that are functioning well.

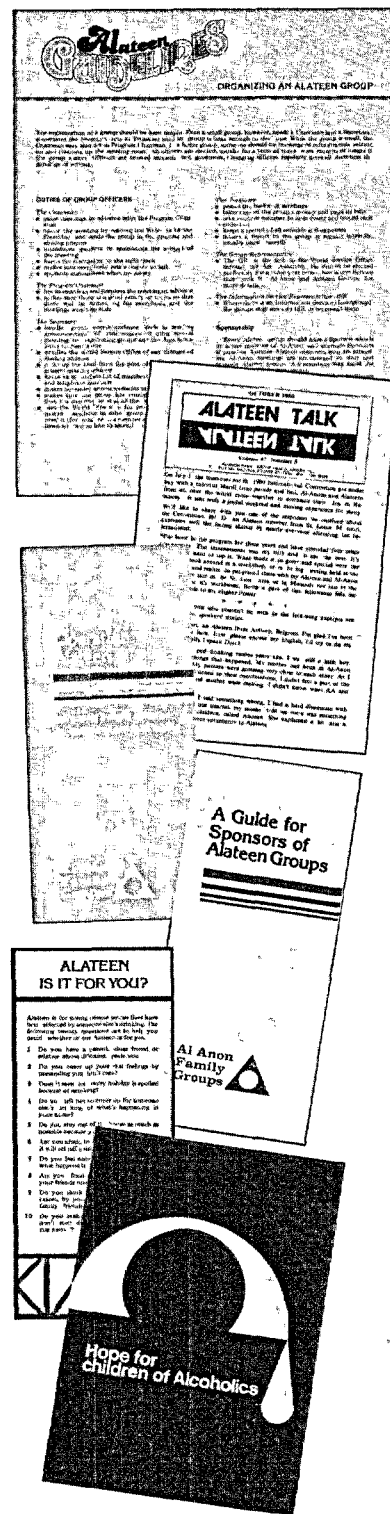
**ALATEEN REPRESENTATION AT THE WORLD SERVICE CONFERENCE:** An ad hoc committee was formed by the Board Chairman to study the various ways Alateen could be better represented at the annual World Service Conference.

### PUBLIC INFORMATION:

**Phone Interview—**The President of the Key Club International, informed us a Convention was to be held in San Diego, July 1980, for approximately 90,000 high school students and they wanted Alateen represented. Copies of all Alateen literature were sent and he was directed to the P.I. Coordinator for Southern California.

**Personal Interview—**The Alateen Staff Secretary and the Public Information Staff Secretary met with Marjorie Germaine from Warner Cable TV to discuss a future TV show which was to cover teen problems. They explained the Alateen program, emphasizing Traditions and Anonymity. She was given literature and referred to the Public Information Coordinators for New York (South).

**ALATEEN COORDINATORS:** During the 1980 World Service Conference, it was recommended that more information be provided to Alateen Coordinators. To find out what the needs of Coordinators were, a meeting was held at the World Service Office in September. During the meeting, Coordinators



## Alateen Report-back

The Committee considered two questionable WSO registration requests; and re-affirmed that every Alateen group needs an active Al-Anon member in order to register with the WSO.

The special ad hoc committee investigating the feasibility of having more Alateen representation at the World Service Conference had reached a conclusion supported by the Standing Committee: Alateens were fully represented at the Conference by their Delegates but they could be encouraged to increase their Area participation through their GRs.

- Is it okay if Alateens play "games" to stimulate discussion?

Alateen Sponsors are free to guide. If the "game ideas" follow Traditions (and come from the Alateens) then they might be helpful.

- Is there a conflict in being both an Alateen Sponsor and an Al-Anon member?

Alateens cannot sponsor Alateens; however, during the transition of a member from Alateen to Al-Anon, they may wish to co-sponsor with an Al-Anon member.

### Projects for 1981

- Completion of a Sponsors' pamphlet
- Production of Guidelines for Alateen Meetings in Schools
- Guidelines for Alateen Participation for AA & Al-Anon Conferences

Conference members were requested to tell the committee if there were Alateen Conferences held in their Area and whether or not, they were a part of the Al-Anon Assembly, or sponsored by separate Convention Committees.

**ALATEEN TALK** will ask members to suggest a new dust-jacket on **ALCOHOLISM—HOPE FOR CHILDREN OF ALCOHOLICS**.

The Alateen ODAT is closer to production but still requires additional material. Conference members were given sample-pages which already had been approved in order that members might use them locally to motivate Alateens to send in a similar example to the WSO.

**Outgoing Committee Members:** Maxine B., NY(N); Rosanne E., PA; Yolande G., QUE(W); Jessica K., HI

and Alateen members shared their experiences and concerns

Questions asked about Coordinators were

1. Does an Alateen Coordinator need to be a Sponsor?
2. Can Al-Anon members do the job if they aren't knowledgeable or involved with Alateen?
3. Should Alateen members be Coordinators because they can relate better to Alateen members?
4. Is it workable to have an Al-Anon member as Coordinator with an Alateen member assisting?
5. Should the Coordinator be involved with Sponsors' meetings?
6. How can the World Service Office help the Coordinators become aware of what is happening in Alateen?

Suggestions offered were:

1. The Coordinators should try to attend various District meetings to become familiar with happenings at the District level, GRs would get to know their Area Coordinator
2. Alateen GRs, Sponsors and the Coordinator should be encouraged to use Service Manuals.
3. Have a meeting on "How to get involved," inviting service-oriented people, Al-Anon and Alateen
4. Alateen Coordinators need more information from WSO One vehicle we already have and should make better use of is **AREA HIGHLIGHTS**

The first Alateen Coordinators' letter was mailed December 1, 1980 The letter was sent to all Alateen Coordinators and Delegates telling how the Alateen Staff handles inquiries from professionals and lone members and asking for information about Alateen Conventions held in their Area The Alateen Staff and Committee plan to send at least two of these informative letters a year

**OFFICE PROCEDURE:** Correspondence included letters and/or literature to and from new and proposed groups, possible proposed groups, professionals (inquiries were forwarded to a nearby Al-Anon group in hope that a new Alateen group would be formed with Al-Anon sponsorship provided), Delegates and coordinators; lone inquiries, possible Alateen Institution groups, readers of **ALATEEN TALK**, (answers about subscriptions and thank-you notes were sent to others for their writings and cartoons), preteen inquiries, Alateen groups (covering group problems and suggestions), members with questions about Alateen **ONE DAY AT A TIME** book; A A members inquiring about forming Alateen groups were sent **Operation Alateen** and **A Guide for Sponsors of Alateen Groups** and their inquiries were then directed to the nearest Al-Anon group, Alateen Conventions (some were invitation acceptances, thank-you notes, and a few were given guidance that had been asked for by the particular Conference Board ) The Alateen appeal letter (which paraphrases the Al-Anon appeal letter) was prepared three times during the year for all Alateen groups

### CONVENTIONS COVERED:

**Alateen:** TA C. (Texas Alateen Convention), Interprovincial Alateen Conference (Winnipeg, Manitoba); O M I A C (Ohio, Michigan, Indiana Alateen Conference); E S A C (Eastern Seaboard Alateen Conference)

**Al-Anon:** Missouri Al-Anon Convention, Florida State Al-Anon Convention

**R.S.S.:** The first Regional Service Seminar in Banff was attended by Carole She shared many aspects of Alateen and the primary concern was sponsorship. There was interest in how to include Alateen more in service and some discussion on membership and age requirements

**A.A.:** 40th A A in Arkansas, Kansas A A Conference; 30th Annual A A Regional (Toronto)

## ARCHIVES COMMITTEE REPORT

Lorain B., Chairman

Margaret O'B., Archivist

**COMMITTEE:** The Committee met four times this year Highlights of the earlier meetings were centered around the planning and coordinating of Archives participation at the 1980 World Service Conference and the AA International Convention in New Orleans Two forms were developed in the course of these meetings, one, a simple permission form for taping, and a list of questions to be used as an aid for longtime members recalling their early Al-Anon experiences Concentration was placed on refining the Archives Statement of Purpose

### AL-ANON WORLD SERVICE OFFICE ARCHIVES STATEMENT OF PURPOSE

The Al-Anon World Service Office Archives is a reservoir of material for Al-Anon and Alateen members, depicting the heritage of their founders and giving them a sense of their past

The Archives committee is concerned with gathering, organizing, protecting and preserving the factual, documented history, past and present, of the Al-Anon Family Group Fellowship, maintaining the ongoing history of the World Service Office in accordance with the goals of the original Clearing House It will strive to do everything necessary to inspire a love for and create an interest in all things pertaining to Al-Anon/Alateen

Its aim is to make information available and to assist and inform the serious researcher, within the framework of our Traditions, for the good of Al-Anon as a whole

**REQUESTS FOR RESEARCH:** Some requests involved. The Twelve Steps; The Twelve Concepts, past World Service Conferences, Bill's Talk given at the 1961 WSC, "World Hello"; the 1955 Saturday Evening Post article, facts regarding the first editions of **LIVING WITH AN ALCOHOLIC**; **ONE DAY AT A TIME IN AL-ANON**; **AREA HIGHLIGHTS**, posters, Public Information and Institutions Guidelines, past issues of **The FORUM**; Alateen Traditions; Areas having Alateen groups in 1957-1958,

assistance in Area histories for Colorado, Puerto Rico and Pinellas County, Florida.

**PROCEDURES:** Appropriate photographs and original artwork for *INSIDE AL-ANON* were framed and hung, refiling into archival folders was started this year; newspaper clippings were sorted and categorized into chronological order, appraisal of the 1977 State files was completed; photos were taken of staff to update personnel records; periodic visits were made to see Nell, AA's Archivist

**ADDITIONAL ASSIGNMENT:** The Archivist handles correspondence regarding group concerns for the U.S. Southwest Region

**NOTEWORTHY ACCESSIONS:** Some accessions were three scrapbooks of newspaper clippings, starting with the year 1966 (these were compiled by early volunteers), a copy of the talks given by five Toronto wives at the first AA Convention in Cleveland, Ohio in 1950, as well as a copy of the 'little brown book' used by the Toronto wives' groups at that time, May and October 1947 issues of the Grapevine which included articles on the family group, photos of Lois and Bill taken in 1943, 1955 & 1958, a June 1949 list of Non-AA groups; souvenirs and memorabilia from the New Orleans Convention, namely, a special edition of the Millionth copy of **ONE DAY AT A TIME IN AL-ANON**, an Honorary Citizen certificate presented to Lois from the Mayor of New Orleans, an 8 x 10 photo of the Big Meeting, "It's a Small World," Convention seashells and doubloons; souvenir of the First Trial General Services Meeting, Members from Brazil, Costa Rica, Guatemala, India and Mexico presented the Archives with mementos. Another Wollensak recorder and accessories donated by Audrey S., Regional Trustee U.S. Northwest.

## CONFERENCE COMMITTEE REPORT

Jean A., Chairman  
Ruth H., Ass't Chairman  
Helen G., Secretary

**CHAIRMAN'S MESSAGE** "It is worthy of note that the great majority of Conference members suggested themes for the 1981 World Service Conference relative to Al-Anon's Twelve Concepts of Service. This signifies the profound development that has taken place within our fellowship by way of the Service structure. As we reflect on our increase in numbers and our spiritual growth over the years, we acknowledge with gratitude and humility, that the very heart of Al-Anon continues to beat at the group level.

"The interest and involvement in Service of every Al-Anon member is the ultimate goal. Striving to attain this goal is what assures us of personal recovery as well as the constancy of Al-Anon worldwide.

"The 1981 World Service Conference is but another opportunity for progress. It is our hope that its effects will be felt wherever Al-Anon groups exist."

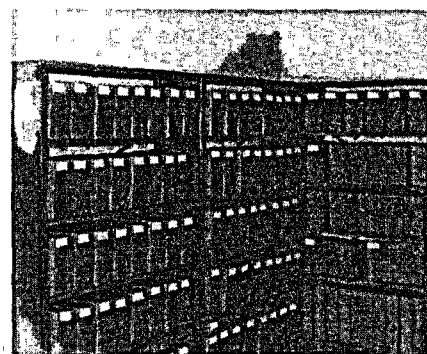
**CONFERENCE PREPARATION:** Plans were made for the WSC Agenda, Conference Brochure; hotel reservations, meeting room requirements, portfolios; shipping of material, badges, charts for registration, guests at Opening Dinner; per diem checks (These were sent to all Conference members as soon as the form, listing the requested information, was returned to the WSO). The Board of Trustees, members of the Executive Committee, Volunteer Chairmen and Staff participated in a Pre-Conference Briefing meeting held March 24, 1980. Thirty-one people attended, the 1980 WSC agenda was reviewed. Each service staff secretary along with a Standing Committee and its Chairman prepared a Conference Session.

In early June the Conference Committee began to plan for the 21st WSC, which will be held at the Biltmore Hotel in New York City, April 27 through May 2, 1981. The theme chosen was "Building With Concepts."

**CONFERENCE SUMMARY** Full coverage at service sessions as well as the proceedings and decisions of the 1980 WSC appear in the Conference Summary. Over 2,100 complimentary copies of the Conference Summary were mailed to World Service Delegates for distribution to Area Assembly members. Over 300 copies were sent to Trustees, Past Trustees, Executive Committee, Past Delegates, PFA, and the Representative from the U.K. & Eire.

### SUB-COMMITTEES:

**Admissions:** Virginia M., RT U.S. (Southeast) is the Board of Trustees liaison member to the Admissions Committee. Lois W., Indiana, 1980 Secretary of the committee (1981 Chairman) sent minutes of the two Committee meetings held during Conference week. The minutes were edited, reproduced and mailed to the members of the Committee, along with a set of revised Admissions Committee Guidelines. The Admissions Committee had suggested revisions in the wording on page G-1 of the WSC Brochure, paragraph 12, re Non-voting Conference members being present at all or specific WSO sessions. After careful deliberation, the Conference Committee agreed that the wording in the Brochure remain unchanged. Copies of all correspondence relating to the request for a change in Area designation of the B.C. Area to read "B.C. & Yukon" were forwarded to all members of the Committee. This matter will be given reconsideration at the Standing Committee meeting of the 1981 Conference. Jean G., first Delegate from the Vermont Area Assembly, was warmly welcomed by all members at the 1980 WSC. As a result of the Admission Committee's Recommendation and subsequent approval by the 1980 WSC, Minnesota will divide, north and south, and will be sending an additional Delegate to the 1982 WSC. A copy of the welcoming letter to new Panel Delegates which also explained the function of the Admissions Committee was sent to each Committee member.



## Agenda Report-back

Ethel McG., MA

Upon reviewing the past year's activities, committee members felt their work had made an impact on the Conference. Two of their recommendations had been put into effect by the full Conference Committee: they had had a part in voting for the WSO's dinner speaker and spiritual speakers.

Ethel McG. encouraged Conference members to turn their attention to plans for 1982 by reviewing the suggestion sheet in the front of the Conference Brochure. She reminded the Conference that suggestions for the Conference theme, type of meetings, and names for the WSO Dinner and spiritual speakers were to be sent to the Conference Secretary by August 3, 1981.

### Recommendations

- Agenda committee members expressed the importance of participation; it was their expressed wish that each Conference be meaningful and truly an expression of the group conscience.
- It was hoped that the WSO would present a skit as it had done in the past.
- Add the year to the WSC souvenir pin for Panel 21 Delegates.
- That Conference Committee minutes be made available to all Conference members (See Motions).
- Committee members will be personally requesting input from Conference members during the year.

(continued p 12)

*(Agenda Report-back  
continued)*

- All Green Light issues be written ahead of time and turned in early in the Conference for general distribution before a Red Light session to decide which items were general in interest and would be discussed. (See Motions)
- Proposed a session in the 1982 WSC for a study of the Bylaws and a review of selection and election procedures for In-Town Trustees. (See Motions)

*Proposed Theme*

Leadership, Trust, Responsibility; Al-Anon, The Essence of Democracy; Freedom to Serve; Open-mindedness; Our Triangle—The Perfect Balance; Al-Anon's Essence—The Slogans; You Are Never Alone; Joy in Recovery; Recovery in Action; The Al-Anon Group—Our Basic Unit; Pass Along Understanding; Unity; and Flexibility.

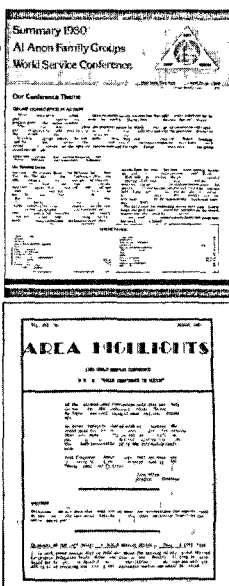
Outgoing Committee Members: Maxine B., MN; Lavinia B., RI; Murel S., TX(E)

**Handbook Report-back**

Ruth H., RT

Changes in the Handbook were proposed and accepted. They will appear in the 1981 Revised Edition and will be offered on an insert sheet to all groups in the U.S. & Canada.

Outgoing Committee Members: Faun L., CA(N); Mary Jane R., MI; Dorothy O'N., NFLD/LAB



**Agenda:** Norma McG., RT U S (Northeast), is the Board of Trustees liaison member to the Agenda Committee. The 1981 Delegate Chairman of the Committee is Lavinia B. (Rhode Island). Members of the Agenda Committee continue to receive the Conference Committee Quarterly Reports as well as Conference Committee minutes. Members of the Committee also voted in selecting the dinner speaker and the two speakers at the Spiritual Meeting.

In an effort to continue restructuring the WSC Agenda format, initiated at the 1980 WSC, presentations by the WSO Standing Committees are to be considerably shortened to allow more time for questions, discussion and participation by the full Conference body.

**Handbook:** Several questions concerning the Handbook wording were raised by Rafael Marcos, who reviews Spanish translations. The Institutions Committee also submitted a suggested change to the Handbook. All recommendations will be considered for presentation to the 1981 WSC Standing Committee.

**Hospitality:** Sally D., Chairman of Hospitality, arranged for local volunteer members to serve in the Hospitality Room during Conference week. Each volunteer received a complimentary copy of *Living With Sobriety*, and thank you letters were sent following the close of the WSC. Sally will handle all hospitality considerations for the 1981 WSC.

**MAILINGS TO CONFERENCE MEMBERS:** During the first quarter, material pertinent to the 1980 WSC, such as Annual Reports, tentative WSC Agenda, Hotel Reservation Form, WSC Workshop questions, list of Panel 20 Delegates, etc., were mailed to all Conference members. Subsequent mailings included:

Motions of the 1980 WSC, List of names and addresses of the Board of Trustees, Executive Committee and Committee Chairmen, Green Light Questions, Explanation of Green Light procedure, Equalized Expense Contribution for the 1981 WSC, Letter announcing the theme of the 1981 WSC, A Letter concerning the need to preserve the anonymity of members at every level of service, Letter regarding review of implementation of the Spanish FORUM, Copies of Appeal letters; World Directory, Part 2.

**ELECTION ASSEMBLIES:** In the fall of 1980, Panel 18 Areas (1978-1980) elected new Panel 21 Delegates. Each Panel 21 Delegate was sent a letter of welcome, a Conference Summary, an Area World Service Committee Form and a questionnaire requesting background information. They were also asked if they prefer to serve on a particular Standing Committee during their three-year term. Outgoing Panel 18 Delegates were sent a letter in recognition of their dedicated service and were informed they will remain on the mailing list to receive the annual Conference Summary and *AREA HIGHLIGHTS* after completion of their term. Suggestions for election Assemblies which had worked successfully in other Areas were included.

**AREA HIGHLIGHTS:** Material for *AREA HIGHLIGHTS* was prepared by all service secretaries and edited; over 1,000 copies are mailed each quarter along with other inserts.

**BUDGET:** During the last quarter, the proposed tentative budget for the 1981 WSC was prepared with the Controller for submission to the Board of Trustees.

**CONFERENCE TAPING:** Arrangements were made to have Tony S. record the 1981 WSC.

**STANDING COMMITTEE GUIDELINES.** Updated guidelines were mailed to incoming Delegates.

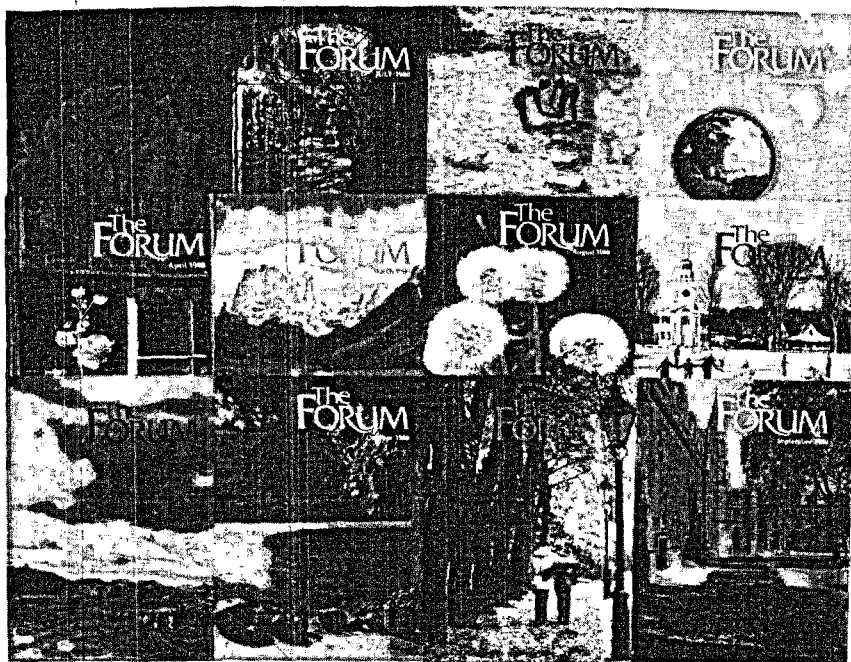
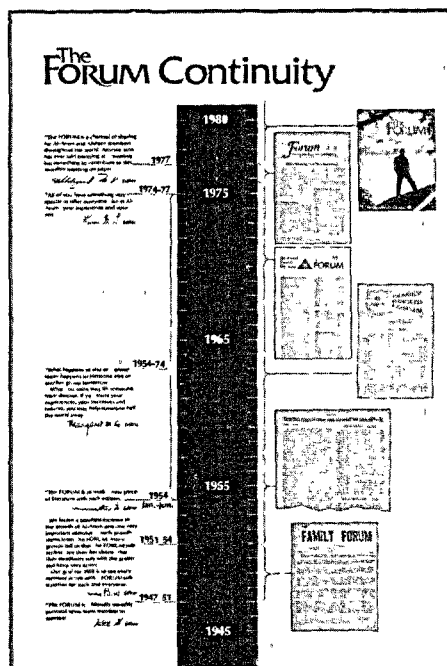
**EQUALIZED EXPENSE FUND:** As a result of the plan approved by the Board of Trustees to change the ratio of Equalized Expense Fund contribution by Areas and the WSO from 80%/20% to 50%/50%, which took effect as of the 1980 WSC, all Assembly Areas received a refund of \$190. Based on the 50%/50% ratio, a \$25 per day per diem and single room occupancy, the Equalized Expense Fund for 1981 is \$430.

**"STEPPING STONES":** All Conference members and their escorts are to be invited to visit "Stepping Stones" following the close of the 1981 WSC. At Lois' suggestion, Lois' housekeeper was contacted, and she agreed to cater the refreshments. Quotes regarding bus rental have been obtained.

**FREE EVENING:** An Al-Anon meeting is scheduled for Thursday evening during Conference week for those who wish to attend.

**OFFICE PROCEDURES:** Requests for guidance, suggestions and information from groups, individuals, GRs, DRs, Delegates and Area Assemblies were sorted and answered on a daily basis. Mailing cards, Area World Service Committee forms and other records were steadily updated. Newsletters were read, items of general interest were considered for possible inclusion in *AREA HIGHLIGHTS*, pertinent information was noted and passed along to the appropriate Staff Secretary Assembly and AWSC meeting minutes, received at the WSO, were read, Area Delegates' Assistance Sheets and group contribution slips were mailed periodically to each Delegate. Delegates also received copies of correspondence which required attention and/or direction.

**Seminar:** In November, the Conference Secretary attended a day-long seminar on "How To Negotiate Hotel Contracts," at which she received a detailed workbook. The seminar emphasized the many aspects which need to be considered when negotiating for meeting space, sleeping room accommodations, meal functions, etc. It was reassuring to learn that we have already been following many of the methods suggested during the course. At the same time, some interesting points were brought to our attention which will aid us in future negotiations.



## THE FORUM COMMITTEE REPORT

Hildegard M., Editor

For **The FORUM**, 1980 was a year of expanding response to the needs of the membership. This included dealing in the magazine with many sensitive personal topics raised by members, reporting service work, meeting circulation demands and studying and implementing, when possible, additional services requested by members.

**EDITORIAL:** The content of **The FORUM** reflected a continually deepening level of sharing. Some of the sensitive issues members have raised include

- Alcoholic children—January, July, October
- Whether to stay or leave a marriage marred by active drinking—June
- Alcoholic relatives in prison—August
- Children with a different life-style—December
- Suicide in families affected by alcoholism—October
- Husbands who stopped drinking without AA—September
- Meeting Minutes, which addresses group problems—March
- Child abuse—March, November

Service issues are also examined. In celebration of the 20th World Service Conference last year, a history of Conferences was presented. There was extensive advance coverage of and reporting on the International Convention throughout the year. Also, members and groups raised service questions and chronicled the rewards of service work. The WSO page regularly keeps members informed of service and administrative news. On the lighter side, a number of humorous features were introduced: *Wildlife Reflections* (June), *Light Insights* (July) and many of the monthly mini-posters. The drawings, photographs and other graphics used are another means of member's reaching out and sharing their love and understanding of the program with each other. The Index Committee has been enlarged to seven members from across the country who regularly catalog articles.

**THE FORUM COMMITTEE:** Two members joined this year, Frank R. and Fran H., bringing their legal and journalistic knowledge and dedicated Al-Anon experience.

**SUBSCRIPTION FULFILLMENT:** This sector of **The FORUM** has developed the ability to respond to the needs of subscribers promptly and accurately. By year-end we had been working with the circulation computer company, for a full year and the new system is working well.

In October, a merge/purge mailing contacted all subscribers who had not renewed during the last twelve months. There has been an enthusiastic response from members with thanks for being reminded about the need for

renewal, and appreciation of the reprints included with the letters.

**PROMOTION:** One special offer was made available in the last quarter of the year, a gift subscription of 13 issues for the price of 12.

**SPECIAL PROJECTS:** A number of projects requested by the membership were addressed by the Committee. In response to the directive of the 1980 WSC to "immediately implement the translation and publication of **The FORUM** in Spanish," considerable time was spent preparing a project approval exploring all the options and the cost of translating, printing, producing, mailing, etc. This was presented to the Executive Committee at the July meeting.

A system was set up to work closely with Publications Francaises and transmit each issue of **The FORUM** and its art work to them so that the French translation can be produced with a minimal time lag.

A new reprint was developed to be included with the merge/purge mailing: *Wildlife Reflections* on one side and *Al-Anon Worldwide* on the other. This was also made available for members at the Regional Service Seminar in Banff, along with the reprint of "Detachment."

The explanation of the "second language" of computerized subscriptions which was developed by **The FORUM** staff and presented at the 1980 Conference was so lucid, that our computer company asked permission to use it as a text for their classes. Additional slide shows on editorial production of **The FORUM** were developed and presented at the International Convention.

Requests keep coming in from Areas for help in making the magazine better known, at the group level, assemblies and conventions. These contacts will be expanded and more ideas will be generated in the coming year.

**STATISTICS:** The statistics of the past year confirm substantial growth.

- A total of 38,000 paid subscribers—double the number since **The FORUM** became a magazine in 1978.

- A 15.8 percent increase in generated income.

- A total of 2,611 individual letters written to members. Of these, 1,518 dealt only with editorial and 1,093 dealt with both editorial and circulation or circulation only.

- 560 copies were sent to member contributors.

- 438,026 copies were mailed in 1980—100,000 more than in 1979.

**The FORUM** Committee looks forward to continuing a deepening dialogue and extending services to meet the needs of the membership.

## Institutions Report-back

Mary Beth J., KS

The Committee expressed appreciation and gratitude to Edwina for her many years of devotion and laborious service to institutions as Chairman. She will leave her post to serve in another capacity. She thanked Ann and Gale, her secretary, for a "fabulous job" done on the newsletter, **AL-ANON IN INSTITUTIONS**.

If groups respond well to the questionnaire (sent with the newsletter), the Executive Committee will consider and decide if **AL-ANON IN INSTITUTIONS** should continue to be sent to all groups. Edwina gave a brief breakdown of responses to the questionnaire received as of this date. Results will be reported to all committee members as soon after May 30th as possible.

The committee will continue to work on and collect "experiences" for the guidelines for bringing Al-Anon to prisons. A code of conduct needs to be developed in line with rules and regulations of the individual penal institutions. This will vary from area to area and from maximum or minimum security prisons. Edwina requested that committee members encourage anyone they know locally who is doing any kind of prison work to write the WSO and share their experiences for the guidelines to be formulated.

In the new World Directory, the number of institutions groups are now listed in the beginning of each Area and are indicated in bold print.

Ann reported that the six talks presented at the Institutions Session at the 1980 International Convention were printed in **The FORUM** under the Institutions column. (This was a suggestion from the Institutions Coordinator for Illinois (N).)

Members were asked to carefully evaluate the importance of each item contained in the Institutions Kit. A point was made to consider material distributed by other Departments and members were asked to return their recommendations by July 1st.

Doris G., Va., reported that she had given an Institutions Kit to each DR to help them become more knowledgeable about the Guidelines for Institutions Service. Each

## INSTITUTIONS COMMITTEE REPORT

Edwina E., Chairman  
Ann S., Staff

This year has been particularly stimulating as we made plans for participation at the Conference and International Convention. Also, preparing the new format and masthead for the Institutions newsletter has added creative enjoyment to the activities of the Committee.

### COMMITTEE:

**In-Town**—Scheduled meetings were held as planned and interested members were invited as observers, with the view of having them join at a future time. Another visitor was Gerda E. who started the first Al-Anon group in Denmark and plans to carry the Al-Anon message to the medical profession. Ann and Edwina met between meetings to prepare agenda items, complete projects and review material for possible revisions. Four new members have joined the committee this year. One member, who has served for several years, resigned to become involved at the local level. Minutes of all meetings have been sent to Delegate Standing Committee members to keep them apprised of In-Town activities.

**CONFERENCE**—Members can read an overview of the Session in the 1980 Summary. After the Conference, a groupwide mailing was sent. It consisted of a covering letter, P.I. and Institutions Guidelines and the Twenty-Questions-Plus-Five with their answers.

**CONFERENCE:** In addition to full session coverage in the 1980 summary, the Standing Committee Recommendations from the 1980 WSC were:

- that Committee members submit Institutions articles to **The FORUM**.
- that the total number of Institutions groups be printed in the **World Directory** separately from regular groups for each state/province and that the word Institutions be printed in bold lettering
- to develop separate Guidelines for Correctional Facilities rather than include or incorporate them into our present guidelines. Because of rigid rules in some prisons, these guidelines need to be explicit
- to include mental health facilities in our present guidelines
- to have the following printed visibly on the cover of the Institutions Kit, "These Kits are only for use by Al-Anon members when starting an Institutions group"

**AL-ANON IN INSTITUTIONS:** This year the newsletter was mailed quarterly with **AREA HIGHLIGHTS** to reduce mailing costs. Local members in Colorado requested permission to reprint an article about Al-Anon and the judiciary activities in California which appeared in the July 1979 issue. Several Areas have asked for additional copies of the newsletter for special purposes, such as Conventions, Assemblies and various local events. Excerpts from earlier issues were included in an especially prepared Convention issue. This was included in a give away packet of Al-Anon literature distributed at the AA International Convention.

Responding to the 1979 request of the Executive Committee, Edwina clarified the usefulness of the newsletter. On the strength of letters received from the membership, she explained that the newsletter has great value to those members in Institutions services and strongly recommended that it be continued. The Executive Committee asked

the cost per issue, if done professionally, the number of times a year it should be published, should it have the same look as it has now, the alternate ways of putting it together; and the cost of a freelance editor.

A report was given by Edwina to the Executive Committee at the May, 1980 meeting.

Another detailed report was given at the August 1980 meeting, and recommendations made for further consideration at the September Executive meeting. The Institutions Committee recommended that **AL-ANON IN INSTITUTIONS** be printed on the outside three times a year and continue to be edited by the Institutions Secretary.

The Executive Committee, at their November meeting, authorized having the newsletter printed in two colors. Institutions Services were asked to prepare a group-wide mailing in 1981 and to include a questionnaire asking groups to evaluate the newsletter. This will be done with the first issue of the new year to be mailed in March 1981.

In the interest of learning ways to produce a better newsletter, Ann attended a workshop in Manhattan on October 25th offered by Cornell University Extension Program.

Many members continue to submit newsletter articles of universal interest to the fellowship.

**INSTITUTIONS KIT:** All items were reviewed and updated. Pieces added: **Adult Children of Alcoholics, Understanding Ourselves and Alcoholism, (Revised) Working As For or With Professionals, This Is Al-Anon** and the Sample Institutions Workshop.

### OFFICE PROCEDURES:

**Review and Revisions**—Standard form letters were revised. Also revised were: Institutions Meeting Format, Guidelines for Institutions Service, list of material in Institutions Kit, Discount Package Order Form (Spanish & English) and "What Is An Institutions Group Meeting."

**Proposed Revisions** **Working As, For, or With Professionals, Digest of Al-Anon & Alateen Policies, Al-Anon World Service Handbook, Al-Anon and Alateen Groups at Work** and the leaflet, Information for the Newcomer.

**Mallings** A group-wide December mailing consisting of a cover letter, Guidelines for Institutions and Public Information Services and Twenty Questions plus Five, addressed at the Conference.

**Correspondence**—Letters were exchanged with General Service Offices and Information Services overseas, responding were Australia, Belgium, U.K. & Eire, Finland, New Zealand and Switzerland. We wrote to Alberte C., Secretary, Comité de Publications Françaises, to learn about the activity of the French version of the Institutions Kit.

Correspondence shows there has been an unusual upsurge of interest in Al-Anon in prisons. It seems we are coming full circle since Al-Anon Institutions work first began in prisons. It dwindled for a number of years and more activity increased in hospitals. We wrote to members involved in carrying the message to correctional facilities asking for their help in formulating special guidelines when bringing Al-Anon into prisons.

Other health related agencies are now asking for Al-Anon group meetings to be held at their facility (Such as: a family refuge center, mental health centers and a mental retardation center.)

**New York Urban Coalition Seminar**—Ann attended an all-day seminar entitled, "Changing Patterns in Alcoholism, Substance Abuse and Criminal Justice 1965-1980." Several agencies were interested in having the family included in therapy and rehabilitation at correctional institutions. Understandably, members attempting to bring Al-Anon to correctional facilities often encounter obstacles. Security costs are a major factor. However, as more and more professionals realize the value of Al-Anon/Alateen involvement, the difficulties encountered could be lessened. Ann found the seminar very interesting and believes Al-Anon participation at similar seminars to be worthwhile.

### General Correspondence

In our letters we

filled prisoners' requests for local Al-Anon contacts; helped re-establish institutions groups, reminded members that professionals not attend closed meetings unless they are members; noted that institutions groups literature is supplied by other regular groups in a District; explained that experience has shown an Al-Anon Institutions meeting serves a special purpose. It is different from Al-Anon philosophy in that it is incorporated into a treatment center's family program; suggested meeting-on-wheels and posters in strategic (public) places to inform and encourage professionals to refer clients to an Al-Anon or Alateen meeting at the facility, explained the importance of registering an Institutions group as soon as it forms, responded to families of drug abusers attending Al-Anon meetings; helped form an Al-Anon group at a correctional facility, explained to a parole officer it is not an Al-Anon practice to sign attendance sheets for members to prove their participation at meetings, suggested members abide by Traditions and not allow professionals to dictate rules for group operation, explained to council on alcoholism that groups are started by members only, and helped an Indian group start at a mental health clinic.

**Telephone Contacts**—Phone calls were received regarding Institutions groups from hospitals, victims' agencies, youth services, alcoholism centers, family program coordinators, social workers, correctional departments, medical centers and shelters for battered wives.

**NEW GROUPS:** Institutions groups have started in: Alabama, Arizona, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kansas, Louisiana, Maine, Massachusetts, Minnesota, Missouri, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Rhode Island, Tennessee, Texas, Utah, West Virginia, Wyoming, Saskatchewan, British Columbia and Ontario, Canada and Argentina, S.A.

New Alateen Institutions groups have started in: Connecticut, Georgia, Illinois, Indiana, Kentucky, Minnesota, Missouri, Oregon, Texas and Victoria, Canada.

## 1980 INTERNATIONAL CONVENTION REPORT

Myrna H., Chairman

Margaret S., Coordinator

Carole K., Assistant Coordinator

The AA 1980 International Convention is a happy memory. Five years of steady work and diligence reached its culmination after the July 4th weekend in New Orleans. World Service Office Staff and Host Committee members combined efforts to make Al-Anon's participation in this momentous event a real celebration of their "Joy In Recovery."

The WSO Committee for Al-Anon/Alateen activities was composed of Myrna H., Margaret S., Carole K., Sandra F., Timmy W. and Eileen McS. Linda McF., though not officially a committee member, was deeply involved in the developmental stages.

**BREAKFAST IN LOIS' HONOR:** Al-Anon participation started with Lois' Breakfast where 2,400 Al-Anons, Alateens and AAs came together to share with Lois their "Joy In Recovery." Hank G., Board Chairman, welcomed guests and introduced Lois, who spoke briefly.

**PROGRAM:** Following the Breakfast, Dot S., Host Committee Chairman, welcomed members from Around The World at our first Big Meeting, *It's A Small World*. Highlights during the Convention included Lois' presentation of commemorative copies of the one millionth **ONE DAY AT A TIME IN AL-ANON** book to Dr. Milton Maxwell, Chairman of the Board of AA, on Friday evening, July 4th at the Superdome, and to Alice B., the author, at the Rivergate Convention Center on Saturday, July 5th, at a meeting called "Alone But Not Alone."

(Institutions, continued)

**District now has a Kit which has helped them to be better informed.**

Since some Institutions groups do not pass the basket, a discussion took place on the possibility of adding a P.S. or an extra sentence to the body of the tri-annual appeal letter from the Treasurer making it more applicable to Institutions groups. Ellen W., In-Town Committee member suggested the following sentence, "In the event you do not pass the basket at your meetings, please check the form accordingly and return to the WSO for our records." The majority of the committee members thought an amendment should be in the body of the appeal letter. A transmittal of request will be sent to Henrietta S., the Treasurer of the Board of Trustees and Chairman of the Budget Committee for consideration. Since we are on a computer system, it is possible to separate the Institutions groups from a regular groupwide mailing.

In response to the many requests for the Twenty-Questions-plus-Five, it was decided they might be made available in a leaflet, or pamphlet, or included in the Institutions Kit. This recommendation will be discussed and passed along to the Literature Committee during the year, if this is the proper route to take.

The idea of having an Advisory Board, consisting of Al-Anon members, past Delegates who have served on the Institutions Committee, Al-Anon members who are professionals, etc., was discussed. Most members did not like the word, "advisory" but felt much help and valuable information could be gained from such people. No conclusion was arrived at.

Ann discussed the possibility of regular groups, meeting in institutions, receiving the newsletter, **AL-ANON IN INSTITUTIONS**. Some felt the word, "institutions" holds a stigma and that's why some groups do not wish to be known as institutions groups. Others felt the word did not hold a stigma and if the Executive Committee approves all groups receiving the newsletter, then regular groups, meeting in institutions, would automatically receive it.

**Outgoing Committee Members:** George T., DE; Merle L., IL(N); Mary Beth J., KS; Barbara R., KY

## AA 1980 International Update

Because our participation represents an enormous expenditure of energy and funds, the Board of Trustees would like to re-examine the role Al-Anon would play in the 1985 International AA Convention. (Currently, there is no Al-Anon member on the site committee.) There are several possibilities under consideration:

- Perhaps it would be advantageous for Al-Anon to handle its own Convention.
- Al-Anon might run a Convention in the same city (at the same time) as the AA Convention, if there were enough meeting and sleeping accommodations.
- The AA Convention is open: Al-Anons could go, even if there were no official meeting plans made by the WSO.

## The Trial General Services Meeting

### GSM Recommendations

- An equalized expense formula with World Service Office underwriting 75% of the cost of sending Delegates and each national service structure absorbing the remaining 25%.
- "International Al-Anon General Services Meeting (Trial)" will be the new name.
- The meeting will be held every two years, beginning 1982.
- The next meeting will be held in New York so that Delegates can see the World Service Office and meet its staff.
- Each national general service structure may send two Delegates who will each have one vote.
- Delegates who attend should be Al-Anon members who know English and are knowledgeable about their national general service structure.
- A member from any country interested in establishing a general service structure will be eligible to attend in 1982 meeting as an observer at his own expense.
- The 1982 meeting will be set for the last week in September or the first week in October, the length of the meeting will be set from three or four days.
- The voting members shall be the Delegates from each general service structure represented and four members of the World Service Office General Services Meeting Planning Committee.

Members took *A Step Beyond* the usual Twelve at the Institutions workshop. Some found service was their style at the Conference gathering while many heard the *Good News* at the PI workshop. We learned that *The FORUM* was *For One, For All*, as *Those Magic Words* in Literature comforted us. The Traditions and *All That Jazz* guided us. Our Tensions were relieved by the Slogans and we learned history *Down Memory Lane* in the Archives presentation.

The Alateens meanwhile were taking *Steps Toward Serenity* and using Slogans as a *Pick-Me-Up*. They all learned about love at a meeting, *From Me To Me With Love*.

Still others were *Detaching Lovingly* while going through *Life's Changes* and learning *There's More To Sobriety*.

Members took *Twelve Steps Around the World* by *Stepping Up, Stepping Lively* and *Stepping Ahead*.

The Alateens discovered *They're Not Alone* and after Alateen *There's More* because *Al-Anon Is Another Beginning*, especially with *God As I Understand Him*. Our spiritual lives were not neglected as we dug into *Spiritual Jambalaya* and discovered that *Saints Are Sinners Who Keep Trying* when *Stepping Toward Serenity*. All in all we discovered that in Al-Anon and Alateen, *It's A Family Affair in A Small World*.

**Speakers**—The Speakers' Questionnaires, submitted by several hundred members in advance of the Convention, were invaluable in our selection of participants. Hundreds of invitation letters were written, with follow-up communications made by the respective staff secretaries. When necessary, telephone contact was made for additional communication.

**Conference Reunion Luncheon**—The Conference Reunion Luncheon gave past and present Conference members, overseas Representatives and non-voting participants an opportunity to enjoy a special gathering. Delegates from every panel, one through twenty, were present, including several past Trustees.

**Reception for Lois**—On Saturday afternoon, the Host Committee arranged a reception for conventioners to meet Lois, the WSO Staff and volunteers. Refreshments were beautifully arranged and many people attended.

**PREPARATIONS**: Several members of the Committee made periodic trips to New Orleans to finalize plans for meals, accommodations and meeting space. Meetings with the Host Committee were also held at this time. The facilities at the Hilton, Rivergate Convention Center and the Superdome were investigated and arrangements were made with the proper persons for Al-Anon and Alateen requirements. Arrangements were also made with the Telephone Company for an emergency call number and security guards for the Rivergate were hired through the Harbor Police.

**COOPERATION WITH AA**: Staff at AA General Service Office and Al-Anon World Service Office worked together in a spirit of cooperation and productivity. AA sent us computer printouts of Al-Anon and Alateen registrants so we could approximate the numbers that would be attending. AA made registration packets for the WSO Staff and volunteer personnel available at the Hilton thereby saving us a trip to the Superdome.

**SOUVENIR BOOKLET**: Linda McF and Mary Ann K, the Assistant to The *FORUM* Editor, worked on the production of a Souvenir Booklet for sale at the Convention. The booklet had 32 pages and the cover was two shades of blue with embossed printing. The booklet was divided into four sections and original material was written for three of these.

**PUBLIC INFORMATION**. The Host Committee saw to it that there was coverage of the International in all local dailies.

Margaret S., the Public Information Secretary, arranged a special news conference for Lois in her suite in the Hilton on Thursday, July 3rd and a radio interview which included Dr. Jack Norris, past Board Chairman of AA, Margaret, and one Alateen and AA member.

Two major press releases were sent, both of which included Al-Anon and Alateen. The second release included a comprehensive history of Al-Anon and Alateen, prepared by the Assistant to the PI Secretary, Rita.

**CORRESPONDENCE**: Formal thank you letters were sent on behalf of the Al-Anon World Service Office Staff and volunteer members to the many speakers who participated in this event. Personal letters were also sent by individual moderators and Staff Coordinators. The Host Committee Chairman, Officers and sub-committee Chairmen as well as Hilton, Rivergate and Ogden Food Service personnel, all received an expression of gratitude.

**HOST COMMITTEE**: Dot S., Chairman and Kimmie R., Assistant Chairman and their fine team of Host Committee members provided outstanding hospitality throughout the entire event. They were on call continuously and worked in fantastic harmony with the WSO Staff and volunteers to assure a successful program. A gratitude luncheon was held on Sunday at the Rivergate to show appreciation for a job well done.

**SUMMARY**: Upon returning from the Convention, the Convention Committee prepared a report which was submitted to the Board of Trustees. This report was an inventory of WSO activities as well as a general critique for future committees involved in projects of a similar nature.

**"For a personal look at the Trial General Services Meeting see p. 38"**

## INTERNATIONAL COORDINATION COMMITTEE

Myrna H., Chairman  
Sandra F., Secretary

**FIRST TRIAL GENERAL SERVICES MEETING (GSM):** July 7, 1980, Hilton Hotel in New Orleans, in addition to the Delegates, the meeting participants included Myrna H., Chairman; Sandra F., Secretary, Henrietta S., Member of the Board, and Margaret O'B., as a Staff member. Hank G. and Ruth H. were selected Delegates from the U.S. and Canada. In addition to the Delegates and the Trial GSM Committee, Teresa M. and Cay C. attended representing the Spanish (WS) and French (PFA) Services.

The meeting brochure included general information, voting procedures, the 1979 Annual Report and First Quarter 1980 Report, histories of the development of the GSOs in Australia, French-Belgium, Costa Rica, Finland, France, Mexico, The Netherlands, New Zealand, South Africa, U.K. & Eire, and the World Service Office. It also contained a profile of the Delegates, rosters of the GSOs and Delegates, a copy of the Statement of Purpose, and a questionnaire concerning the format of future meetings. Along with the brochure, all participants were given the four service manuals, a translation order form, a CAL catalog and order blank, Guide for General Service Structure, and a listing of Service Offices outside the U.S. and Canada.

A desk pen set with an inscription, "Trial GSM, July 7, 1980," and the theme, "Joy in World Unity," was selected as a souvenir. In addition to all meeting participants, the souvenir was subsequently given to Staff Secretaries and mailed to each GSO.

The following agenda items were covered: selecting a Statement of Purpose, recommendations for future meetings, a report on equalized expenses, a discussion on avoiding duplication of services, topics for future meetings and an open discussion period.

Delegates from the following countries attended: Argentina, Australia, Belgium (Flemish), Belgium (French-speaking), Brazil, Costa Rica, Finland, France, Germany, Mexico, The Netherlands, New Zealand, South Africa, Spain, U.S. and Canada, U.K. & Eire. The Delegate from El Salvador, scheduled to attend, was unable to, a Delegate from the newly-formed GSO in Spain unexpectedly did attend. The following Statement of Purpose was adopted:

*The purpose of the International General Services Meeting (Trial) is to share the experiences of Al-Anon national services around the world through their Delegates. It will attempt to encourage the growth of a sound service structure in accordance with the Twelve Concepts of Service while maintaining worldwide unity through the application of Al-Anon Traditions. It can also represent an expression of a worldwide group conscience.*

*Ultimately this leads to the primary purpose of Al-Anon as a whole—to seek the best way to carry the Al-Anon message of recovery to families and friends of alcoholics amidst cultural and language differences.*

Tapes of the meeting were transcribed for Archives. A preliminary report, including the Statement of Purpose and Motions, were sent to all attendees, plus the General Service Offices (GSOs). The Final Report of the GSM, which consisted of a slightly edited transcript of the day's proceedings, was sent to the Board of Trustees, Administrative Staff, GSOs, 26 members of the meeting (Delegates and Committee). Copies were also sent to AA GSO for their Archives and to the Overseas Secretary.

Following the event, letters were received from most of the attendees expressing ways in which the meeting broadened their perspective.

**SECOND TRIAL INTERNATIONAL AL-ANON GENERAL SERVICES MEETING:** The International Committee met following the meeting and discussed plans for 1982. A four-day event in New York City, beginning Tuesday, September 28 through Friday, October 1, 1982, was tentatively scheduled. An invitation was sent by Myrna to all GSOs to attend the next meeting.

**SPANISH:** (Reported in conjunction with Teresa M., Supervisor Spanish Services)

**Mailings**—To all Spanish-speaking groups—The January-February, March-April, May-June, July-August, September-October, November-December, *DENTRO DE AL-ANON* and *AL-ANON/ALATEEN EN ACCION*, Order blanks for *Blueprint for Progress* and *Homeward Bound* were sent with the March-April issue of *DENTRO DE AL-ANON*, The annual Questionnaire for the preparation of the 1980 World Directory, The announcement order blank for the booklet, *Jane's Husband Drank Too Much* went with the July-August issue of *DENTRO DE AL-ANON*, The March and July appeal letters for groups in the U.S. and Puerto Rico, The November appeal letter was sent to all groups and lone members; *AL-ANON SPEAKS OUT* was sent to groups and Spanish-speaking professionals in the United States, The World Directory Part II was sent to Spanish-speaking groups outside the United States, as well as Puerto Rico, and a P.I. letter was sent to Spanish-speaking professionals in the U.S., Order blanks in English and Spanish for TV spots were given to the Delegates at the WSC and also sent to GSOs and Information Services in the Spanish-speaking countries.

**Filmstrip**—A copy of the Spanish version of "Christy Visits the WSO" was sent to the GSOs in Argentina, El Salvador, Mexico, Costa Rica and Guatemala.

**Revision:**—The GSOs in Brazil, Mexico and El Salvador were informed of substantial revisions in *LIVING WITH AN ALCOHOLIC*.

**How an AA Wife Lives the Twelve Steps**—The International Coordination Committee decided that this leaflet, an excerpt from the pamphlet, *Lois' Story*, is to be run in a limited quantity on WSO's offset equipment. A project approval will be submitted for *Lois' Story*, as a replacement for this excerpt.

## SPANISH LITERATURE

### New Translations

- Two TV Spots: A Family Problem and Teenager.
- The Twelve Concepts of Service in mimeography.
- *Homeward Bound* and *Blueprint for Progress*, printed in Mexico.
- Information for the Newcomers to an Institutions Group and Institutions Workshop.
- The Welcome Letter and Consent Sheet for Lone Members.
- The cartoon booklet: *Jane's Husband Drank Too Much*.
- The P.I. Sheet, *Al-Anon Is It For You?*
- *AL-ANON SPEAKS OUT*.
- Three new P.I. Posters.

### Revisions

- Al-Anon, A Community Resource for Spiritual Leaders
- Meeting on Wheels
- What is an Al-Anon/Alateen Institutions Group?
- Guidelines for Institutions Services
- Alcoholism, The Family Disease
- So You Love an Alcoholic
- ONE DAY AT A TIME
- Three Views of Al-Anon
- Are You Living With a Severe Drinking Problem?
- The Industry Speaks Out

### Spanish FORUM Update—Hank G.

The 1980 Conference members had voted to implement translation of *The FORUM* into Spanish. Hildegard V., *The FORUM* Editor, prepared a project approval thoroughly investigating various formats and their possible printing costs. Even though there would be a current deficit, she recommended a translation to be produced since the magazine is not to be a money-making concern: service is the major purpose of *The FORUM*.

In turning down the proposed translation, the Board of Trustees agreed on the function of the magazine but felt that a projected annual deficit of \$53,150 based on the controller's cost estimates could be better spent further developing top-flight Spanish literature which had been requested by the Spanish-speaking groups in Puerto Rico.

The Board also decided to:

- expand the newsletter, *Al-Anon/Alateen En Accion*
- study the possibilities of Spanish-speaking countries publishing a Spanish language *FORUM* (with or without a subsidy from the WSO).

Following Hank's explanation, the Conference voted to rescind the 1980 Motion.

Rafael, (a Spanish translation reviewer) worked with Teresa in editing *DEN-TRO DE AL-ANON*. They also compiled the various existing translations of the Twelve Steps, Twelve Traditions, and Slogans, and consolidated them into a final version. At the suggestion of the International Coordination Committee, a letter was sent to the Spanish GSOs and Information Services informing them that the WSO will be using this version from now on. Rafael also worked with Teresa on the following revisions:

- **Al-Anon Family Treatment Tool**
- **LIVING WITH AN ALCOHOLIC**
- **It's a Teenage Affair**
- **Al-Anon Is It For You?**
- **World Service Handbook**
- **A Guide for Sponsors of Alateen groups**

**Group Records**—496 groups were registered, 43 were dropped. There are now 2,059 Spanish-speaking groups: 145 in the U.S. and Canada and 1,194 in other countries.

**1980 International Convention, Trial GSM**—Teresa M. and Dora Torres helped moderate six Spanish meetings, and provided hospitality for an estimated 850 Spanish members. Teresa attended the Trial GSM.

#### **PUBLICATIONS FRANCAISES, (P.F.A.):**

Two 1979 issues of *AU COEUR D'AL-ANON* and five 1980 issues were mailed from the Quebec office. The March and July appeal letter was sent to French-speaking groups in the U.S. & Canada. The November appeal was sent to Al-Anon groups, Loners, and overseas. While Cay C. visited the WSO to discuss the PFA's participation at the 1980 International Convention, she met with other WSO Staff to discuss *The FORUM* translation and improving Loners' Services to French members. Cay also advised that **LOIS REMEMBERS** had been translated. On April 23rd, the annual agreement between the WSO and PFA was signed. After the meeting, tentative plans were made for Hank and Myrna to visit PFA in August. Registration of our trademarks in Canada is being explored. At one point, PFA was two years behind in printing *The FORUM* and two issues behind in *AU COEUR D'AL-ANON*. But, as the year progressed, they began printing two issues a month to catch up. Alberte was unable to attend the 1980 International Convention and Trial GSM. Terry replaced her to help Cay provide hospitality and to moderate the six French-speaking meetings. Cay also attended the Trial GSM.

#### **MAILINGS TO GENERAL SERVICE OFFICE (GSOs) AND REPRINTERS**

The new **Serenity Prayer Card** and **Al-Anon Is It For You?**; The revised copies of **"Double Winners," A Guide for Sponsors of Alateen Groups; Working As, For or With Professionals, This Is Al-Anon, Operation Alateen and Information for the Newcomer**; Copies of the manuscript **LIVING WITH AN ALCOHOLIC**, noting the revisions, were sent to the Flemish, Portuguese, Finnish, German and French translators, with the suggestion that they incorporate the revisions the next time they print.

**REVISIONS:** Guide to General Service Structure, Listing of Al-Anon Service offices outside the U.S. and Canada, Translation Order Form.

#### **NEW PROCESSES:**

##### **Literature**

Our code numbers are now stamped on the back of all literature in translation for identification. Announcements of new literature containing order blanks are sent to GSOs. The GSO adapts them (adjusting prices) and sends them to the groups in their country. Previously, we sent announcements in bulk for redistribution within the country.

A form letter was developed welcoming groups from countries with GSOs in lieu of a registration letter and packet. It is used only for the GSO in the U.K. & Eire and in Australia at this time.

**FINANCIAL ASSISTANCE TO GSOs:** The Board approved the Committee's request to grant loans for the printing of books, provided the GSO is well established, the Board is to give prior approval for each loan requested.

**INTERNATIONAL P.I.:** The International Coordination Committee agreed that the P.I. Committee handle International P.I. events. Literature in translation, information about overseas contacts, and any other assistance the P.I. Committee requires will be provided.

**NEW TRANSLATIONS:** We sent Hanna, our Polish translator/reviewer from B.C., a copy of the translations of, **So You Love An Alcoholic** and **Freedom from Despair**, which had been sent from the GSO in Australia. She made several corrections to **So You Love Alcoholic**. **Freedom from Despair** had previously been translated by Hanna and is available in mimeography.

**GREEK TRANSLATIONS:** Raquel Komis, of Spanish Services, complete the translation of **Freedom from Despair**, sent by Nestor P. of Westbury, New York. It was produced in mimeography (Nestor is currently working on a translation of the ODAT). An AA member in New York, returning from a visit to Athens called to say there was a great need for Greek translations and offered to finance printing. We explained our policy of only using Al-Anon funds for the printing of literature, sent him samples of current Greek translations, and urged him to cooperate with Al-Anon members in Athens, encouraging them to make more translations available.

#### **AL-ANON OVERSEAS**

**ARGENTINA:** Nilda, Secretary of the GSO sent a history of the development of Al-Anon in Argentina. She informed us that their government will not permit us to trade literature for **ALATEEN-HOPE FOR CHILDREN OF ALCOHOLICS**, which they recently printed. When Jorge, Delegate to the Trial GSM, returned to Argentina, he wrote: "I have not gotten over my amazement at the experience lived during those hours of sharing with other Delegates and members of the WSO. Personally, I think the group conscience functioned in the same way it functions at our small group in Martin Coronado." He subsequently wrote inquiring about our method of selecting Trustees, pointing out that "Districts often impose candidates." He said our World Service Handbook, helped the GSO to form Districts. We suggested Argentina develop its own handbook and referred him to other countries, such as Mexico that have already done so. He also asked for clarification on how to use the Twelve Concepts of Service. We informed Jorge that Argentina could help surrounding countries to establish GSOs, but requested these countries also be encouraged to contact the WSO.

**AUSTRALIA:** Upon the death of Marge McG., Beryl S., Acting Secretary, was endorsed as General Secretary. At the annual meeting of the General Service Board, final papers were signed for incorporation of the ASGO. Subsequently, each of the five territories of Australia were incorporated. The GSO sent Japanese and Polish translations of **So You Love An Alcoholic** and **Freedom from Despair** which a member in New South Wales obtained through the Department of Immigration and Ethnic Affairs. After Hanna C., in British Columbia, reviewed the Polish translations, and Sister Teruko Ito the Japanese, we returned them with editing changes. Gwen S., a member from the South Queensland Area Service Committee, told us there is a member from the Cannon Hill group knowledgeable in Chinese and Thai. **Freedom from Despair** was sent for translation along with instructions on format. A member from Queensland informed us of widespread use of the Workshop-Concept Notebook in her Area and questioned if it was suitable for professionals. We pointed out this material was **not** recommended for groups nor professionals, as indicated in the 1980 WSC Summary, page 23. Beryl advised that the registration of gay groups will be "a burning issue" at their Conference in May. A letter was also sent to the Policy Committee by a member in Queensland strongly urging the WSO not to register these groups. We shared our experience with the GSO on this subject at several Conferences and Policy Committee meetings. Beryl reported, "We reaffirmed last year's decision that we would use the word 'gay' on the national meeting list." She added, "Fortunately, it was a peaceful, lovingly united Conference, and though there was considerable debate, it went well." The Australian Service Handbook (adapted from the World Service Handbook), previously available in mimeography, has now been printed. The Victorian Central Services, which has been functioning as an Information Service for ten years, will now operate as an Area office. Lisa P., the Secretary, informed us of the difficulty of finding volunteers for their office, with the GSO in such close proximity. Members of the International Coordination Committee met with both Delegates, Peggy G. and Beryl, in New Orleans, to discuss the pricing of literature, mailings, the adaptation of P.I. material and many other concerns. They requested the WSO omit sending price lists with contribution receipts, we complied. When Beryl returned to Australia, she requested that the WSO no longer register groups in Australia directly. Groups will be advised to register with the GSO in the same manner, established during the Trial GSM, as the groups in the U.K. & Eire. The Australian GSO will send Group Records a monthly listing of new and disbanded groups. We will then send a welcoming letter, the pamphlet, **Al-Anon's World Service Office**, a recent issue of *INSIDE AL-ANON* and *The FORUM*. The registration packet will no longer be sent, since the groups in Australia are already receiving one from the GSO. Unlike the U.K. & Eire, they did request that we continue to send the appeal letter in bulk to the GSO for redistribution. A member of the Victoria Southern Area asked the GSO if the \$1000 maximum bequest applied to the WSO only. We replied that this guideline

suggests consistency with the WSO, but this was up to the autonomy of the GSO. A request was received from Beryl at the GSO to reprint *FORUM* articles. After discussion with Hildegard at the International Coordination Committee meeting about granting reprint permission, and in line with the recent Policy Committee discussion, Beryl was advised that written permission is not required each time *FORUM* excerpts are reprinted. It is essential, however, that proper credit information be given and copies of the reprints be sent to *The FORUM*. As the Australian national newsletter developed, many of the Area newsletters containing personal recovery material, were discontinued. As a result of a decision reached at a Queensland Area Service Committee meeting, the 13-year-old publication, *STEPPING STONES*, is being replaced by a Group News Sheet.

**AUSTRIA:** Ingeborg, our contact in Vienna, returned our Directory questionnaire indicating a GSO has formed in Austria. We inquired if she was referring to a central office for Vienna, or a national office for the entire country.

**BELGIUM (FRENCH-SPEAKING):** Karel, of the Flemish GSO in Belgium informed us that the French groups had an entirely separate structure and was functioning as a GSO. We wrote to Myre, Secretary of the French GSO, informed her of all the latest developments of the Trial GSM, extended an invitation and changed our records to reflect their proper GSO status. Members of the International Coordination Committee, Richard, our Controller, and Cay C., of PFA, met with Marie-Josée R., the Trial GSM Delegate in New Orleans to discuss realistic prices of literature to enable them to provide and to reprint more literature. At the November meeting of the Francophile General Service Committee, it was established that Marie-Josée will again attend as Delegate in 1982, with the possibility of a second member to accompany her.

**BELGIUM (FLEMISH):** Since The Netherlands has formed its own GSO, Karel M., the General Secretary of the Flemish GSO in Belgium, and Anne F. were selected to attend the Trial GSM. The Trial GSM Delegate from Belgium (Flemish) and The Netherlands met with members of the International Coordination Committee to discuss a cooperative literature arrangement. It was pointed out that even though Belgium and The Netherlands are in close proximity, there is a variation in language usage and literature printed in Belgium is often unacceptable in The Netherlands. Another problem discussed was the new Netherlands GSO difficulty in supporting its services without literature income. A suggestion was offered that The Netherlands purchase literature at a discount from Belgium and that a cooperative literature team be formed similar to the one between Germany and Switzerland.

**BRAZIL:** Alda, a member in Rio de Janeiro, from the Icarai Group, submitted a Delegate's Registration Form for the Trial GSM. Previously, Alda had written to us for reprint permission. We pointed out that reprint permission had been extended to the GSO and asked her to contact them. Subsequently, they approved her as Delegate to this meeting. Alda visited the WSO and discussed Portuguese translations, asking for WSO authorization to translate and mimeograph literature for groups in her Area until the GSO is able to. We urged Alda to submit her translations directly to the GSO which has been granted reprint permission rights. The GSO is reprinting material at a rapid pace, reprint permission forms were sent for the *World Service Handbook*, *Policy Digest*, *Twelve Concepts of Service*, *Al-Anon You and the Alcoholic*, *THE DILEMMA OF THE ALCOHOLIC MARRIAGE*, *Lois' Story* and *This Is Al-Anon*. Maria sent us a copy of all form letters they are using and asked for WSO approval. We sent samples of our current form letters and encouraged the GSO to adapt them, reprint permission is not required for form letters. They also asked our preference in printing Alateen literature. Carole, the Alateen Secretary suggested, *Youth and the Alcoholic Parent*, *Alateen Do's and Dont's* and *Facts about Alateen*. The Esperanza group in Niteroi asked for permission to reprint Alateen literature. The Assuncao Al-Anon Group in Moema, wanted to know how an Al-Anon Service Committee of a group functions. We referred them both to the GSO. Vera R. has been appointed Foreign Correspondent. She sent a manuscript of *Living With Sobriety*, which Teresa reviewed. The manuscript was returned with several minor corrections.

**COLOMBIA:** At Henrietta's suggestion, we wrote to Jahel, a member in Bogota, (Henrietta and Teresa met her during their South American trip in 1978), concerning the formation of a GSO, since the GSO in Bucaramanga disbanded in 1979. Jahel responded, "You cannot imagine how happy we are with the idea." We sent a letter to the groups in Colombia "motivating them to help us." Guidelines to General Service Structure were sent and we informed them of a group in Manizales that was interested in forming a GSO. Subsequently, a GSO was formed. It is located in the Bogota Intergroup office. Jahel, Acting Secretary, visited the WSO and brought a folder of letters

received from groups in her country indicating their willingness to support the new national office. A member from the Los Conquistadores AFG in Medellin, inquired about establishing a GSO since the office in Bucaramanga closed. They also asked for permission to reprint literature. We referred them to the recently established GSO. Jahel wrote the members of the former office have not given them permission to print literature and to become incorporated. She also questioned changing the title of the bulletin used by the office in Bucaramanga. We explained that reprint permission comes from the WSO and is extended to the national office. We also explained the process for incorporation and that the name of their bulletin can be decided upon by members of their newly formed committee.

**COSTA RICA:** Cony, the previous Secretary to the GSO, requested that she and her daughter attend the Trial GSM. We explained that Costa Rica had already named Maria H. as Delegate. Cecilia S., present Secretary of the GSO, informed us of the Thirteenth Al-Anon Convention of Central America, Mexico and the Caribbean in April 1981 and asked for Guidelines for Area Conventions. We explained, in response to a query, that it is permissible to reprint excerpts from our bulletins and literature without requesting permission each time, provided proper credit information is given. She requested that only a few copies of the World Directory be sent to the GSO; they in turn will inform interested members. Mary, P.I. Secretary of the GSO, who attended the 1980 International, wrote that she is saving money to study English to be appointed Delegate to the 1982 GSM. She met an AA member in New Orleans, who speaks Hebrew and Spanish and is willing to translate Al-Anon literature into Hebrew. Copies of *Freedom from Despair* and *So You Love an Alcoholic* were sent along with a sample of how translations are being set-up for mimeography.

**DENMARK:** Gerda, who is filling in for Bitten, the Secretary of the office visited the WSO and brought copies of the combined leaflet containing the Suggested Preamble, Closing, Twelve Steps and Traditions. Gerda requested the exchange of English literature when we order Danish leaflets. We photocopied one month of the manuscript of the Norwegian ODAT and gave her the name of the group in Bergen, Norway planning to print this book since many Danish members read Norwegian. When she returned, a member in Denmark reviewed the copy and affirmed it to be an excellent translation. Gerda said her trip to the WSO was a highlight of her U.S. memories.

**EL SALVADOR:** This year the GSO has incorporated as a non-profit organization.

Angel de L., Chairman of the Board, was unable to attend the Trial GSM, as originally scheduled, but Angela de V., Secretary of the GSO, visited the WSO following the 1980 International. She subsequently met with Henrietta to discuss the formation of a literature distribution center to service Central America. She also questioned our pricing of Spanish literature overseas, which is considerably lower than they are able to charge in El Salvador. We assured her that the underpricing of Spanish literature would be discussed by the International Coordination Committee. In September, the GSO published their first issue of *Nueva Vida*, their national newsletter. After Angela de V. resigned as Secretary of the GSO, Angela de L. became Secretary. She visited the WSO and met with Myrna, Sandy, Margaret O'B. and Teresa, to discuss further establishing a literature distribution center. We subsequently contacted members at the GSO in Costa Rica, who previously expressed interest in printing literature but since they are unable to do so presently, they agreed it would be convenient to obtain literature directly from El Salvador. On this basis, literature distribution rights were extended to El Salvador until the International Al-Anon GSM (Trial) in 1982, at which time the matter would be re-evaluated. Myrna also sent a letter indicating WSO support of the center, a copy of which the GSO in El Salvador could use to send to all its groups, if necessary.

As agreed by the GSO, the WSO is now sending *DENTRO DE AL-ANON*, along with all other WSO mailings, to the GSO for the groups in the country. While Angela was here she discussed the political turmoil in her country and said there are virtually no evening meetings as members are afraid to leave their homes after dark. Most meetings take place in members' homes. Due to the re-scheduling of meetings, attendance has been substantially reduced and, in turn, contributions and literature sales have fallen off. She pointed out, however, that the GSO is able to advise members of the re-scheduled meetings through the cooperation of TV, radio and local newspapers. Angela questioned our policy on fund raising events, such as a recent breakfast they had with AA and Al-Anon members. We explained this is permissible.

**FINLAND:** Marjatta, our English correspondent, who has been selected as Delegate to the Trial GSM, provided a history of Al-Anon in Finland. Reprint permission forms were sent for *Living With Sobriety*; *Another Beginning*,

in Finnish, **So You Love an Alcoholic** and **Facts about Alateen**, in Swedish Marjatta, who coordinates Finnish translations, is making Swedish translations available as well

**FRANCE:** Antoinette, Secretary of the GSO, said she would have preferred to attend the Trial GSM since she speaks English and is most familiar with the GSO, but the GSO was not financially able to send her. We explained that the proposed equalized expense arrangement might enable the GSO to finance future attendance. During the 1980 International, Jean W., Trial GSM Delegate, met with Sandy to discuss literature distribution in France. He pointed out the need to expand loner service in his country since there are few groups and many lone members. We sent copies of **LONERS' LETTER BOX** and the definition of the lone member service indicating that PFA is considering this service for French-speaking members. Simone, the first paid worker at the GSO, wrote that Antoinette is coming to the end of her term and requested information concerning paid workers. We referred her to salary guidelines outlined in the Twelve Concepts, explained that this person is responsible to their General Service Board and that paid workers need not observe a three-year rotation. Helen, the Treasurer of the GSO, asked for guidance in spending excess funds. She asked if it should be sent to the WSO or be used for national P.I. work. We offered suggestions but explained that the decision on expenditures has to be made by their General Service Board.

**GERMANY:** Erich, our English correspondent, informed us that services have been centralized in Germany and that a GSO has formed in Cologne (Zentrales Dienstbüro). Lisa of the Zentrale Kontaktstelle, wrote that she has resigned as Secretary, but will continue to forward mail received in Mainaschaff, to Cologne.

Erich reported that "direct control of the GSO is exercised by the Executive Committee with Fridhelm, Chairman of the Board." A paid secretary, he said, will begin in July. He then noted that all correspondence would now go to this one office instead of to the five locations in Germany which we had contacted for different reasons: literature orders, reviewing translations, reprint permission, etc. Erich, who was selected Delegate to the Trial GSM, provided hospitality and moderated German-speaking meetings at the 1980 International along with Alice B. of the WSO Board of Trustees. We sent Erich reprint permission forms for **Alateen's Just For Today** bookmark, the **Alateen wallet card**, the **Twelve Steps and Traditions for Alateen, Alcoholicism, the Family Disease, Double Winners, and Homeward Bound**. Erich met with Myrna and Sandy in New Orleans concerning the newly formed national office. He discussed the concern of German members about hiring a non-Al-Anon paid worker and asked what proportion of the GSO's income should be from literature sales, as opposed to contributions. He also cautioned about extensive give-away practices. He visited the WSO after the Convention and discussed how much he had gained through attending the Trial GSM. "I had to come around the world to visit my European neighbors," he said.

**GREECE:** Andrew B., a member, informed us of the first Greek-speaking Al-Anon group in Athens. He requested samples of Conference-Approved Literature and asked for material to be used at a television interview. It was sent along with our current Greek translations.

**GUATEMALA:** Endive, from the GSO in Guatemala, wrote that Maria A. will be "our Delegate at the 1980 International in New Orleans on July 3, 4 and 5th."

**INDIA:** Perviez, of the Peace AFG, sent us an article that appeared in a local magazine in Bombay, and asked if the WSO would write a letter to the magazine. Margaret, P.I. Secretary, sent a letter to the publisher thanking them for mentioning Al-Anon and enclosed additional literature.

We also sent additional P.I. material to Perviez and asked for copies of the three pamphlets for which we had previously sent reprint permission forms.

**ITALY:** Laura, a member of the Rome AFG, said she is presently working on a translation of **THE DILEMMA OF THE ALCOHOLIC MARRIAGE**. Another member, Gina, in Milan, who is also working on translations told us she is translating the ODAT into Italian from the French version. We sent a copy of the English one for comparison and urged her to contact the Rome AFG to avoid duplication of efforts. AA's Centro Nazionale sent the WSO a copy of their bulletin, **NOTIZIE MENSILI**—AA and Al-Anon. It seems AA's national office and the Rome Al-Anon group are housed in the same location. The bulletin listed several Al-Anon groups not recorded at the WSO. We wrote to a member of the Rome AFG and sent a copy of the Policy Digest, pointing out our policy of cooperation with AA. Subsequently, a GSO formed in Rome. Leonella C., our contact, wrote, "Centro Nazionale is the national center of Al-Anon in Italy. We are the ones to receive first information about literature

and other news." She sent us printed pamphlets of **So You Love An Alcoholic**, **To The Mother and Father of An Alcoholic**, and **Freedom from Despair**, which we thought were only available in mimeography, reprint permission forms were sent. Copies of these pamphlets were sent to Gina in Milan, for review. Leonella also requested permission to print **A Guide for the Family** and **Lois' Story**. We advised her this would be sent after we received copies of the translation for review. Translations of the **ODAT** and **THE DILEMMA OF THE ALCOHOLIC MARRIAGE** are also under way. Leonella wrote: "I hope some Al-Anon from the WSO will come to Italy sometime so that we can ask anything and have the answers." We explained that a face-to-face meeting might be possible in 1982 and sent a copy of the Final Report of the Trial GSM and urged that the GSO plan to attend. Through information from the GSO we learned there are now 25 groups in Italy, only four were listed in the Summer 1980 Directory.

**JAPAN:** Sister Teruko, our contact who relocated in Kyoto, informed the WSO that the Information Service office in Tokyo has not priced their newly printed literature, which they are giving away. We suggested that a price be established since income from sales would help provide service and finance future printings. We sent Guidelines for General Service Structure and the **Policy Digest** to Japanese Central Services in Tokyo. Sister Teruko reviewed the Japanese translation (from Australia) of **Freedom from Despair**, and **So You Love An Alcoholic**. She said both translations were basically good and made some editing changes. Since the Tokyo group already has a translation of **So You Love An Alcoholic**, they will continue using that one. They plan to print an edited version of **Freedom from Despair** that was done in Australia. Sister Teruko also wrote that the Tokyo group has been working on a translation of the ODAT. She said this was "a real joint effort" of the members who understand English and that, "Whatever sections were translated, were used at Al-Anon meetings with discussion of themes for the meeting." She sent the months of May and June for review, which were forwarded to Meiko, our reviewer in Montana. Of the translated ODAT pages, "Today's Reminders" were omitted. Father Tenaka, who subsequently visited the WSO, said these Reminders had Christian religion connotations. We pointed out there were only 35 Reminders that referred to the Bible among 365 days and there were references to many other literary and philosophical sources. He said that "Today's Reminders" will be translated separately and sent after the rest of the material is completed. Cecilia informed us of the first Alateen group in Tokyo. Roy C., an Al-Anon member from Hokkaido wrote "I am happy to report that Al-Anon has begun in Northern Japan." Roy asked for help, stating he began as a loner and never attended meetings. In addition to literature and guidelines, we suggested he listen to the Beginner's Meeting Tapes and that he contact the Tokyo Al-Anon group to obtain Japanese literature.

**MEXICO:** The GSO moved their office to larger quarters in the same building. The WSO has been exchanging the Spanish ODATS and other literature with the GSO and obtaining **Homeward Bound**, **Blueprint For Progress** and the Alateen book, which the GSO in Argentina is unable to provide. Reprint permission forms for **Al-Anon Fact File**, **Al-Anon: Family Treatment Tool** and **ALATEEN-HOPE FOR CHILDREN OF ALCOHOLICS** were sent. Suzy K., former Secretary of the GSO, was selected as Delegate to the Trial GSM. She attended with Salvador F., a member of the Board. While in New Orleans, several members from a State Committee in Mexico met with Henrietta and questioned several of the policies of the GSO. We discussed this with Suzy K. Later, Gloria, current Secretary, wrote that a special meeting was called at the GSO with members of this State Al-Anon Committee. "All that happens, good or bad, brings wonderful experiences," she said. "We now have the support of this Committee." Adrian, of the State Committee in Veracruz, informed the WSO of plans to develop a local bulletin. He asked for permission to use quotations from **INSIDE AL-ANON**, **AL-ANON/ALATEEN EN ACCION**, and **The FORUM**. We said it is permissible to translate limited excerpts, pointing out that proper credit must be given. Guidelines for Area Newsletters was sent and we suggested he contact the GSO.

**THE NETHERLANDS:** A new GSO was formed for the 35 groups in The Netherlands that were formerly part of the Flemish-Belgium service structure. Tine G., Secretary of ADB Al-Anon Nederland, stated, "The general feeling among Dutch Al-Anons was for our own GSO." She also pointed out that public information work in Belgium does not have any effect in Holland, and cooperation with AA will now be easier since they also have two GSOs. We then informed Tine that The Netherlands was eligible to attend the Trial GSM. Anneke S. and Linkan O. were selected as Delegates. Sandy and Myrna met with Anneke in New York and discussed problems encountered by the newly formed GSO. At Anneke's suggestion, a meeting was held in New Orleans.

between members of the International Coordination Committee and the Belgian and Netherland Delegates. Anneke said the meeting provided a good start toward positive communication between the two countries. Linkan O., the other Delegate to the Trial GSM, reported that plans for the national newsletter are beginning to take shape. They already have the cover and design and she said, "I feel less nervous than a while ago." Anneke has been chosen English correspondent between The Netherlands and the WSO. She said, "One new thing has already started, we sent a representative to the Belgian General Service Board meeting and they have sent one to ours. It gives us high hopes for a good cooperation in the future."

**NEW ZEALAND:** With the acceptance of the handbook at the New Zealand Conference last year, Districts are now beginning to form. Nelia, the Literature Officer, who was formerly distributing literature from her home, advised us that orders can now be sent to the recently established office. Pat, Secretary of the GSO, informed us they are now able to handle bulk mailings for redistribution in their groups, of *INSIDE AL-ANON*, *ALATEEN TALK*, the Appeal Letters, and the Directory. Audrey F., Delegate to their Conference, asked if the stock controller should be invited to the New Zealand Annual Conference, and how to incorporate his role into their structure. We explained how the WSO literature services are represented at the WSC.

Sandy met with Thelma W., the Delegate to the Trial GSM. Thelma discussed several problems they had at their District meetings (equivalent to our Area Assemblies). Thelma also pointed out that some of the material shipped from the WSO for their group mailings, was irrelevant for groups in New Zealand. We advised her that we were reviewing the procedure of group mailings at the Trial GSM.

**NORWAY:** Bjorg, the GR for the Monday Al-Anon group in Bergen, informed us that production of the Norwegian ODAT is under way. She said, "January, February, and March have already been returned from the printers." Ase K., a member in Farsund, Norway phoned the WSO and described the desperate need for literature. We explained that there are already two groups as well as individual members, in Vance and Narvik, printing literature, and urged communication between them. As a result of our telephone conversation, Ase contacted all the groups and individual members in Norway. She wrote that she was encouraged by the response and was establishing an intergroup office. We suggested the need to communicate nationally and sent Guidelines for General Service Structure. Subsequently she met with several members from Farsund, Mandal and Kristiansand, to review translations. Ase also asked if we would print in New York, since prices are so much lower. We explained that the vast differences in prices was primarily due to the large quantities the WSO produces. She was urged to concentrate on forming a national service structure, producing literature and making translations available in mimeography as an interim measure.

**PERU:** Angelica, of the Al-Anon Comprension group, informed us of their 15th Anniversary and asked for permission to reprint literature. The International Coordination Committee agreed, since it is difficult to purchase literature in Peru, but pointed out that only Al-Anon funds should be used.

**SOUTH AFRICA:** Beryl B., Trial GSM Delegate, visited the WSO following the 1980 International Convention. She told us that the sharing with other Delegates, and the meeting itself, provided direction for the development of the GSO. Kinsa K., of the National P.I. Committee, wrote that she is resigning from the Committee. She said that the two members on the Committee, for the whole of South Africa, have been doing the job for at least eight or ten years. We explained that the problem of finding workers on the national level, is one that most GSO's face and that jobs are often rotated until suitable replacements are found.

**SPAIN:** Shortly before the 1980 International, we learned that a GSO had formed in Barcelona and received a copy of the first edition of its newsletter, *SERENIDAD*. In New Orleans we met with members from the GSO and invited Annemarie, the sister of Alberto, the 1979 World Service Conference Representative from Argentina, to attend the Trial GSM. A meeting was also held between Maria Luisa, Secretary of the GSO, Annemarie, a member of their National Committee, and members of the International Coordination Committee, to discuss the development of the GSO. Many topics, such as the pricing of literature, involving members in service, and the problems Alateen is experiencing, were discussed. Following the 1980 International, we sent a copy of WSO bylaws to Annemarie, along with several pieces of Al-Anon literature and articles covering their Alateen problems. The possibility of adding a 10% markup to the literature they buy from the WSO and printing one or two leaflets in mimeography, to be sold at a nominal cost, was suggested. The GSO is still in the process of compiling information of groups throughout Spain.

**SWITZERLAND:** As a result of a report by Jean B., our English Correspondent, on her attendance at the 1979 WSC, to the German-speaking groups at their bi-annual meeting last November, plans are under way to hold the First Annual Conference this autumn.

Jean wrote on behalf of the GSO, expressing appreciation for receiving the memento from the Trial GSM, although Switzerland had been unable to participate. She said, "I spoke to Ursula about our participation in 1982. Now our funds are more healthy, we should be there next time."

**U.K. & EIRE:** Judy B., Delegate to the Trial GSM, met with members of the International Coordination Committee to discuss overlapping services between the WSO and the GSO. Based on the discussion, Judy was asked to lead the discussion at the Trial GSM on the agenda item, "Avoiding Duplication of Services: Group Registration."

At the request of the GSO, as outlined by Judy, a new system of group registration was established which is to serve as a pilot project for other GSOs. Under the new system, when the GSO informs the WSO of new groups, we will send a welcoming letter, the pamphlet, *Al-Anon's World Service Office*, a recent issue of *INSIDE AL-ANON* and a *FORUM* subscription. The WSO will no longer send a registration packet since it is a duplication of material. Groups that register directly with the WSO will be referred back to the GSO. A complimentary supply of *Policy Digest* and *Al-Anon/Alateen Groups at Work* was sent for inclusion in the U.K. & Eire packet. Instead of sending the World Directory to all groups in the U.K. & Eire, sufficient copies for distribution at the District and Board level will be sent. The GSO further requested that we no longer send a direct annual appeal to the groups in the U.K. & Eire since the WSC Representative publishes an annual appeal in their monthly publication, *NEWS AND VIEWS*. Since it is an established policy for the WSO to send an annual appeal to all English-speaking groups, we informed Judy that this request will be brought to the WSO Board of Trustees for decision. Monica S., Chairman of the Literature Committee, who chaired the policy discussion at their 1980 Conference, wrote that all policy decisions were accepted, except the one for babysitters, page 23, b, which states, "... is within group autonomy to pay for babysitters." She also sent suggestions for revision, which were passed on to the Literature Committee. Permission was requested to reprint the *Serenity Prayer Card*. After discussion with Linda and a decision reached by the Executive Committee, the card will be printed in the U.S. and contact information for the GSO will be placed on the back. This enables them to acquire the card at a much reduced cost. Reprint permission forms for *To The Mother and Father of the Alcoholic* and *Al-Anon, Is It For You?* have been sent. An Information Service Office opened in Belfast, Northern Ireland.

**VENEZUELA:** Antonia, from San Cristobal, advised us of the Third Annual Congress which will be held this October, and asked for suggestions. We sent Guidelines for Conventions. They also discussed the problem of getting members involved in service. We encouraged the use of available Spanish translations on the subject and sent them a copy of *Let's Take A Group Inventory* that had been translated in a past issue of *AL-ANON/ALATEEN EN ACCION*.

An Intergroup Office has been formed in Caracas. Olga B., the Secretary, requested manuals and guidelines and any suggestions "to guide us in the best possible way to function in this kind of service."

*... Al-Anon/Alateen Literature is available in other languages. Among them are Finnish, Flemish, Italian, German, Portuguese and Japanese ...*



## LITERATURE COMMITTEE REPORT

Bo H., Chairman  
Linda McF, Secretary

**COMMITTEE:** The Chairman requested and received appointments for Steven S., (N J), and Georgia H., (Conn.) new In-Town Committeemen.

### REVISIONS:

**Minor**—In addition to regular updating, type corrections, etc., the new zip code was assigned to Post Office Box 182 as 10159. Virtually all 49 pamphlets, supplementary material, cards, guidelines, etc were proofed prior to their reprinting several times during the year

**Major**—Those pieces which had considerable changes in text were

- B-1 LIVING WITH AN ALCOHOLIC**—New chapters on "Al-Anon/Alateen and the Community"
- B-3 ALATEEN—HOPE FOR CHILDREN OF ALCOHOLICS**—New material to reflect policy changes, new services, and concentration on Al-Anon sponsors with AA assistance.
- P-24 Al-Anon and Alateen Groups at Work**—Revision insert sheets were prepared. A new section carried a suggested "meeting format" and rearranged the order of the Welcome, Preamble, Steps and Traditions.
- P-25 Digest of Al-Anon & Alateen Policies**—Updated inserts were prepared with WSC proposals and a 7th printing followed for the years 1980–81.
- P-26 World Service Handbook**—Inserts were prepared to reflect 1980 Conference decisions and a revised 8th edition followed
- P-29 A Guide for Sponsors of Alateen Groups**—The text was completely rewritten by the Alateen Committee, reviewed and adopted by the Literature and Policy Committees.
- P-30 Operation Alateen**—This piece was also rewritten by the Alateen Committee, reviewed and reprinted
- P-32 This Is Al-Anon**—Conference changes in the Welcome were added to revisions which placed greater emphasis on self-recovery and less on the alcoholic's
- P-34 Working As, For, or with Professionals**—Suggestions for revisions were made and implemented with the Institutions Committee, to add, delete and correct answers to members' queries on Al-Anon and their work roles
- P-41 Facts About Alateen**—Alateen Committee changes have been submitted to the Literature Committee
- P-45 "Double Winners"**—An added paragraph asked members of other anonymous programs to keep their anonymity and focus on the Al-Anon approach to recovery at Al-Anon meetings
- S-4 Information for the Newcomer**—Rewritten for simplicity and universality

**Style Changes**—In addition to either new colors or new typefaces, several pieces had major changes in design. They were:

**P-2, Al-Anon, You and the Alcoholic; P-6, Freedom From Despair** (English & Spanish versions), **P-21, Youth and the Alcoholic Parent; P-29, A Guide for Sponsors of Alateen; P-32, This Is Al-Anon; P-34, Working As, For, or with Professionals; P-36, Al-Anon Fact File; P-45, "Double Winners"; S-4, Information for the Newcomer; S-17, Al-Anon, Is It For You?** New formats were designed and set for guidelines for Public Information and Institutions service, as well as for those interested in public speaking

### NEW MATERIAL:

- M-22, M-23, M-24 Illustrated Posters**—(11 x 14 and 5½ x 7 in English & Spanish)
- M-25 Illustrated Souvenir booklet for the 1980 AA International Convention**
- M-26 Illustrated Serenity Prayer card**
- B-8 AL-ANON'S TWELVE STEPS & TWELVE TRADITIONS**—A hardcoverd book was edited and prepared from the manuscript submitted by an ad hoc committee appointed by the Chairman of the Policy Committee. The book contains 24 essays on the Steps as they affect personal recovery and the use of the Traditions for group unity

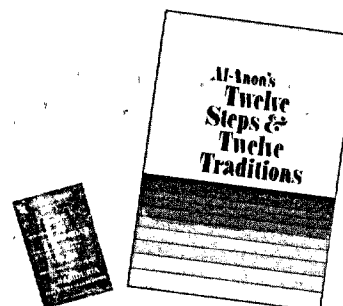
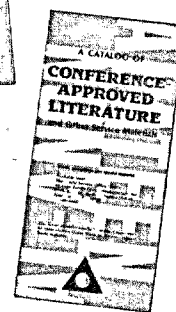
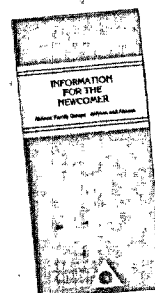
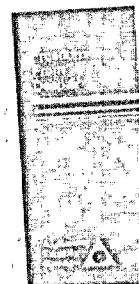
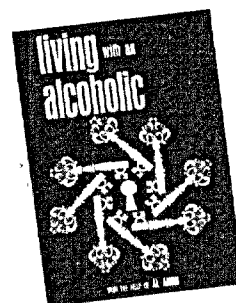
**Proposed**—A hardcoverd book, **ONE DAY AT A TIME IN ALATEEN**—Written contributions were accepted, edited and submitted to the Alateen Committee. Discussions were held with members of the staff on a weekly basis to outline the book's format and subject matter. Proposals were submitted to, and accepted by the Literature and Policy Committees

### MEETINGS:

The In-Town Committee met eight times to consider suggestions, review existing material, propose changes and plan the Conference Session and Standing Committee meeting. Among the ideas approved by the Executive or other appropriate committees were: to send a complimentary Display Pack to new Literature Coordinators; the implementation of graphic design and a study on the feasibility of offering a Literature Display Rack to members. Methods to improve distribution through Literature Depots and the advance notice system were discussed. Ideas were also forwarded to the ad hoc committee for the book on the Twelve Steps and Traditions.

Of the many other ideas discussed, the Committee agreed:

- to share the more unusual or difficult experiences of family violence as a result of alcoholism. A statement was prepared for Conference members to share in their Areas. (See the 1980 Summary)



## Literature Report-back

Fran B., MS

**Suggestion** — Include the three C's (We don't cause, control or cure alcoholism), in our Conference-Approved Literature (CAL).

**Solution** — The idea will be brought to the Policy Committee for its consideration.

**Suggestion** — Change the title of "Double Winners."

**Solution** — Because there have been many difficulties with title and content, it was decided to pursue publication of a new pamphlet with the working title, "Al-Anon Spoken Here," and "Double Winners" would become a part of the text which would explain how Al-Anon helps members of many other anonymous programs who care deeply for someone who drinks too much. Conference members were notified to share material for this new pamphlet.

**Suggestion** — New material on The Concepts.

**Solution** — All available material, including a pamphlet from the U.K. & Eire which contains brief explanations in simple language will be considered.

**Suggestion** — Adopt a special welcome for "adult children of alcoholics."

**Solution** — The material was turned down as it was negative in tone, tended to stereotype, took other people's inventories, and offered no hope.

**Suggestion** — White cotton twill banners (3 x 4½ feet) with the 12 Steps and 12 Traditions imprinted.

**Solution** — Standing Committee formally requested Conference approval for the manufacture, sale and distribution of these cloths for Al-Anon and Alateen (See Motion). These banners are easily displayed, read and stored and their production will be suggested for approval by the Executive Committee.

**Outgoing Committee Members:** Megs T., FL; Mary Nell T., TX (W); Mary C., ONT (S)

- to continue to turn down manuscripts for textbook-type formats. Their authors were thanked for their efforts but asked to remember that Al-Anon and Alateen were part of a flexible program of self-examination and recovery. Manuscripts for preteen workbooks were also returned. It was felt the Conference decision to register younger members who are capable of following the Alateen program precluded the production of "special" literature and affirmed the principle that Al-Anon is not a teaching fellowship.

**LITERATURE COORDINATORS:** Standard procedures were followed, lists updated, guidelines and advance notices sent, etc. More than two-thirds of the coordinators responded to a study of functioning Literature Depots (Their input was compiled with the Delegates' responses at the 1980 WSC, and the results appeared in the Summary.) In addition, it was hoped their responses would assist in the creation of guidelines for literature distribution centers.

### OFFICE PROCEDURES:

**Copyrights**—Requests for permission to reprint excerpts were received from a printer in Wyckoff, NJ, a professional in Milwaukee, WI, a Council on Alcoholism in Warsaw, NY; an author in Palm City, FL; a company magazine editor in Birmingham, AL; a co-founder of a group for families of Overeaters Anonymous in Norton, OH, a PI Committee in Topeka, KS, the author of a public service column in Piqua, OH, Volunteer Brailists, Inc. Of Madison, WI, a PI Coordinator in Alabama, a newspaper writer in Milwaukee, WI, a college speaker in Toledo, OH, an author in Greenville, OH, a medical center in Bangor, ME, a counselor in Fort Bayard, NM, National Council on Alcoholism in Kansas City, MO, a member of the faculty of Seattle University, WA, a professor of the University of NC, Chapel Hill, the Literature Area Coordinator in St. George, SC, the Committee for the Maryland/DC Conference, the photo editor of a major publishing company in Columbus, OH, and the Community Relations Director for a Medical Center in Chicago.

Copyrights were obtained for all new, or substantially revised material.

**Correspondence**—All inquiries were answered, suggestions forwarded to the Committee on letters sent to those who requested follow-ups to their suggestions.

**Production**—Bids were sought. Meetings were held with the Controller, Accounting Department, and Shipping Staff, typefaces and style changes were put into effect (designer consulted), literature distribution centers were serviced (exchanges, credits for outdated material, etc.); advance notices prepared and mailed, literature calendars prepared six-months in advance (January and July), paper, cover cloth, design services and typesetting were ordered, inventory considerations led to increased orders at reduced unit costs, preparations were made to begin printing in black ink with a second color cover, new printers' representatives were interviewed and regular appointments kept, considerable time spent on in-house designs for all guidelines, Public Information pieces, Alateen pieces, the 1980 Convention program, the Convention Souvenir booklet and Convention displays.

A study was made of available designers' assistance. It was decided not to recommend putting a designer on retainer as the costs were prohibitive and much of these functions are performed by the Literature Secretary and her Assistant. Production schedules and supportive procedures were streamlined. Production of **AL-ANONS TWELVE STEPS & TWELVE TRADITIONS** was pursued, the material was scanned, a design created, specifications drawn and bids sought. An in-depth study was begun on word processors and their possible assistance in publishing functions. Meetings were held with appropriate committees and/or Staff Secretaries to offer production and design assistance for Institutions, Public Information and Alateen guidelines, pamphlets, or other printed matter.

In addition to standard procedures, much time was expended in editing and proofing the new book. Suggestions for revisions were submitted, a designer was chosen. Considerations were made of the seven bids from major producers, as well as those independents who serve as sources for typesetting, jacket production, etc. Pages were proofed and returned, jacket mechanicals were created and forwarded.

A plan for "ganging" or "piggybacking" material so that several projects could be printed together was presented to the Executive Committee. This process offered a cost-effective method of printing several pieces in the same language, or in different languages. The Executive Committee approved the method for combining orders of material already in print in English, Spanish and some French versions.

### ADDITIONAL ASSIGNMENTS:

The Annual Reports and Conference events were edited and prepared to be sent to the printer for inclusion in the **1980 World Service Conference Summary**.

## LONE MEMBER SERVICES REPORT

Bo H., Chairman

Ann S., Al-Anon Coordinator

Carole K., Alateen Coordinator

**CONTENT, PRODUCTION AND DISTRIBUTION:** Six issues of **LONERS' LETTER BOX** were prepared and mailed as scheduled during the year. The July/August issue carried an article on the activities that took place in July at the 45th International Convention in New Orleans. This mailing included a complimentary copy of the Souvenir Booklet. A cover letter was sent with the September issue informing all Delegates that they have been added to the lone member mailing list to receive future issues. The December issue featured a letter from Kathy B., an Al-Anon member from California, asking the loners permission to give out their name and address at a Convention to be held in Anaheim in April entitled, "Reaching Out." This would enable registered Al-Anon and Alateen members attending this Convention to reach out and share through correspondence with a lone member.

On the strength of the Chairman's report to the Trustees at the July Board meeting, approval was given to continue sending a complimentary copy of **The FORUM** to lone members for another year. During 1981, a letter will be sent to elicit a response from lone members and if there is none, the free magazine will be discontinued.

**INTERNATIONAL CONVENTION:** At the International Convention, announcements were made at most meetings throughout the weekend asking loners to meet with Ann and Carole. There was no response. A meeting will be planned well in advance of the next convention in hope that loners present will get together.

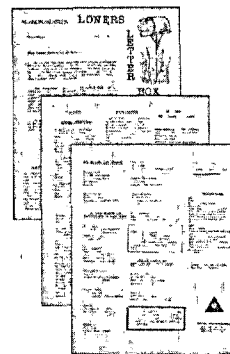
**LONERS' SPONSORS:** As a result of an article that appeared in the July/August issue of *AU COEUR D'AL-ANON*, the French translation of *INSIDE AL-ANON*, we received several requests from French-speaking members volunteering as loners' sponsors. A copy of our loners material was sent to Alberte C. of Comité de Publications Françaises and a copy to Cay C., Chairman. It is our understanding PFA will now handle French-speaking lone members and loners' sponsors. They also asked permission to translate *LONERS' LETTER BOX* until they have enough material from French-speaking members to produce a similar newsletter.

Members continue to volunteer as loners' sponsors.

**COMMITTEE:** The Committee met on several occasions to discuss ideas on motivating members to share more with us. Further discussion and plans will be formulated at future meetings.

The responsibility of a group-wide mailing was discussed to familiarize the membership with the newsletter and the fact that this new service includes homebound members too.

**Publications**—Articles were prepared and submitted for *INSIDE AL-ANON*, *The FORUM*, *AREA HIGHLIGHTS* and *ALATEEN TALK*. Many teenagers who write to us for help have no Alateen group near them. They are invited to join with the other Loners, sharing their needs and new program through correspondence. Very few respond! The Alateen Staff found at the 1980 International Convention that Alateen members were interested in the Loners' Service and ways they could help. Five Alateens followed through after the Convention and became Loners' Sponsors. The Alateens' participation in the Loners' Service is catching on slowly.



#### Lone Members Update—Bo II.

Through coordination of activities with P.I. and C.P.C. Staff Secretaries, efforts are being made to reach professionals, who come in contact with loners, asking that they be put in touch with other patients with similar needs.

Members can help loners through planning meetings which highlight these special needs. A major goal is to unite two loners—so they might start a new group.

## POLICY COMMITTEE REPORT

Mary S., Chairman  
Lois W., Co-Chairman  
Myrna H., Secretary

Our Quarterly meetings have continued to give full vent to expression from all members on the various problems—Area, group, individual—that come to the Policy Committee, working toward their resolution by means of arriving at group conscience.

The Board has approved and we present to you the following recommendations for inclusion and/or revision in the Policy Digest.

### From the Policy Committee Meetings

on 7/25/80

That the following additions and revisions (new wording underscored) be made in the Digest of Al-Anon and Al-Anon policies:

- (1) Page 16, under f. *Members' Outside Involvement*, reworded as follows:

#### f. Members' Outside Involvement

*Al-Anon members may serve on boards or councils in the field of alcoholism but should maintain anonymity at the public level. It may be helpful in carrying the message for an individual to disclose Al-Anon affiliation to others on the board.*

- (2) Page 14, under section II *OUTSIDE AGENCIES*, (a) "Speakers from the Helping Professions," now reads:

#### a. Speakers from the Helping Professions

*The purpose of Al-Anon is personal growth through applying the Twelve Steps and sharing our experience, strength and hope. It is from Al-Anon members that we hear the ideas and experiences that put us on the road to recovery. Outside speakers at Al-Anon meetings may divert the focus from our own recovery to that of the alcoholic. It would be well to make sure that the occasional guest speaker we do invite to speak is knowledgeable about the Al-Anon program. Professionals in the field of alcoholism certainly can provide valuable information but they can be heard in other*

*places. It is suggested that outside speakers be asked to discuss a specific topic and be made aware of our Sixth Tradition.*

on 10/25/80

- (1) Page 31, under section IV *CONVENTIONS*, add a new item (b) to be entitled "Distribution of Proceeds," which will be cross-referenced on Page 21, under *FINANCES*. The present items under b, c, d, e, and f. are to be re-lettered in their proper sequence.

#### b. Distribution of Proceeds

Surplus funds derived from conventions are usually contributed to the Area Treasury and WSO, with a reasonable sum held in reserve to seed the next convention.

- (2) Page 21, *FINANCES*, under section II *WSO CONTRIBUTIONS*—Supplementary, add a new item to become a. Al-Anon and Alateen Conventions. The present item, AA Conferences/Conventions to become item b.

#### a. Al-Anon and Alateen Conventions

A portion of the funds derived from Al-Anon and Alateen Conventions is often contributed to WSO.

- (3) The Question and Answer Sheet on Cooperation between Al-Anon and AA has been accepted. (see Summary pp. 26-27)

In addition to accepting the proposed changes in policy, the Conference agreed to support the WSO's decision not to register any group that is solely for members of both fellowships, Al-Anon and I.A.A. ["Double-Winners-only" groups]

Mary noted the particular demands made by yearly additions and changes in the Policy Digest. She had, therefore, asked an ad hoc committee, chaired by Alan S., to conduct an overall study and make recommendations to the Policy Committee. The ad hoc committee had requested several changes in sequence and material. It was decided to ask the full Conference to offer suggestions for revision before August, 1981. At that time, the ad hoc committee will begin its revisions. All changes will be submitted for approval by the Policy Committee for recommendation to the 1982 or 1983 WSC.

on 1/23/81

**MOTION** was made, seconded and carried, to amend that the statement on Alateen Membership on page 19 of the Policy Digest to read as follows:

*It is within the autonomy of each Alateen group to lower the age limit or divide into groups according to age. Whatever the decision, all groups will be registered at the World Service Office as Alateen.*

**MOTION** was made, seconded and carried to approve the adoption of the statements on Dilution of the Al-Anon program for insertion in the Policy Digest as follows:

a. **Outside Therapies (page 17, V.a)**

*Our Al-Anon experience helps us understand we are powerless over another person's drinking. This makes us aware of the danger at meetings of being diverted from our own recovery by techniques which are focused on the recovery of the alcoholic (e.g., confrontation, intervention and others).*

*The Sixth Tradition suggests that:*

*• there be no promotion or endorsement of any outside therapies at Al-Anon meetings (e.g. Encounter groups, prayer groups, meditation groups, group dynamics and others).*

*• groups not announce or discuss the activities of other anonymous groups which follow the Twelve Step program. Al-Anon newsletters and bulletin boards should not be used for publicizing activities of other organizations, the possible exception being AA.*

b. **Labels (page 18, C.b)**

*Terms such as "para-alcoholic," "near-alcoholic," "co-alcoholic" or other professional jargon can confuse and sometimes conflict with the Al-Anon message of recovery.*

In her parting remarks, Mary appealed to Conference members asking them always to continue focusing on "justly arriving at a group conscience." She encouraged Conference members to "stand up and say what you feel." She was given a warm and loving ovation for her many years of spirited dedication to Al-Anon service.

## COOPERATION BETWEEN AL-ANON AND AA

The fellowships of Al-Anon, which includes Alateen for its younger members, and AA have a unique relationship. They were closely allied in their origins and are naturally drawn together by their family ties. Yet the Twelve Traditions emphasize that each works more effectively if it remains "separate." In its structure, policies and services, Al-Anon's separate functioning carries through successfully.

Tradition Six specifically states that Al-Anon is a separate entity. Therefore, in keeping with this Tradition, there can be no combining, joining or uniting which would result in the loss of identity of either fellowship. Separateness rules out affiliation or merging, but it does not exclude cooperation with AA or acting together for mutual benefit. Al-Anon acknowledges with gratitude the spiritual contribution of AA and there can continue to be cooperation between Al-Anon and AA even while there are many Al-Anon members who have no contact with AA or AA members.

In order to differentiate between affiliation and cooperation, the Policy Committee of Al-Anon has prepared answers to some of the questions that frequently arise. More detailed answers to specific situations can be found in the Digest of Al-Anon and Alateen Policies, Guidelines for Group Separation of AA and Al-Anon, and Guidelines for Al-Anon/Alateen Participation in an AA Area Convention.

Q **Can there be a combined Al-Anon and AA group?**

A No. A group must be either one or the other to be registered with the Al-Anon World Service Office (WSO) or the AA General Service Office (GSO).

Q **What about regularly scheduled, combined meetings such as "couples," "open discussion," etc?**

A. If combined meetings are held, they should be used as a supplement to regular Al-Anon group meetings.

Q **Should AA members be asked to speak at regular Al-Anon meetings?**

A An occasional talk by an AA member at an open meeting can be interesting and helpful. When the program includes Al-Anon, Alateen and AA speakers, it may help to keep the focus on Al-Anon by scheduling the Al-Anon speaker last.

Q **Should Al-Anon/Alateen members speak at AA meetings?**

A Yes, if invited to do so. Al-Anon members tell their own stories, not that of the alcoholic, and emphasize how Al-Anon has helped in their recovery.

Q **What is the role of the Al-Anon member who is also a member of AA?**

A Some members of Al-Anon and Alateen are also members of AA, they are welcome to join Al-Anon if they feel their lives have been deeply affected by someone else's drinking. These "double winners" are, by virtue of their Al-Anon membership, eligible to hold office in the Al-Anon or Alateen group, this is service at the group level. Because of the unique natures of the Al-Anon and AA fellowships, experience has shown that World Service offices beyond the group level, such as Group Representative (GR) should not be filled by Al-Anon members who are also members of AA. The need to focus at all times on the Al-Anon interpretation of the program, would of necessity, bring about a conflict of interest at Assembly and World Service levels.

Because the primary purpose of an Al-Anon group is to help families and friends of alcoholics, members should not discuss their membership in other anonymous fellowships. Their attendance at Al-Anon or Alateen meetings indicates their membership eligibility and their willingness to focus their attention on the help only Al-Anon can offer.

Q **Should Al-Anon and AA have combined Information Services (Inter-groups)?**

A Where Al-Anon has not grown sufficiently to support its own Al-Anon Information Service Office or Intergroup, it may share facilities with AA when offered, provided that Al-Anon meets its portion of the financial expenses (i.e. desk space, telephone, etc.). When Al-Anon grows enough to support its own service office, facilities separate from AA are desirable. Though facilities may be shared, it is important that Al-Anon members be responsible for handling all Al-Anon Twelfth-Step calls. It is also suggested that Al-Anon establish its own committee to oversee Al-Anon's operation within the office, publish its own bulletin and meeting schedule, and provide liaison with AA's committee.

Q **Should Al-Anon and AA have combined clubhouses?**

A. According to our Traditions, clubhouses are projects outside of the Al-Anon fellowship. Members, as individuals, may join with others to establish such facilities, but their operation is not affiliated with or financed by any Al-Anon or Alateen group.

Q **Should Al-Anon groups meet at clubhouses run by Al-Anon and AA members?**

A Although some Al-Anon group use meeting facilities provided and operated by members of the fellowships, the groups maintain their separate entities at all times. (See, **The Policy Digest**, page 15.)

Q **What procedures can be taken to assure cooperation when both fellowships are participating in an Area or Region-wide convention?**

- A When Al-Anon invites AA participation, the Al-Anon/Alateen hosts can provide ample meeting space, ask an AA liaison member to attend the planning sessions, request that AA members choose their own speakers and plan their own agenda. Al-Anon is responsible for its own agenda, its own speakers and the overall convention plans and activities. When Al-Anon is asked to participate in an AA convention, members do well to remember they are present by invitation. The overall plans are AA's responsibility, however, traditionally Al-Anon is a separate entity and responsible for its own speakers and meetings. (For detailed guidelines, see Al-Anon/Alateen Participation in an AA Area Convention, G-7.)
- Q Can Al-Anon accept a contribution from an AA convention in which Al-Anon/Alateen have participated?
- A Yes. A survey conducted by the WSO indicated that Al-Anon and Alateen participation contributes substantially to the success of AA conventions. In acknowledgement of Al-Anon and Alateen support, many AA Convention Planning Committees do offer a portion of the registration proceeds to Al-Anon. The World Service Conference has determined that such contributions may be accepted.

Q Should AA members sponsor Alateen groups?

- A Alateen is an integral part of the Al-Anon Family Groups and not a part of Alcoholics Anonymous. In all Alateen groups an Al-Anon member sponsors, and in some an AA member assists. It is the responsibility of Al-Anon World Service to provide service for Alateen groups and produce Alateen literature. AA has stated it is contrary to its Traditions for the General Service Office to handle these obligations.

Q Should Al-Anon stock and/or use AA literature?

- A No. In general, neither fellowship stocks nor uses the others' literature. When Al-Anon members use AA literature for their meetings there is a tendency to concentrate on the alcoholic and his/her behavior rather than the family experience and our own recovery. There is, of course, a great deal of reading value in literature other than that which is Al-Anon Conference-Approved. But it is not the purpose of Al-Anon to make its members familiar with all approaches—only the Al-Anon approach. Those who wish to acquaint themselves with AA reading material can readily find it at an AA open meeting.

## PUBLIC INFORMATION COMMITTEE REPORT

Penny B., Chairman  
Susan H., Secretary  
Margaret S., Secretary

Due to the rapid growth and the need to develop new areas of service, Susan H. joined the Staff in September to handle Public Information within the fellowship. Margaret S. continued to handle Public Information outside the fellowship. A study, however, is in progress to consider restructuring this division.

**COMMITTEE MEETINGS:** Meetings were held regularly throughout 1980. Penny B. was appointed Chairman following the 1980 World Service Conference. Other regular members include: Robert A., Mary C., Susan H., Gladys K., Rita McG., Joan M., Margaret S., Walter W. and Ruth H., Chairman of the Canadian sub-committee. Occasional guests have attended meetings.

### 1980 WORLD SERVICE CONFERENCE:

Conference activities in addition to those carried in the 1980 Summary were *AL-ANON SPEAKS OUT*, made available to the general fellowship, was approved and added to the new order blanks; Conference members selected illustrations for a filmstrip on service (the project was delayed because several indicated a preference for actors); Committee members were given guidelines for carrying the Al-Anon message to industry and were asked to return them to the World Service Office with their suggestions. (As a result, new Guidelines For Presenting Al-Anon To Industry were prepared and readied for distribution in September, 1980).

Conference members were given the opportunity to view a new exhibit booth to be used for Al-Anon participation in national events. New posters were distributed at the Conference and they were received with enthusiasm.

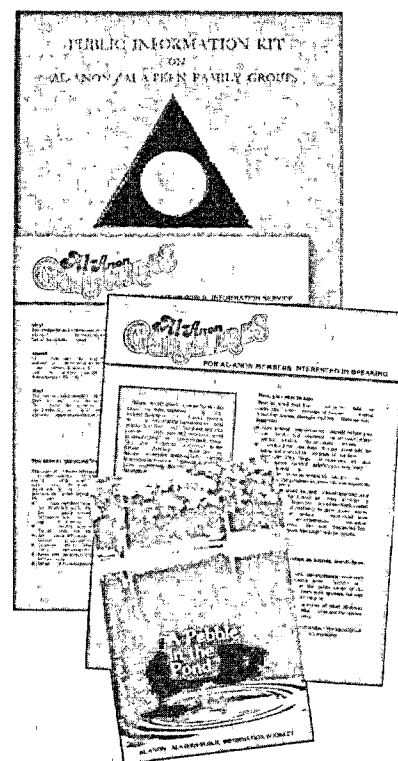
**PUBLIC INFORMATION SUB-COMMITTEE:** The Board of Trustees changed the Canadian PI ad hoc committee to a permanent sub-committee of the Public Information Committee with Ruth H. as Chairman. Regular Public Information Committee meetings have been scheduled to coincide with Board meetings, enabling Ruth to attend. Ruth prepared a history on the sub-committee, explaining its goals to the Public Information Committee members at one of the regular PI meetings.

Sub-committee members and Canadian Delegates will receive Public Information Committee minutes quarterly, when Ruth attends meetings.

The first meeting of the sub-committee members took place at the Regional Service Seminar held in Banff, Alberta in October 1980, at which time it determined its goals. Since this meeting, letterhead and envelopes with a Canadian address have been obtained. The art work and French translation have been received and the first Canadian Bulletin is in progress.

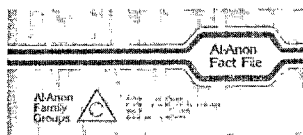
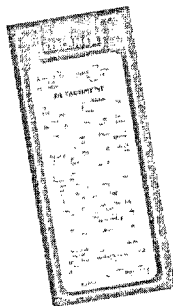
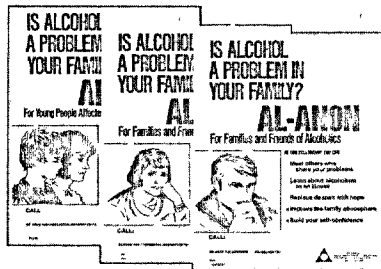
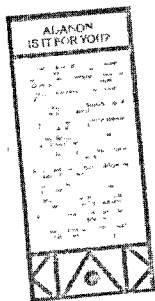
**GENERAL OFFICE WORK:** Personal and telephone interviews and inquiries were handled routinely at the World Service Office. Writers, executives from health agencies and professional organizations, etc., were given information about Al-Anon and Alateen upon request. Follow-up information pertaining to their particular interest was sent from the Area of origin.

**PUBLIC INFORMATION COORDINATORS:** New coordinators received a letter of welcome and encouragement along with the Public Information Kit and two back issues of *AREA HIGHLIGHTS*. They were also sent professional inquiries at the end of each month with news of Area events, an updated



### Links of Service Update—Susan H.

At the 1980 Conference, members were asked to choose the artists' work which appealed to them to illustrate the structure of the fellowship in a film strip. Subsequently, all Conference members were polled again to determine their preference for having actors or drawings. Production will proceed using actors.



mailing list of all coordinators' names and addresses enabling them to communicate personally, and collated responses to the P.I. Questionnaire which made it possible to share with one another directly. Those in Areas with local Spanish television programming were sent a special mailing. Copies of requests from TV stations for Spanish spots were included. A copy went to the respective Delegates.

**PUBLIC INFORMATION INQUIRIES:** Over 3,300 inquiries were processed through Public Information Services during 1980. Of those requiring special attention, over 100 letters from members asking for specific information, suggestions and/or ideas for carrying the Al-Anon message were answered in addition to personal responses to professionals who requested more detailed information.

#### SERVICE AIDS:

**Public Information Kit**—The Public Information Kit was expanded to include the Detachment statement, Al-Anon's Twenty Questions, Guidelines for Presenting the Message to Industry, three new posters and poster order blanks. It was sent to each of the General Service Offices overseas to enhance worldwide public information in response to a need expressed by GSM Delegates from countries outside the United States.

**Al-Anon, Is It For You?**—This questionnaire was made available to our membership on small printed sheets at 100 for \$1.00.

**Posters**—Three new posters with sketches of a man, woman and teens (boy and girl) were created to replace the two posters formerly in the Literature Display Packet. These posters were added to the Registration Kit for new groups to encourage newcomers in public information service.

**Television Spots**—"Thank you" letters were sent to the three major U.S. networks expressing our appreciation for the showing of our public service announcements. Two of our television spots have been translated into Spanish. Spots have been produced for showing on Canadian television stations and Canadian members in Quebec are proceeding with French translations.

**Filmstrip On Service**—The filmstrip, "Christy Visits the World Service Office," has been translated into Spanish. The development of a filmstrip on service will be handled by Susan H. once our direction in Public Information is established.

**Booth**—To continue shipping an Al-Anon booth throughout the United States and Canada for use at national exhibits, it was decided to experiment with renting a booth every fourth exhibit for the purpose of comparing costs, efficiency and quality. One booth, with new art work, was ordered at the end of 1980 and will be available for viewing at the 1981 World Service Conference.

**Labor Management Packet**—The Don Sandin article in the L/M Packet has been replaced by The FORUM interview with John Lavino from Kemper Insurance Company.

**Detachment Statement**—This piece is being produced on a card-type sheet similar to **Al-Anon, Is It For You?** A statement explaining Al-Anon, reprinted from the 1980 edition of **AL-ANON SPEAKS OUT**, the World Service Office address and telephone number, and a space for local contact number will appear on the reverse side.

**Al-Anon Leaflet**—"Are You Living With Or Near A Severe Drinking Problem?" is being reproduced by the Literature Department which requested the Public Information Committee submit suggestions for the new version.

#### COOPERATION WITH PUBLICATIONS AND THE MEDIA:

**Christophers**—Penny, along with the WSO Staff, attended the screening of a 30-minute Christopher film, "The Alcoholic Marriage." The film was well done, Al-Anon and Alateen were mentioned several times.

**CBS**—Margaret and Carole, Alateen Staff Secretary, attended a preview of a 90-minute CBS film called, "The Boy Who Drank Too Much." The film was to be shown in schools as an educational feature tied in with an awareness and reading program in several metropolitan areas. Our cooperation was requested to alert groups in particular Areas to the film. Since both Margaret and Carole agreed the film was opposed to Al-Anon philosophy, we chose not to do this. CBS was informed of our willingness to cooperate by offering technical editorial assistance prior to production, without financial remuneration or a film credit line.

**Eyewitness News**—Story boards and other materials were sent to WABC to assist in a program dealing with the effects of alcoholism on the family. The station was reminded that they have our public service announcements on hand for use as tag-ons at the end of the program.

**Ann Landers**—A copy of "Living With Sobriety: Another Beginning," and the announcement of **LOIS' STORY** was sent to Miss Landers who regularly mentions Al-Anon in her advice column. She thanked and complimented us.

Margaret cooperated through interviews with writers in developing articles for the following magazines: Towne & Country Magazine, Ladies Home Journal, Family Circle, McCall's Magazine, Seventeen Magazine, Co-Ed Magazine.

#### Publications:

**Scriptographic Booklets**—Channing L. Bete Company continued to send us complimentary copies of these booklets and thanked us for our cooperation in editing booklets on alcoholism and related topics.

This company is now translating their material into Spanish. One of the Spanish translations lost a great deal of Al-Anon meaning and we wrote to the editor offering our cooperation and editing advice.

for the Spanish as well as the English versions

**New York Times**—An article concerning an alcoholism study appeared in a September issue with no mention of Al-Anon as a resource. The Public Information Secretary wrote to the organization conducting the study telling of Al-Anon's availability as a resource for industry.

**Alcoholism Booklet**—We wrote a letter to the Office of Pastoral Development thanking them for listing Al-Anon as a resource in one of their booklets on alcoholism.

**Labor Management Journal**—An NCA Labor/Management Journal editorial was published with suggestions offered by the Public Information Secretary.

**Alcoholism, the National Magazine**—Margaret wrote to this new magazine giving them permission to publish Al-Anon's Twenty Questions and offering assistance in any research on families for future publications.

#### Media:

**TV Magazine**—We were consulted on a show about teens and alcoholism. The show was a 30-minute version of "60 Minutes."

**CBS**—A CBS affiliate station in New York was referred to the New York Delegate for assistance in creating television spots.

#### COOPERATION WITH OUTSIDE AGENCIES:

**NCA**—Former Regional Trustee, Paul Lovegren, presented a talk on Al-Anon in industry at the NCA annual forum held in May in Seattle, Washington.

Penny, the P.I. Committee Chairman, also attended this forum where she was listed as a speaker on the program. She reported disappointment and concern when she was not given the promised time to speak. Because of this and other questionable responses on NCA's part, Myrna contacted the NCA Director informing him that we expect better cooperation in the future. We were assured of this and will continue to participate in NCA events as they lend themselves to Al-Anon involvement.

**NCA Steering Committee on Alcoholism and the Family**—Mary C., P.I. Committee member, spent considerable time during the year working on this committee but, at the end of 1980, the committee was cancelled due to poor public response.

**NCA Forum on Alcoholism and the Aging**—Penny continues to attend meetings with the hope there will be more focus on aging victims of someone else's alcoholism.

**NCA (General)**—The former Director of the NCA, Yev Gardner, now a consultant for special projects, visited the WSO office to discuss what books concerning families and alcoholism to recommend to libraries across the United States. The following books were suggested: **LIVING WITH AN ALCOHOLIC**, **ALATEEN-HOPE FOR CHILDREN OF ALCOHOLICS**, **DILEMMA OF AN ALCOHOLIC MARRIAGE** along with the pamphlets *Sobriety*, *Another Beginning* and *What's Drunk, Mama?*

**Cable Television**—We acted as consultants for a countrywide television program expected to be a cross between the *Phil Donahue Show* and *American Bandstand*.

**Good Morning America**—An Al-Anon member from Colorado Springs appeared on this program with Dr. Gary Forest who wrote, "How To Live With A Problem Drinker and Survive."

**Rutgers**—Margaret returned to Rutgers for the third consecutive year to speak on how Al-Anon can cooperate with professionals.

**National Association of Alcoholism Counselors**—Margaret shared a workshop with an AA staff member titled, "Self-Help Groups as a Treatment Partner" at the annual meeting of the National Association of Alcoholism Counselors in Syracuse. This opportunity allowed her to dispell many misconceptions about Al-Anon held by the professional community.

**Memorial Service**—Margaret attended a service paying tribute to Marty Mann, founder of NCA, on behalf of Al-Anon.

**NIAAA**—Gladys K., Public Information Committee member, attended an NIAAA meeting in Bethesda, Maryland on behalf of Al-Anon at which she learned of the formation of a National Commission on Alcoholism and related problems. With this knowledge, Margaret wrote to the Director, John DeLuca and to President Carter, asking that a member with an Al-Anon history be appointed to this commission. Replies stated that Al-Anon interests will be represented among commission members. Enclosed with the letter from the White House was a press release listing the names of all commission members. These names were added to our outside mailing list after Margaret wrote noting their important assignment.

**ABC Seminar**—Margaret and Penny attended the ABC Seminar (Alcoholism and the Black Community) in an effort to learn more about how to carry the Al-Anon message to the black community. Over 200 people gathered from the social services, particularly the clergy, to focus on helping blacks affected by alcoholism. There seemed to be little knowledge of Al-Anon. There is a need for better public information effort with the black and other minority groups and we plan to strive in that direction.

**Hazelden**—An editor from Hazelden visited the World Service Office and showed a film Hazelden produced of an Al-Anon meeting. Myrna, Margaret and Susan acted as consultants after the viewing and provided pro and con commentary about the way Al-Anon had been presented. A letter thanking us for our cooperation was later received.

**National Maritime Union**—Margaret attended the second annual symposium of the Alcoholism in the Maritime, Transportation and Multi-Job-Site Industries Program. She was pleased to hear Al-Anon referred to frequently in positive tones although the keynote speaker appeared to confuse Al-Anon anonymity with the "stigma" attached to the disease of alcoholism.



#### P.I./C.P.C. Report-back

Pat R., CA(S)

In Penny's absence, Margaret acted as chairperson; she announced this was the only time that both the P.I. and C.P.C. Committees would meet together and expressed the hope, however, that members from each committee would attend one another's meetings, whenever possible.

Margaret praised Paul L.'s article in NCA's Labor-Management Journal and members were told they would receive a copy which is being added to the Labor-Management Packet.

Susan H., the new P.I. Secretary, was introduced along with Alan S., future Chairman of the P.I. Committee; and Frank R., future Chairman of the C.P.C. Committee; and Ruth F., Canadian Subcommittee member. Mention was made of Hank's letter stating that the Canadian Sub-Committee is a permanent part of the P.I. Committee. It may, in time, warrant dividing into P.I. and C.P.C. (Cooperating with the Professional Community).

(continued p. 30)

(PI/CPC. Report-back continued)

Hank explained to committee members the purpose of C.P.C.: to educate professionals about Al-Anon and Alateen, and stated we can lift what we need from A.A.'s Guidelines. Susan mentioned there would be overlapping and stressed the need for close communication between the two committees. The need to develop literature within the fellowship, and the importance of having a place for younger members to go after Alateen was stressed. It was suggested that Alateens be welcomed at Al-Anon meetings where groups are agreeable and where no Alateen meeting exists. This idea will be considered for inclusion in AREA HIGHLIGHTS and INSIDE AL-ANON.

Following a discussion about P.I. and C.P.C., it was pointed out that the division is on a trial basis for one year and during that time, Areas will share their experiences in an effort to see if the division is working as anticipated. Committee members will get copies of both P.I. and C.P.C. minutes during the year. Institutions Committee will also be asked to share their minutes.

Revision of the Radio Interview Sheet was discussed and all agreed the content should remain "factual" but needs an "attention-getting-lead." It was suggested that the present ten-minute version would be more practical if shortened. P.I. members were asked to send Susan their ideas and she will work on the revisions after the conference.

Members were also asked to consider and share ideas regarding the use of audio-visual aids for Al-Anon members presenting talks to industry, schools, etc.

The "additional paragraph" on the Speakers' Guidelines was read. The importance of Double Winners keeping the Al-Anon focus when speaking as Al-Anon members was stressed.

The suggestion of appointing Advisory Committees to study particular needs of special groups was discussed; Hank explained, where and how the idea came about and asked members to consider whether, or not, such Advisory Committees could serve any useful purpose. The majority agreed to make the following Motion before the Conference body:

(Report-back continued)

ALMACA—Margaret and Susan attended an ALMACA meeting where they viewed two new films relating to industry

**EDUCATION:** Margaret attended a Catholic University Seminar class on Public Information Techniques at which she received a Certificate of Completion and the knowledge that the public information techniques we have been using are well respected and timely. The workbook she received is a valuable asset in public information work and Susan has been provided a copy.

#### EXHIBITS:

Members represented Al-Anon at eighteen national exhibits during 1980

*American Association of School Administrators*—Dave G., Anaheim Convention Center in Anaheim, California, February 15th-18th. Dave reported this was a worthwhile experience.

*American Association for Higher Education*—Sarah R., the Maryland/D.C. Delegate, Washington Hilton in Washington, D.C., March 5-8. Sarah was impressed with the new booth but advised us to carefully evaluate this for consideration next year since it was not as well attended as others she has been involved in.

*American Personnel & Guidance Association*—Elsie B., Atlanta Hilton Hotel, Georgia March 26-29. Elsie reported this was a most successful event.

*American Orthopsychiatric Association*—Mary C., Sheraton Center Hotel in Toronto, Ontario from April 7-11. Mary's report indicated she was able to make contact with a great many professionals.

*National Catholic Education Association*—Barbara P., Superdome in New Orleans, Louisiana from April 7-10. Barbara reported favorable attendance and praise for our program.

*American Occupational Health Association*—Jerry K., Cobo Hall, Detroit, Michigan from April 22-24. Jerry indicated there was great interest in our program and inquiries about starting new groups.

*National Council on Alcoholism*—Sharon B., Olympic Hotel in Seattle, Washington from May 3-6. Sharon reported that the booth was well attended but that she and volunteers were asked if they would join NCA. This "became quite an issue" which she had to resolve with the NCA Chairman.

*National Conference on Social Welfare*—Roslyn C., Convention Hall in Cleveland, Ohio from May 18-21.

*United Federation of Teachers*—Carolyn McC., Sheraton Centre in New York City, May 16 & 17.

*U.S. Public Health Service Professional Association*—Lou K., Hyatt Regency Hotel in Houston, Texas from May 26-29.

*Women In Crisis*—Sarah R., Shoreham, Washington, D.C. reported excellent response and great interest in our program. Requests for starting Spanish-speaking Al-Anon groups, received at this convention, were passed along to Teresa, Spanish Services Supervisor, for follow-up.

*Canadian Library Association*—Doris W., Hyatt Regency Hotel in Vancouver, British Columbia. Doris expressed the gratitude of members for receiving our booth and reported this was a very successful event.

*North Conway Institute*—Marilyn M., Byfield, Massachusetts. Marilyn reported this was a worthwhile experience.

*National Education Association*—Jay B., Los Angeles Convention Center from July 1-3. Jay reported our booth was very well attended.

*National Association of Alcoholism Counselors*—Tom C., Hotel Syracuse in Syracuse, New York from July 29-August 3. Margaret also attended. She and Tom reported this was a successful endeavor.

*American Bar Association*—Benita B.,—The Lawyers' Expo was held at the Sheraton Waikiki in Honolulu from July 31-August 6. Benita reported it was a very successful convention. Because of the great expense involved, we rented a booth, it was similar to our own booth and very attractive.

*American Correctional Association*—Hester B., The 110th Congress was held at the Town and Country Convention Complex in San Diego, California from August 17-21. Hester reported our booth was well attended.

*Alcohol & Drug Problems Association*—Sarah R., The National Alcohol and Drug Coalition was held at the Washington Hilton in Washington, D.C. from September 14-18. The booth did not arrive for this event but an extra table was rented, a very attractive display was created. Sarah reported it went very well.

*Exhibit Letters*—The Public Information Department sent 999 letters with related material in response to requests for additional information received at national exhibits in 1980. This total does not represent all requests received since we were still in the process of answering these requests by the year's end.

#### AA INTERNATIONAL CONVENTION:

AA availed Al-Anon of their press room which was staffed by Rita, the Assistant to the WSO P.I. Coordinator, and other volunteers during the Convention. Lois appeared on two television shows and had two press interviews. Cec, an AA member, and Claudette, an Alateen member, appeared with Margaret on a radio program, along with Dr. Milton Maxwell, to answer questions. Margaret and Carole related their personal stories for the family section of the Picayune Times, a local New Orleans newspaper. The press releases issued by AA included Al-Anon and were satisfactory in content.

**SPANISH PUBLIC INFORMATION:** (Reported in conjunction with Teresa M., Spanish Services Supervisor) The Mexican public service channel, with an audience spanning over 23 Mexican states, is

showing the Spanish television spots El Salvador, Costa Rica, Puerto Rico and Argentina are also airing our television spots on national stations.

"Three Hundred Millions," a Spanish television program, aired by satellite from Spain, showed our television spots on a program that reaches viewers in Central and South America, the Caribbean Islands, Mexico and New Mexico, California, Florida, Connecticut, Washington, D C, New Jersey, Texas, Arizona and New York

**REGIONAL SERVICE SEMINAR:** Margaret attended and answered many questions on Public Information while chairing The ASK-IT-BASKET session

## REGIONAL SERVICE SEMINAR COMMITTEE

Audrey S, Chairman

Helen G, Secretary—RSS, Banff, Alberta

Susan H, Secretary—RSS, Atlanta, Georgia

*Canada (West) Regional Service Seminar—Banff, Alberta, Canada—Banff Springs Hotel, October 24–26, 1980*

Throughout the year, attention was given to the numerous details of coordination preparations

**MAILINGS:** In early February, a letter, registration/reservation forms and other pertinent information were sent to current and past Delegates in the Host Region, as well as to current Delegates in neighboring Areas. A cover letter, registration/reservation forms, etc, were sent to Al-Anon and Alateen groups, Lone Members and Information Services in the Host Region in early March.

Articles announcing this historical event appeared in *AREA HIGHLIGHTS*, *INSIDE AL-ANON* and *The FORUM*.

**REGISTRATIONS/RESERVATIONS:** A coded system was devised to facilitate processing completed registration/reservation forms which were received at the WSO almost daily. Close to 430 forms were processed. Completed reservation forms were forwarded to the hotel, registrations were sent to the Host Committee so that badges and kits could be prepared in advance. Requests for additional registration/reservation forms, in sets of two, ten, fifty and one hundred at a time were received from individuals, groups, Assemblies, and Delegates, mostly in Canada. All registrants were sent a cover letter explaining available facilities at the hotel, the type of appropriate clothing (since temperatures vary at that time of year in Banff), sites to visit, etc. A form was prepared and included with this mailing in which registrants indicated their time of arrival at Calgary Airport so that volunteers could meet planes and drive members to the hotel in Banff—a distance of eighty miles. A tentative agenda was also sent so that registrants would have some idea as to what topics were to be discussed.

Over 30 World Service Delegates, past and present, attended the RSS and all actively participated. It was noted that the phenomenal response to this first RSS indicated the need for such a service seminar.

**AGENDA:** Members of the RSS Committee met with Area Delegates from the Canada (W) Region during the 20th World Service Conference in April to discuss plans and propose agenda items. While the main focus of the first RSS was on Public Information and Institutions services in Canada, Alateen concerns as well as matters of a general nature were addressed. The tentative agenda, submitted by Ruth H., Chairman of the Canada (W) RSS, was finalized, processed and distributed to all registrants. Speakers, Chairmen, moderators and recorders were selected for the sessions and workshops. Letters were sent inviting them to participate. "Thank you" letters and pertinent details were sent to all who accepted assignments. Following the close of the seminar, thank you letters were prepared and sent over Audrey S' signature. Ruth H. developed a form, to be distributed to the recorders of the various workshops for reportbacks.

**REGISTRATION KITS:** Eleven cartons of material were sent in September to Connie M., Assistant Chairman of the Host Committee, so that registration kits could be prepared. On October 3, ten more cartons were sent with additional material to be distributed at the seminar.

**DISPLAYS:** The Committee decided it was far too costly to ship the Public Information Display Booth to Banff. Therefore, a 28-inch by 30-inch, mounted, black and white photo of the Booth was made for placement on an easel in the main meeting room. A member of the Host Committee volunteered to prepare literature displays. *The FORUM* services sent material for a display. Five hundred each of *The FORUM* Detachment reprints, and *Wildlife Reflections* were also mailed.

**HOST COMMITTEE:** Connie M., Assistant Chairman of the Alberta Host Committee as well as the liaison to the hotel, handled all physical requirements of the seminar, such as meeting space, menus, etc. Connie also coordinated Host Committee considerations.

**TAPING:** The RSS was recorded on master reels by a local volunteer who also prepared 12 cassette tapes which were received at the WSO in November.

**AL-ANON BANNER:** The RSS Committee agreed that the banner be hung in the main meeting room at this seminar and in the future.

**HOTEL:** Flight and housing arrangements were made for the WSO persons attending the seminar; sleeping room accommodations were reserved for members of the Public Information sub-committee which met during the event. Rooms were also reserved at the Chateau Airport Hotel, Calgary, Sunday evening, October 26, for WSO people returning home the next morning.

All records and correspondence relating to the Regional Service Seminar Committee were turned over at the end of the year to Susan H., P.I. Coordinator of future seminars. Susan and Helen worked closely during the transitional period.

*(Report-back continued)*

**"Special Advisory Committees not be appointed to study particular needs of special groups."**

Members felt that the P.I./C.P.C. Committees, with the assistance and input of Area Delegates, should conduct a study to find ways of reaching (the thus far unreachable) people who need Al-Anon. Members will share experiences and submit suggestions toward this end.

Committee members were asked for their opinion regarding the need for a "survey" to find out what our membership is made up of for use in reaching the professional community. Following a lengthy discussion, a Motion was suggested for presentation before the Conference body.

The P.I./C.P.C. Committee recommended that an Al-Anon survey (profile) would not be useful for P.I./C.P.C. services at this time. The Motion was passed at the meeting with two abstentions. (Note: This Motion was not supported by the Conference. At a subsequent meeting of the P.I. Committee, a Second Motion was offered and passed. The WSO would develop a method of taking a survey to establish a profile of Al-Anon/Alateen membership with the implementation of the method and its trial use to be subject to Conference approval.)

**Outgoing P.I. Committee Members:** Pat R., CA(S); Sarah R., MD; Olive M., OH

## Areas in Al-Anon's Regions

U.S. NORTHEAST	U.S. NORTHWEST
Connecticut	Idaho
Delaware	Illinois (N)
Indiana	Illinois (S)
Maine	Iowa
Maryland & DC	Minnesota
Massachusetts	Montana
Michigan	Nebraska
New Hampshire	North Dakota
New Jersey	Oregon
New York (N)	South Dakota
New York (S)	Washington
Ohio	Wisconsin
Pennsylvania	Wyoming
Rhode Island	
Vermont	

**U.S. SOUTHEAST**

Alabama  
Arkansas  
Florida  
Georgia  
Kentucky  
Louisiana  
Mississippi  
Missouri  
North Carolina  
South Carolina  
Puerto Rico  
Tennessee  
Virginia  
West Virginia

**U.S. SOUTHWEST**

Arizona  
California (N)  
California (S)  
Colorado  
Hawaii  
Kansas  
Nevada  
New Mexico  
Oklahoma  
Texas (E)  
Texas (W)  
Utah

**CANADA EAST**

Atlantic Provinces  
Ontario (N)  
Ontario (S)  
Quebec (E)  
Quebec (W)  
Newfoundland & Labrador

**CANADA WEST**

Alberta  
British Columbia  
Manitoba  
Saskatchewan

**REGIONAL TRUSTEE NOMINATIONS:**

The closing date for submitting the Regional Trustee candidates' resumes is January 1, 1981. Copies are then reproduced at the WSO and mailed to those who will be voting at the 1981 WSC.

	U.S. Northwest	U.S. Southwest
The results are: RT candidates, resumes received	8	8
Assembly Areas did not respond	5	4
Assembly Areas no available cand	0	0

Total Assembly Areas	13	12
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**Area's sending resumes:**

U.S.		
Northwest Region	RT	Alt. RT
Illinois (S)	Martin D.	—
Iowa	Audrey S	Betty W.
Minnesota	Norma N.	Louise B
Nebraska	Supporting Iowa Candidate	Bernard M
North Dakota	Allen B	Doreen W
South Dakota	Irene R	—
Washington	Sharon B	—
Wisconsin	Mabel H	Dolores K

U.S. Southwest		
Region	RT	Alt. RT
Arizona	Thelma K.	Joyce D
California (N)	Irma C.	—
California (S)	Elsie Q	—
Colorado	Judene G	—
Nevada	Donald B	—
Oklahoma	Margaret G.	—
Texas (W)	Rhonda M	—
Utah	Barbara N	—

The cooperation and participation of the Canadian members in this memorable Al-Anon gathering was overwhelmingly inspiring and reflected an enthusiastic interest in service work.

*United States (Southeast) Regional Service Seminar—Atlanta, Georgia—Atlanta Biltmore, February 27, 28 and March 1, 1981.*

**MAILINGS:** The mailing schedule for the second RSS proceeded as planned. On October 16, a letter was sent to the Delegates of the Host Region informing them of the details regarding the seminar. Letters, including registration/reservation forms, dining tickets, etc. were mailed to all Al-Anon/Alateen groups, loners, Information Services, as well as past and present Delegates.

Articles announcing the first RSS in the United States were placed in *AREA HIGHLIGHTS*, *The FORUM* and *INSIDE AL-ANON*.

**REGISTRATION/RESERVATIONS:** New registration cards were ordered in a different size to provide space for more information on the card. Deposits (for one night's lodging) were requested with reservations for the Atlanta Biltmore Hotel. All cards were received at the World Service Office and then forwarded to Atlanta, half to the hotel and half to the Host Committee for the preparation of registration packets and badges.

Requests for registration/reservation forms were received daily at the World Service Office for sets of two, ten, and one hundred.

**AGENDA:** Susan H., the RSS Coordinator, flew to Atlanta the weekend of December 12 through 15, 1980 to meet with the Regional Trustee and Host Committee, to observe the AA Regional Forum, and to develop an agenda. Susan also met with the manager of the Atlanta Biltmore to discuss future plans.

**HOST COMMITTEE:** Ruth F., Chairman of the Atlanta Host Committee, along with Dot H., Assistant Chairman, and the Committee handled all physical arrangements for the Seminar.

**HOTEL:** The choice of hotels was changed in October from the Latha Continental to the Atlanta Biltmore. The Host Committee felt the Atlanta Biltmore would suit the needs of the Seminar more adequately. Travel and hotel arrangements have been made for Staff attending the Seminar.

**REGIONAL TRUSTEE COMMITTEE REPORT**

Ruth F., Chairman  
Helen G., Secretary

The Regional Trustee Plan was approved and adopted by the 1980 World Service Conference. As provided for in the expansion of Regions at the 1978 WSC, the elections held at the 20th WSC further increased the number of Regional Trustees to six. A presentation on the RT Election Plan was made to the full 1980 WSC to explain the procedure for electing RT candidates for the following year's RT elections.

The Regional Trustees chosen by the 20th World Service Conference were Norma McG (MA) for the U.S. (NE) and Virginia M (NC) for the U.S. (SE). The Board elected these candidates at their annual meeting following the WSC. In June 1980, the Delegates and Chairmen of the U.S. Northwest and U.S. Southwest Regions were asked to submit candidates for nomination as Regional Trustees. In keeping with the Motion approved by the 1979 WSC, the Areas participating in the 1981 RT elections were also requested to elect an Alternate Regional Trustee candidate. A copy of the Regional Trustee Plan, the suggested qualifications, the recommended procedure for selection, the Trustee Guidelines, Regional Trustee and Alternate Regional Trustee candidate resume forms and a covering letter were mailed to the Areas proposing candidates for election at the 1981 WSC. Trustee Guidelines were revised to reflect the revision of the bylaws by the 1980 WSC regarding residence requirements for in-town Trustees. Slight revisions were made to the mimeographed Regional Trustee Plan to remove its experimental aspect.

In the U.S. Northwest Region, Idaho, Illinois (N), Montana, Oregon, and Wyoming did not respond. In the U.S. Southwest Region, Hawaii, Kansas, New Mexico, and Texas (E) did not respond. Registered letters were sent to those Areas which had not responded, requesting confirmation that they will not have a RT candidate. Each Conference member voting in the RT elections will receive a complete set of resumes. The voting members for the U.S. Northwest are the 13 Area Delegates within the Region, four other Delegates and four Trustees, one the Board of Trustees, and the other three chosen by lot. The voting members of the U.S. Southwest are the 12 Area Delegates within the Region, four other Delegates and four Trustees, one being the Chairman of the Board and the other three chosen by lot. The names of the voting Trustees will be drawn at the January Board meeting. The names of the Assembly Areas outside the Regions, plus Alternates were drawn at the 1980 World Service Conference.

## \*TREASURER'S REPORT

Henrietta S., Treasurer

The continuing inflation of the past year did have an impact on the financial outcome of the operation of the Al-Anon World Service Office, but we are fortunate to remain in sound financial condition. It is apparent that expanded services to the fellowship, as well as several other factors resulted in a lesser excess of income than the previous year.

The income and expenses for 1980 are tabulated with those of the prior year in Exhibit A of the financial statement prepared by Owen J. Flanagan, our Certified Public Accountant. Total income for 1980 increased \$221,200, or 12%, which was not sufficient by \$82,400 to offset higher operating expenses of \$303,600, or 21%; also a deficit of \$83,500 was incurred from the 1980 International Convention, so that the excess of income for 1980 was \$168,200 less than the prior year.

Sales and costs of books and other literature are compared for the two years on Schedule 1. Total sales in 1980 were \$202,400 (11.3%) higher than in 1979. Total book sales were just about the same as in the previous year, at slightly less than one million dollars. Three titles had increased sales in 1980 with ODAT higher by \$116,000, or 22%, while four titles were lower, sales of LOIS REMEMBERS declined \$111,000, which was not unexpected since the book was new last year. Sales of other literature were markedly higher by \$193,500 (23%), reflecting the publication of several new pamphlets late in 1979.

Contributions increased by only \$29,000, or 8.4%, compared with percentage increases of 11.5% and 26%, respectively, in the two preceding years. This is an alarming trend, since it indicates that contributions are failing to keep up with the rate of inflation (13.5% in 1980). 63% of the groups in the U.S. and 74% of the Canadian groups contributed to the WSO last year. What happened to all the others? We hope that the new 7th Tradition leaflet will result in increasing the awareness in the non-contributing groups of their responsibility to support the WSO, as well as Al-Anon's other service arms. The WSO Budget Committee welcomes suggestions from any Delegate who might have ideas on how better to stimulate this support.

FORUM subscription income, which represents the portion earned through fulfillment, increased \$22,000, or 15%, over the prior year. New and renewal subscriptions received during the year, the cash for which is set aside in a deferred account until the subscriptions are fulfilled, increased by approximately 22%.

Interest income increased \$47,400, or 70%, reflecting additional funds invested and higher yields.

The increase of \$303,600 in regular operating expenses, or 20.7%, compares with an increase of \$126,000, or 9.5%, in the prior year. Salaries, being the largest component of operating expenses, were higher by \$124,300, or 17.3%. At December 31, 1980, there were 60 employees, one more—an additional staff secretary—than the number employed at the end of 1979. Employee benefit costs increased \$29,200 over the prior year; of that amount, \$12,200 represented the cost of fully funding the vested interest of participants in the prior plan. (This is explained in Mr. Flanagan's report, Exhibit C, page 2, Note 3 re Pension Plan).

Packing and shipping costs were \$18,100, or 19%, higher than the prior year, reflecting both the increased volume of pamphlet shipments and higher shipping rates.

The cost of maintaining the French literature service increased \$10,000 during 1980. The increase in the other basic expenses of operating the WSO—rent, supplies, telephone, services, etc., increased \$42,100, due to inflation.

Printing costs increased \$28,000, of which \$18,600 was for The FORUM and its increased circulation, and travel and meetings

expenses which increased \$28,500, \$17,600 of this was attributable to the 1980 Conference and \$4,900 to the General Services Meeting. An additional \$6,800 was spent in 1980 for the first Regional Service Seminar.

**RESERVE FUND**—In April 1970, the Board of Trustees established a Reserve Fund in an initial amount of \$80,000, the purpose of which was to set aside sufficient funds to ensure the continuation of the organization's essential services in the event of a severe recession. The initial objective for the fund was an amount equal to one year's operating expenses.

In July 1976, the Board decided that, under the then existing conditions, a Reserve Fund balance of \$500,000 was sufficient, and it was maintained at that level through December 31, 1978. In January 1978, the Board re-defined the objective for the fund to any amount equal to 75% of the prior year's operating expenses, which at that time, would have amounted to \$814,000.

At their October 1979 meeting, the Board authorized a transfer of \$200,000 to the Reserve Fund, bringing the principal balance to \$700,000.

At their January 1981 meeting, the Board authorized a transfer of \$150,000 to the Reserve Fund as of December 31, 1980, which brought the principal balance to \$850,000. At the 1980 level of operating expenses, the objective of 75% would be \$1,325,000. In that connection, Mr. Flanagan has noted on the Balance Sheet that the market value of certain Reserve Fund investments was \$90,000 less than the carrying value at December 31, 1980.

**FINANCIAL CONDITION**—The net increase in the accumulated fund balances of the General Fund—\$60,069 (\$210,069 income, less \$150,000 transfer to Reserve Fund)—was distributed in the balance sheet as follows:

Increases (Decreases) in:	Cash and investments	\$ (6,515)
	Receivables	8,897
	Inventories	104,768
	Prepaid expenses	3,479
	Liabilities	(50,560)
		<u>\$ 60,069</u>

### Appeal Letter Update

It was suggested that the Al-Anon & Alateen Appeal Letter contain the same, simplified message.

### Treasurer's Report Update

At the 1981 WSC, there was some concern expressed about the "Seventh Tradition" leaflet, because some Delegates felt that the percentages and other ideas expressed, did not apply in their Areas. In order to resolve these problems, a Conference ad hoc committee was appointed.

It was the consensus of the Conference to accept the following recommendations made by the committee:

1. To discontinue the use of the original leaflet as an insert with contribution appeal letters.
2. To offer bulk quantities of this leaflet until the present stock was depleted (at no cost, on request) to any Area which might find them helpful.
3. To revise the original leaflet, by removing the percentages, and editing parts of it to make it more generally acceptable.
4. To have the Budget and Executive Committees at the WSO do the revision, with the final copy to be given to the WSO Literature Secretary for production.

\*The annual financial statement is available to any group on request.

*Budget  
1981  
Schedule 1*

	1980 Actual	Budget 1981
<i>Literature Sales</i>		
Living with an Alcoholic	\$ 83,252	\$ 92,000
Al-Anon Faces Alcoholism	53,531	57,000
Dilemma of the Alcoholic Marriage	57,433	63,000
One Day At A Time	648,555	685,000
Favorite Forum Editorials	27,830	31,000
Alateen—Hope for the Children	44,550	53,000
Lois Remembers	40,022	21,500
12 Steps & 12 Traditions	—	275,000
Other literature	1,029,237	1,120,000
<i>Income from Publications</i>	1,984,410	2,397,500
<i>Cost of Literature Distribution</i>		
Living with an Alcoholic	18,698	21,300
Al-Anon Faces Alcoholism	14,264	15,700
Dilemma of the Alcoholic Marriage	14,304	16,800
One Day At A Time	184,363	205,000
Favorite Forum Editorials	6,445	7,700
Alateen—Hope for the Children	13,049	18,000
Lois Remembers	8,699	5,600
12 Steps & 12 Traditions	—	63,200
Other Literature	289,879	335,000
<i>Cost of Literature</i>	549,701	688,300
Gross Profit from literature sales	1,434,709	1,709,200
Films, Radio & TV Spots	5,084	5,000
FORUM Subscriptions & back issues	161,854	200,000
Interest earned	115,393	150,000
Contributions	370,115	400,000
<i>Total Income</i>	2,087,155	2,464,200
<i>Less Expense (Schedule 2)</i>	1,878,718	2,142,000
<i>Excess of Income</i>	\$ 208,437	\$ 322,200

Schedule 2

	1980 Actual	Budget 1981
<i>Operating Expense</i>		
Salaries (incl. temp help)	\$ 842,579	\$ 950,000
Employee benefits	133,375	163,000
<i>Total Labor Cost</i>	975,954	1,113,000
Building occupancy	142,073	170,000
Packing & shipping	112,444	138,000
Postage	92,512	115,000
Telephone	31,475	36,000
Stationery & Office Supplies	64,976	73,000
Outside services	42,751	54,000
Repairs & maintenance	8,152	20,000
Travel & meetings	37,353	45,000
Professional fees	14,446	14,500
Printing <i>FORUM</i>	78,166	88,000
Directories	14,408	17,000
Conference Summary	9,382	11,000
Inside Al-Anon	12,280	17,500
Other	4,205	7,000
TV Spots	—	15,000
P.I. Exhibits	16,274	21,000
Direct Conference Cost	50,060	62,000
French Literature Cost	29,061	32,000
Regional Service Seminars	6,849	16,000
Miscellaneous	17,019	20,000
<i>Total Operating Expenses</i>	1,759,840	2,085,000
<i>Non-operating Expense</i>		
General Service Meeting	4,885	—
1980 Convention	83,471	—
Furniture & equipment	30,522	57,000
<i>Total Non-operating Expense</i>	118,878	57,000
<i>Total Expense (Schedule 1)</i>	\$1,878,718	\$2,142,000
(See Motions )		

## LITERATURE

Bo H., Chairman  
Linda McF., Secretary

"Two of the benefits of working with Al-Anon literature are the joyful anticipation and the final viewing of a creative result of our labors," said Linda, alluding to the *birth* of Conference-Approved pamphlets and books

She introduced the Chairman as a man "responsible for a major share of the creativity which emanates from the committee." He generates the atmosphere through personal leadership. . . . (Here Linda quoted from the Twelve Concepts of Service, pg. 21) He also " . . . originates plans and policies . . . consults widely before making decisions . . . knows that a fine plan or idea can come from anyone, anywhere."

This was Bo's 4th Conference and his last, as Chairman of the Literature Committee. He looked back over those years with a measure of satisfaction and looked ahead with confidence. During that time, the committee had filled some "gaps" with "Blueprint For Progress," "Living With Sobriety: Another Beginning" and AL-ANON'S TWELVE STEPS & TWELVE TRADITIONS. He also felt that improving the appearance of our literature had helped carry the message.

"In both cases," he said, "we are not changing the message, we are simply trying to make it clearer." In the future he hoped the committee would produce a piece of literature that would state our limits as well as our strengths; that would say, "here we are, this is what we do."

Bo did not believe that we should stress special segments, or specialized groups in our literature because experience has shown "recovery comes best in a group which includes all sorts of life conditions." Our strength comes from *unity in diversity*.

He also felt the fellowship wanted a major work on the "Concepts." While he didn't know if we were ready for one, he did quote from the Twelve Concepts' pamphlet, pgs 19-30, noting the importance of the "creation of fresh material to meet new needs or changing conditions . . . to keep our literature fully abreast of our progress." It was the Literature Committee's job to "aim at only the best," getting the *Al-Anon feel* into all our writings."

(Literature continued)

### Shared Thoughts: Literature Session continued

- Usually copyright releases are sought through written requests and granted only for brief excerpts.

Suggestions	Responses
An explanation of the dry-drunk syndrome	Since we are not experts on alcoholism, our literature focuses on our reactions to living with alcoholism. We are trying not to analyze the alcoholic's behavior but rather our own.
We would like to see some changes in the Group Inventory Questionnaire Sheet (S-3).	The Literature Committee reviews every suggestion and will consider each on its merit.
The new book, <i>AL-ANON'S TWELVE STEPS &amp; TWELVE TRADITIONS</i> , carries a misprint on page 93, Tradition 12; the word 'ultimate' should be deleted. It appears in AA's Tradition but not Al-Anon's.	We welcome recognition of mistakes; working with words often produces typos, omissions, transpositions, etc. Corrections are a form of taking one's inventory: we have a "things to catch" file and, after a quick 10th Step, we correct our mistakes in subsequent printings.
Changing the title of <i>LIVING WITH AN ALCOHOLIC</i> with the help of Al-Anon.	The suggestion has been made before by those who feel the title excludes members who may be living with the results of alcoholism but are not actually living with an alcoholic.
Many parents of alcoholics find the present literature inadequate for their needs because the focus is mainly on the spouse.	Thanks to the efforts of The FORUM, we now have more material which we hope to add to P-16 "To the Mother and Father of an Alcoholic."
Could a project on brief, simple explanations of the "Concept of Service" become a priority?	(Under consideration)
A book on living "singly" with the effects of another person's drinking.	There is an increasing population of divorced people in Al-Anon and their needs will be considered by the Literature Committee.
Why not apply the additional 10% Literature Depot discount to Areas who purchase literature?	Experimental Guidelines have been developed for Literature Depots and will be distributed at the Conference, and to all those requesting them. In these guidelines, a Literature Depot is defined as providing "services" in addition to ordering literature. Groups and Areas which collect several orders are entitled to bulk discounts. Those who order literature can write to the WSO to see which discounts apply.

## THE FORUM

Hildegard M V, Editor

Hildegard invited the Conference members to participate in a *FORUM* meeting joining with The *FORUM* Committee members in fulfilling their function as "chief guarantors of the magazine's quality and editorial continuity."

### Editorial

Bo H asked those attending the session to open the packet placed before them. The first item was a large folded sheet, a copy of the June issue which would undergo further folding and cutting by a computer-operated machine. "But," Bo said, "no computer or machine could do the job for us that the members do by writing their stories in letters which are edited and shaped into a manuscript. Each is examined on the basis of its helpfulness,

### FORUM "Promotion" Ideas

- Make posters using *FORUM* covers.
- Set up displays at local Information Service offices.
- Provide a supply of subscription blanks.
- Offer to mail in the subscriptions to the WSO.
- Write articles in Area Newsletters about The *FORUM*.
- Use the "roundtable topics" for meeting-sharing.
- Travel with the Area World Service Committee to groups and District Meetings.
- Display *FORUMS* on separate tables from literature at Assembly sharing sessions and Conferences.
- Point out special series (i.e., Concepts, Traditions, Steps)
- Write to the Group Representatives, reminding them to continue group subscriptions.
- Supply "reprints."
- Make use of back issues

(FORUM continued)

or its expression of the Al-Anon philosophy, and all are acknowledged by the *FORUM* Staff." On behalf of the committee, Bo thanked all for sharing so "lovingly and openly," and he summed up saying "these letters are considered a sacred trust—just as if we heard their words at a meeting."

### Reprints

Alice B. really needed no introduction; through the book, *ONE DAY AT A TIME*, she has spoken over and over to all members. Words have the power to heal: The words of sharing in *The FORUM* can be used and reused through reprints. These inexpensive pieces can "pass the message" to those who may not have a *FORUM* subscription, or who may want to focus their attention on a particular part of the program. Four *FORUM* features are now available in reprint.

### Subscription

Joanne H., of the staff, noted "Everything about *The FORUM* is first-class, except its mailing status; it has been granted a "nonprofit second-class mailing permit" by the post office. This saves countless dollars but we do pay with delivery time; though mailed the first week of the month *preceding* the issue date, it takes many more weeks to reach subscription. Most magazines set subscription goals in terms of numbers, but *The FORUM* goal is more personal; its aim is to have each member have a copy.

### Promotion

Rita McC. explained that in publishing, "promotion" is an acceptable term. There are many ways members have helped stimulate subscription. The Delegates from Arizona and Utah reported on the efforts of their Area *FORUM* Coordinators and the Delegates from Alberta and Georgia shared how *The FORUM* was used at Regional Service Seminars (RSS).

### Poster

A poster was introduced, designed by Mary Ann K. of the staff. It illustrates the continuity of *The FORUM* since 1947. The "voice of the fellowship" continues to be a meeting on paper. Sometimes we change meeting rooms, just as *The FORUM* has changed design and layout; the message is still the same.

### Advance Planning

Frank R. told the Conference that at *FORUM* meetings the committee reviews the editorial, promotion, subscription and graphics for upcoming issues. He invited full participation in a group conscience of ideas for the future. The Conference considered inclusion of the Al-Anon/Alateen calendar and asked that it be continued. In response to members from South Dakota, it was reported that full-face/stock photographs will not be used of non-members, to avoid confusion on anonymity. Following deliberation, Conference members asked to have *The FORUM* poster sent to each GR to be used to heighten awareness of the magazine and encourage subscriptions. They also requested that a large size of the poster be made available for sale to be displayed for occasions such as conventions and RSS's.

## RESPONSIBILITY OF PARTICIPATION

Helen G., Moderator

The Conference Secretary, Helen G., provided the framework for a workshop on The Concepts. Questions had been developed to present to break-up sessions at the Conference. When each of the workshops had had its discussion, a summarization was presented in a Report-back.

The Al-Anon Concepts provide a structure within which Twelfth-Step work can be done on a broad scale. The Concepts define a fair and balanced relationship among the groups, Trustees, the WSO and the members of the Conference, in which all may labor to good effect.

• The *service arms of the Conference* are the Board of Trustees, the Executive Committee, the World Service Office, the WSO Standing Committees, the Policy Committee and *The FORUM*.

- *Delegated authority* is based on the principle of love and trust to act on another's behalf. It begins with the group and filters through all levels of service.
- The *Charter* is an informal, traditional agreement between all Al-Anon and its World Service Office.
- The *By-laws* are a legal document describing the operation of the Al-Anon Family Group Headquarters, Inc.
- In these two documents (Charter & By-laws) a large area of delegated "service" authority and responsibility has been spelled out.
- Concept IV, "Participation is the key to harmony," insures that our spiritual growth, with humility, is gained through participation in service and rotation of responsibility.
- The Trustees are called the *active guardians* of our Twelve Traditions. They are chiefly responsible for all our service activities, as well as for Al-Anon's worldwide public relations. They are expected to spearhead the formulation of Al-Anon policy and its proper execution.

- The balance of power between the Trustees and the Conference is maintained through harmony. The Board of Trustees have the legal right to say "no" to the Conference desires—the Trustees recognize that the Conference is the real seat of ultimate service authority.
- Our service structure is built upon good leadership. Since Delegates are in fact leaders, it is helpful that they have the qualities of tolerance, responsibility, flexibility and "vision." Vision is the ability to make good estimates both for the immediate and the distant future.
- The five General Warranties of the Conference Charter (Article 12) can only be changed with the written consent of three-quarters of the groups registered in our Directories.
- The real power which the Conference cannot be without is the Higher Power.

# THURSDAY

## Coping with life's changing situations. . .

In general, sessions at the World Service Conference have a business nature but, first and foremost, those attending are Al-Anon members; they bring their dedication, their spiritual strength to each Conference session. To emphasize their membership, a panel of speakers related how they were able to cope with the effects of alcoholism in their own unusual personal situations.

Margaret A. had spent her early years in an alcoholic environment where "love, prestige and responsibility were destroyed." She was hounded by guilt and pain which stayed with her long after her introduction to the Al-Anon program: She had assumed that she was somehow responsible. At a young age she established a pattern of trying to please people and had acquired friends by catering to other people's wants. She found little comfort in pushing herself to achieve acceptance and she lived in great turmoil. In her mid-twenties, she fell in love, convinced she had found a place for her affection; her dream was to reach peace and happiness. Her life was consumed in making her family happy; her children and her husband always came first. In spite of her youth, it took her many years to recognize alcoholism in her own home. When her husband was institutionalized, she could only wish to join him.

Her life was "hanging by mere threads," when she finally found Al-Anon. She was desperate to find meaning and purpose—"to believe in something." Through Al-Anon's Twelve Steps she saw hope and through her members she found love. She has learned to respect others in a more meaningful way and, today, understands what true happiness is really like. She has felt and seen the "miracles of love and spiritual awakening" and has learned to respond to those around her. She is grateful to the early pioneers for establishing a program where tenderness is so attainable.

### Doris G.

Doris G. was a shy, introverted child who later met and married a charming man with a drinking problem. They had lost two of their children and a

third had suffered tragic burns. Doris' constant question to God had been "Why?"

She knew nothing about Al-Anon nor did she understand alcoholism and she felt many times like a "fly caught in sticky flypaper." She said, "I'd tear one foot loose, only to find the other caught fast."

Skeptical, disillusioned and hopeless she went to Al-Anon, where, greeted by people who "laughed when they talked about awful things," she noticed that changes were beginning in her life.

While there never was any sobriety in her husband, the Al-Anon program had helped Doris to live. She had a good sponsor, a loving God, she read the literature, tried to work the Steps and went to many meetings.

When she refused to allow any more physical abuse, her husband left. Al-Anon, once again, helped preserve her sanity. After a time of healing, she married again. Jim was calm and even-tempered—but he was also another alcoholic and a practicing member of AA. For eight years they played, prayed and went to meetings. Another change was to take place in her life; Jim died.

With Al-Anon's help Doris struggled through her sense of loss, her financial difficulties and her alienation from her son. While she is still struggling, Doris has now the help of her son, her country neighbors, the members of her group, and she plans to keep coming back because she feels "things do get better."

Susan H., WSO P.I. Secretary had been in Al-Anon two years before she discovered she had come for herself. Change had shaken her at her roots, but she recognized that she must deal in a positive way with life's constant challenges. While she had denied the "monster—alcoholism," she knew something was terribly wrong.

She had taken on responsibilities that were not hers, and had become a reflection of her husband's illness. When, at last, she found Al-Anon, her goal was to be her husband's saviour and show him the "light," but she soon wanted more. Al-Anon gave her the courage and she gained the desire to change.

Today, Susan feels she does more than just service—she can laugh again. With an open mind and a willingness to listen, she knows that "change is what life is all about; it is the only evidence of life," and Susan knows that with her desire to change she can live and not just exist.

## Sharing AREA HIGHLIGHTS (A/H)

George T., Chairman (DE)  
Lavinia B., Secretary (RI)

Generally held for Delegates, this session deals with topics which do not require full Conference resolution. George T. led the discussions of primary interest and Lavinia gave the Report-back.

The Agenda had been prepared from information received in response to George's letter. Delegates had decided to discuss and share how their Areas handled the following:

1. Problems at the District level
  - (a) How expenses are handled:
    - One District appointed a Treasurer.
    - In some Areas, the Group Representatives (GRs) passed the hat.
    - District Appeal Letters are sent to groups in another Area.
    - Raffles and sales of handmade items at District workshops.
    - Groups within a District pay for their GRs to attend the meetings
    - Groups contribute a regular sum to cover meeting-room rent, expenses of the District Representatives (DRs), travel, phone, literature, etc
  - (b) Motivating GRs to attend District Assembly meetings:
    - Notification by mail or phone.
    - Enthusiasm of the DR.
    - The DR visits each group.
    - Having a District meet monthly in the same place.
    - Rotating the District meeting among groups
    - Some Districts combine meetings with another District.
    - Another has Saturday meetings and stresses Alateen representation.
    - (The majority of Assemblies had coordinators for Area services.)
2. "Double Winners"
  - (a) Problems.
    - The "term" is creating a third entity.
    - Some members of other anonymous fellowships are taking over Al-Anon meetings
    - Some wish to form Al-Anon groups for "Double Winners" only
  - (b) Solutions:
    - Some groups add a sentence to their welcome, asking all who belong to other anonymous fellowships, or self-help groups, to put *that* membership aside, (Area Highlights continued)

(Area Highlights continued)

while concentrating on the Al-Anon program.

- Treat all members alike, courteously, as "equals."
- If asking a Double Winner to speak, request they share their Al-Anon experience.
- Take personal and individual responsibility at a meeting to remind others to concentrate on Al-Anon.
- Avoid pressuring an alcoholic member of Al-Anon for advice on how to stop drinking.
- Stress the "Al-Anon approach."

### 3 Area Newsletters

Methods for success:

- Choose a good editor.
- Follow the GUIDELINES available from the WSO
- Pursue a local non-profit mailing permit
- Seek information to share from Area Coordinators, Delegates from District and Area meetings.
- Request local District and Area support for costs

The meeting closed with the election of the 1982 Chairman, Norma A., (OK); and Secretary, Alice O., (W.VA).

## The GSM A Personal Look . . .

"I had never attended a gathering where there was as much willingness to communicate. . . despite the fact that the majority of those present did not use the English language as their native tongue"

*Ruth H., RT*

"Today is a day that will begin, for all of us, a lasting relationship with Al-Anon around the world; truly an expression of worldwide communication and thinking"

*Myrna H., General Secretary*

"I think this meeting is not a meeting where the WSO is here to help you with all the answers but, rather a vehicle whereby you can help each other."

*Sandy F., International  
Coordination Secretary*

"The problem, half the time, is that though communication is open and easy in practical terms, so often we do not understand the way the other communicates. We listen to what they say, but we do not hear. We are caught in the trap of our own attitudes and prejudices, and we misinterpret. . . you made it possible for us to get to know each other today, and I feel absolutely, incredibly grateful."

*Judy B., U.K. & Eire Delegate*

## International Coordination

Hank G., Chairman  
Sandra F., Secretary

Having introduced the Committee, Hank turned to Ruth H., for her report, highlighting the reaction of those attending the First General Service Meeting (GSM). (See Summary, pp. 16, 38)

Sandy then added that she, too, was thrilled to report the exceptional growth of worldwide Al-Anon. Decisions were being made on a site for the 1982 GSM and a questionnaire will be sent to help select a theme and develop a meeting agenda.

There were also exciting "firsts" in International Coordination: (1) the Board of Trustees had approved consideration of financial loan assistance to established General Service Offices for the printing of books (Although the WSO had not yet extended loans, requests had been received from service structures in Norway and Japan) (2) The Board had also agreed to send Henrietta S. and Sandy F. to U.K. & Eire and then on to Norway, the newest of the GSOs where they saw a service structure formed before their very eyes.

There followed a representative from the

### U.K. & Eire

Cliff G., whose personal remarks pointed up his keen sense of humor, had found Al-Anon when he was "half-frozen" from waiting outside an AA meeting where his wife was "laughing and drinking hot tea." His Al-Anon friends had made him welcome in homes not his own, "brought the distant—near" and made a brother and sister of strangers.

The GSO in the U.K. & Eire had continued its phenomenal growth. There were increases in calls, letters and answered inquiries; the magazine, "News & Views," had increased its subscriptions, the Scottish Information Center had a paid staff member and the Dublin Center had reported an extremely busy and satisfactory year.

Cliff had emphasized the zeal and enthusiasm that each member had "tackled" their tasks at this center. The U.K. & Eire had held its first Al-Anon Convention with visitors from many countries and progress had been made in Alateen and P.I.

### Belgium

Karel M. had resisted Al-Anon meetings because he thought they were exclusively for women "to knit and drink coffee." The miraculous change in his wife helped persuade him to become a "convinced" member. He used his energy to do something about the shortage of Dutch material. With some help, he managed to translate the literature and overcome the financial difficulties concerning administrative matters at the service office. He had been a "kind-of-one-man-band"—the secretary-treasurer, editor of their newsletter, public information officer, etc., but, today, the Belgium General Service Office is on its way to having a structure where more people are growing into service.

It is hoped there will be a Trial Service Conference and Karel planned to work at the WSO for a week with Liliane P., a member of their Board of Trustees, to contact those who could help in establishing committees and building toward "service" development.

Following Karel was Cay C., Chairman of the Publications Francaises Inc (PFA), who gave the committee report (See Summary pg. 39).

### Spanish Services

Teresa M., Translator and Supervisor of Spanish Services, began with an explanation of the WSO's department for Spanish-speaking members. In addition to three full time employees, Rafael M. had been hired, as a part-time consultant, to assist in translations. As of 3/30/81, 2,358 Al-Anon groups were registered at the WSO, an increase of almost 700 groups. Service offices were registered in 23 Spanish-speaking countries and lone members totaled 16. Literature sales had practically doubled.

Every mailing to Spanish groups comes through the Spanish department which answers individual and group inquiries, welcomes new groups and processes Spanish literature orders (See Summary pg. 39)

The department had also translated the newsletters, *INSIDE*, *AL-ANON*, *AL-ANON IN INSTITUTIONS*, and *AL-ANON SPEAKS OUT*, and all material which had been written in English for groupwide distribution.

Teresa's good news also included the production of the six Beginners' Meeting Tapes in Spanish, a portion of which she played at the Conference

# French Literature Committee Les Publications françaises (PFA Inc.)

Cay C., Chairman  
Alberte C., Secretary

Les Publications françaises (PFA) Inc. are the WSO service branch for all French speaking groups world-wide. The Trustees are, Cay C. Chairman, Simone M. Vice-Chairman and Alberte C. Secretary/Treasurer and General Manager. The office personnel consists of 3 full-time employees, 2 part-time and 1 occasional helper.

## Group Growth

There are presently 565 Al-Anon Groups registered as follows: Quebec: 380; New Brunswick: 16; Ontario: 30; U.S.A.: 5; France: 63; Belgium 54 and Switzerland: 17. Alateen Groups registered are: Quebec: 64 and Ontario: 3. There are no overseas Alateen Groups registered as yet. Lone members: Québec: 10; U.S.A.: 3; France: 23; Belgium: 1; Germany: 2; French Guyana: 1; England: 1; New Caledonia: 1; Chile: 3 and Tahiti in French Polynesia: 2; for a total of 47.

## Finances

Sales for 1980 totaled \$92,277 as compared to \$86,068 in 1979. If we compare sales increases in the preceding years, this was a relatively low figure. This was due to the fact that there were no new publications this past year, all efforts being concentrated on the publication of *The FORUM*.

## Mailings

During 1980 we sent out 543 letters to groups and individuals, plus 731 letters for group registrations and 2,154 appeal letters. 2,560 packets of literature were sent in Canada and the U.S.A. and 28 bags of parcels to Al-Anon General Service Offices in Europe. Mailings of *Le FORUM* and *INSIDE AL-ANON (AU COEUR D'AL-ANON)*: 7,570, and 100 mailings of free literature.

The Sherbrooke and Three Rivers regions have opened literature distribution centers and they now come directly to the office for their literature supplies.

## Office Equipment

Last December, with the approval of the WSO, we purchased a photo-copy machine at a very favorable price. As we discover more and more ways to use this purchase, it will be a very practical and worthwhile acquisition.

## The FORUM

Following our discussions at the 1980 Conference, it was decided to delay publication of the book *LOIS REMEMBERS* to proceed with the up-dating of *The FORUM*. The publication of our three books had added to the delay in the production of *The FORUM* and there was a three year back-log. We proceeded to try publishing 2 issues per month and by December 1980, the first six 1978 issues had been printed. (At this time, the 12th issue of 1978 is at the printer's) We had a great deal of difficulty with the magazine format of *The FORUM*. After much experimentation, we decided to keep ours the same size as before which is slightly bigger than the English format. This extra space allows for insertion of the French text which is longer than the English text, using the same number of pages in the same sequence. For the present the French *FORUM* is being published at a deficit but we are hopeful that it will become a viable project in time.

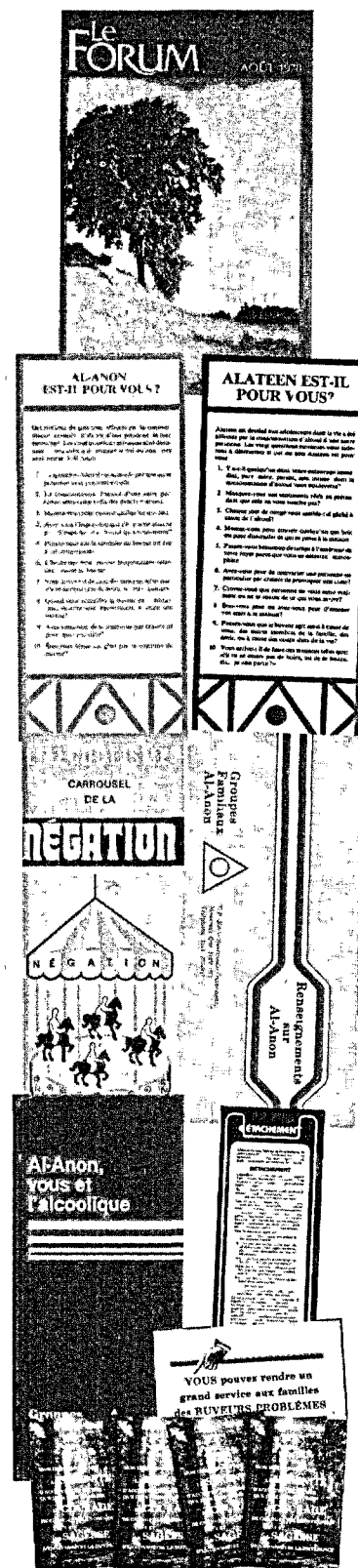
## Inside Al-Anon

*INSIDE AL-ANON (AU COEUR D'AL-ANON)* is translated and sent regularly to the groups. This also applies to any extra pieces that are included with the English version.

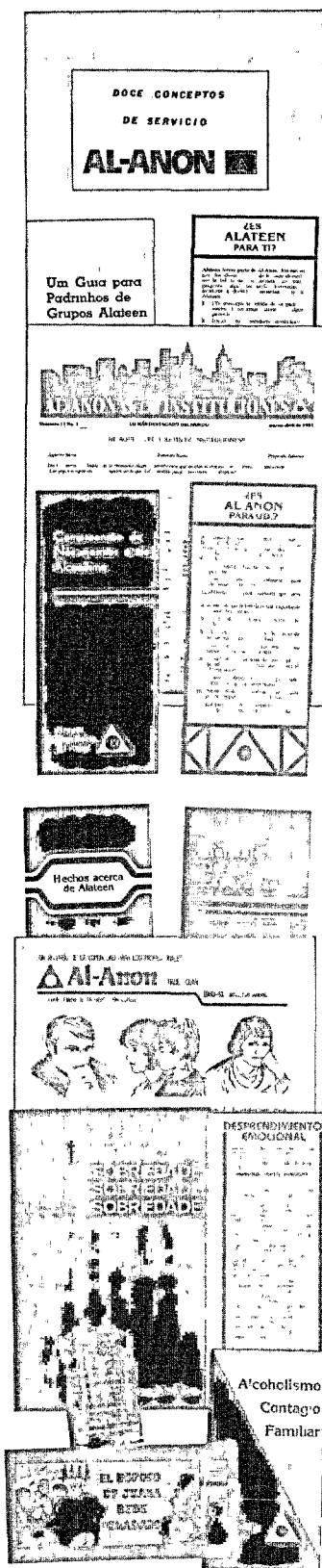
## Publications

In the course of 1980 the following brochures and guidelines were revised: *Al-Anon Is For Men (P-1)*; *Homeward Bound (P-8)*; *Youth and the Alcoholic Parent (P-21)*; *So You Love an Alcoholic (P-14)*; *Why is Al-Anon Anonymous (P-33)*; *A Guide for the Family (P-7)*; *The Al-Anon Information Service (G-4)*; *Guidelines for Alateen Speakers (G-15)*; *Suggested Programs for Al-Anon Meetings (G-13)*; *Suggested Programs for Alateen Meetings (G-14)*.

We also published the new leaflet *Understanding Ourselves & Alcoholism (P-48)* and the *Ask-It-Basket* from the 1980 Summary.



## Spanish Services



In August 1980, Hank G., Chairman of the Board of Trustees and Myrna H., General Secretary of the WSO, visited our office in Montreal. This was the first official visit of the WSO to Publications françaises.

Their visit gave us the opportunity to discuss our specific problems and the organization of our service which is constantly expanding. In February 1981, Linda, Literature Secretary, and Richard, Controller, also spent a day at our office. We discussed different ways and procedures for printing our books and publications in order to decrease the cost of production.

Both of these visits were much appreciated. They were most helpful and enlightening and, for the well-being and growth of French-speaking groups, we sincerely hope they will be continued.

## Green Light/Red Light

Ruth F. Moderator

For several years, the Conference Agenda began with a Green Light Session at which everyone was encouraged to recommend an item which had not been submitted earlier or would not otherwise be covered. The symbolic "green light" indicated that all topics were acceptable. Later, the suggestions would be reviewed or "red lighted" and those having the greatest number in a show of hands were assigned a time slot for a full discussion. These sessions required several hours but it was considered time well spent as it enhanced the open nature of the Conference and provided an equal opportunity for all.

This year, however, many of the items which might have been brought to the Green Light Session were discussed during open sessions planned for Alateen, Literature, Institutions, P.I., International Coordination, Budget, Policy, etc. Other questions had been answered by Staff Secretaries during the Delegates' visit to the WSO and still others found their way into the ASK-IT-BASKET. As time became an issue, it was decided to pursue a different method for choosing open session topics. Matters for discussion were offered in writing; some were referred to Standing Committees for their attention during the year, others were assigned Conference time. Among those issues discussed were:

- *Changes in the Welcome* — It was suggested that the paragraphs which referred to AA be altered to remove mention of AA.

### Pros

Al-Anon functions as an entirely separate and equal fellowship. Mention of another fellowship breaks the Tradition of separateness. AA members who are also Al-Anon members may feel these paragraphs invite them to share as alcoholics rather than as Al-Anon members. Al-Anon members who are also members of AA tend to focus on their drinking, or another person's drinking. AA members tend to take over at Al-Anon meetings.

- *Notice of Vacancies at the WSO*

It was requested that more Al-Anon members be notified when there are vacancies in the WSO staff and volunteer posts, i.e., Chairman of a Standing Committee, a Board of Trustee, or an Executive Committee vacancy. Openings on the WSO staff are being, and will continue to be, announced to Al-Anon groups in the commutable Metropolitan area.

- *Group Specialization—Children of Alcoholics' Groups*

Several Areas expressed concern over a growing number of groups which, through their name and purpose, invite only those who are adult children of alcoholic parents. Special preambles and literature are being produced by these groups without Conference Approval (See Literature, Summary, pg. )

The issue will be directed to the Policy Committee for deliberation.

### Cons

Changing the welcome would not change our history—merely, deny it. Al-Anon has "come of age" but our ties to AA are Traditional. We would be functioning as ingrates if we denied our heritage.

We can, at our meetings, tell members of all other anonymous fellowships to join us in focusing on the Al-Anon program.

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# FRIDAY

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## Regional Trustee Nominations

In mid-1980, the Delegates and Area Chairmen of the U.S. Northwest and U.S. Southwest Regions were asked to submit candidates for nomination as Regional Trustees (RT). Resumes were received, and copies mailed by the WSO to those who would be voting at the Conference in this election, (the Regions' Area Delegate, two Trustees, and four additional Delegates from outside the Regions.) The candidates selected by closed ballot were:

U.S. Northwest—Audrey G., Iowa  
U.S. Southwest—Irma C., California (N)

## Nominating Committee

Theodore (Ted) K., Chairman

Ted presented the slate of nominees proposed to fill vacancies on the Board of Trustees. Al-Anon's Charter notes that no Trustee may serve for a period of more than six consecutive years, and as an incorporated trusteeship, the Board chooses its own successors. Their choices are subject to support of the Conference.

Those proposed as members of the Board for three years were: Theodore K., Barker (Bo) H., and Frank R. The names of the Regional Trustees, as proposed earlier, were Audrey S., U.S. Northwest and Irma C., U.S. Southwest.

Discussion of the slate centered on several thoughts:

### Board Membership

- 2 Honorary Trustees included Lois W. and Anne B., co-founders
- 2 Members by virtue of their positions as General Secretary and FORUM Editor
- 6 Regional Trustees (RT)—2 elected every year for a three-year term
- 9 In-Town Trustees can be elected for two consecutive three-year terms

### Officers

Chairman — Hank G.  
Vice Chairman — Rita McC.  
Secretary — Myrna H.  
Treasurer — Henrietta S.

### Eligibility

An In-Town Board member can serve six years (2 three-year terms), leave the Board for one year to re-establish eligibility and then be elected to serve again.

(Nominating Committee continued)

### Shared Thoughts:

- *The principle of rotation has brought new members to the Board.*
- *There is value in having experienced members continue to serve.*
- *We ought to carefully look into the election and selection of In-Town Board members.*
- *Open, honest discussions of the selection of Board members are appreciated and encouraged. (See Motions)*
- *The slate was approved. (See Motions)*
- *Ted announced the appointment of the Executive Committee's Officers and Members: Edwina F., Chairman; Myrna H., General Secretary; Norma McG., Policy Chairman; Henrietta S., Treasurer; Stephanie O.K. and Steve M., Members; Carole K., Staff.*

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# SATURDAY

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The final Session heard Jean's farewell as her morning greeting. She had served in the capacity of Chairman for the last time. Next year's Conference would have another leader. "We leave here strengthened, enthused and ready for the challenges Al-Anon presents," she said. "In a sense, today draws an invisible curtain over 26 years of my life because for 21 of those years I have been actively involved in the service structure. . . . This is a very special time; never again will this exact same group of people be together. . . . God has brought me (in His way and His time) to the place where He wants me to be. . . . Now I must use what God has made of me—to reach out to my fellowman—not only within Al-Anon but far beyond . . . anywhere. I shall leave here with great joy in my heart, in the full knowledge that I have given my best, always trying to adhere to our principles."

The spiritual meeting has always been last. The nature of the Al-Anon program was reinforced by

### Mary Nell T.

It was a call from an Al-Anon member she had not seen or heard from in four years that inspired Mary to review her time spent in Al-Anon. She felt it had not been wasted as, she and her friend, had shared their love for

one another, and both felt this special-kind-of-love is "overwhelming." Mary Nell had not always been so certain in the days of active alcoholism, in fact, she had been called, "Saint Nell" and "Mrs. Hitler."

In reflecting, she recognized that her willingness to move forward was based in a strengthening trust in a power outside herself. Following His guidance, she felt she had nothing to lose. Even as she suffered grief and depression, she knew she was "moving forward" when she made spiritual contact each morning.

After her divorce, there was a "sadness" in her home but, at the same time, there was a special "closeness." It seemed to Mary Nell that the "worst times were also the best times." All three family members were in the program learning to communicate more with one another; there was a feeling of "togetherness" and, among them, a sense of freedom.

Mary Nell went to work, became self-supporting, independent and dependable. She learned to budget and plan; her job demanded mental exercise, concentration, self-discipline, patience and accuracy.

Every once in awhile, when a restlessness appears, she explores through people—a path to spiritual strength. She found in her relationships with all people, "we are equal . . . we are not the same."

Last, but not least, she is in the world socially and her life is beginning to have balance. Today, she is "seeing planned and unplanned dreams come true."

### George T.

Twenty-four years ago, George knocked at a door and fell in love at "first sight" but his beautiful Peggy had another affair going—an "affair with the bottle." Initially, George didn't want her to stop drinking but later he "traveled" every avenue to rid them both of the "golden elixir."

His geographical cures took them through several states until—AA and Al-Anon and finally, for George, a Higher Power. With His help he found a practical and spiritual recovery and the understanding that his happiness comes from "a mind full of rich thoughts and a heart full of rich emotions."

George maintains his serenity by using Al-Anon's key to peace of mind and today he has "no problems, only opportunities" to use that key and "keep it bright."

Q. How much does a French FORUM subscription cost? What does it cost to produce one?

A. A French FORUM subscription costs \$7.00 in Canada and the U.S., \$7.50 in other countries. The PFA produces the French FORUM in Canada and has this figure.

Q. If French-speaking groups developed their own FORUM, why can't this be done in Puerto Rico?

A. A motion for the WSO to investigate publishing such a Spanish-language FORUM in other countries was passed at the 1981 WSC.

Q. How is taping of literature for the blind coming along?

A. The Library of Congress is authorized to produce all materials for the blind at the time of copyright registration. In addition, various institutes for the visually disabled have transcribed a number of items. The Literature Committee at the WSO will eventually undertake transcription activities for those with reading disabilities.

Q. How do Areas determine who will serve on the Area World Service Committee, (i.e., Past Delegates,) and who may serve with voice and vote, or with voice only?

A. The World Service Handbook (page 31) explains the composition of the Area World Service Committee. It is our understanding that quite a few Areas draw on the knowledge and experience of their Past Delegates, as advisors. They have voice but no vote. It would seem logical to use the 2 immediate Past Delegates, or 2 Past Delegates, who are willing and able to serve in this capacity.

Q. In the 1980 Conference, the WSO was preparing a "list of workshops" held at past Conferences. Is this now available?

A. A list of workshops is available, however, research indicates that much of the workshop material presented at past Conferences needs to be revised and/or updated.

Q. What is a "service" sponsor?

A. Groups say, "This is a member who encourages another in service involvement."

## ASK-IT-BASKET QUESTIONS 1981 WSC

Q. If an institution owns a film that we would like to show at an open meeting (and is willing to lend it to us gratis) are we obliged to provide a donation, to prevent any illusion of affiliation? The film will not be shown at the institution.

A. Experience shared by other members has shown that it is not in the best interest of Al-Anon as a whole to show films made by outside agencies; however, if a film is shown, in addition to a regular meeting, it would not violate Traditions to borrow the film.

Q. Could we have the statement regarding "registration of groups" (Policy Digest, page 28) put on the annual group questionnaire form? This defines what an Al-Anon group is.

A. This will be considered.

Q. How open must an open meeting be?

A. Open meetings usually means that any interested individual may attend.

Q. What do you think about an Alateen group having all open meetings and AA attending?

A. This is not a good idea as it may inhibit "sharing" as well as result in discussions about the alcoholic.

Q. If Al-Anon has a fund-raising project, (sale of goods on a special day) would it be permissible to bring along friends?

A. This is within the autonomy of the project's coordinators.

Q. How does an Al-Anon fund-raising project that includes members' family or friends, fit in with our Tradition of self-support?

A. Cooperation among family members involved in an Al-Anon fund-raiser is in keeping with the Traditions. Part of our recovery is knowing the difference between cooperation and dependence.

Q. We question the use of group funds for babysitting? We feel that even if (as stated) it does not break Traditions, it could lead to problems?

A. Since babysitting is available to (and benefits) all group members, it is considered a group function. How this is funded is a matter of group autonomy.

Q. Why is there no Standing Committee at the World Service Conference on Policy Digest?

A. Because the entire World Service Conference decides upon policies.

Q. How do you get a group to follow guidelines? Their answer is always the 4th Tradition.

A. Inform groups of the facts and allow the "group conscience" to serve as the ultimate guide. If a wrong decision is reached, time and experience can turn things around.

Q. May we have a policy statement on our Al-Anon triangle? Is the Third Legacy at the base, service?

A. There are several statements expressing the Al-Anon ideas which are represented by a triangle. Symbolically the sides are equal; the first Legacy is Recovery through the 12 Steps; the second is Unity through the Traditions, and the third is Service, as described in the Concepts Explanations may be found on page 5 of the Concepts pamphlet (P-26), and pages 7-12 of Al-Anon/Alateen Groups at Work (P-24).

Q. Is it within the Traditions to use group funds to buy "liability insurance" which is necessary in order to have paid babysitters at a particular church where group meetings are held?

A. Yes. Insurance can be considered a cost as would rent. Many churches, schools, temples etc., are requiring groups to have liability insurance just to meet on the premises.

Q. What will be done with the reprints of The FORUM?

A. These inexpensive pieces are available for sale and can be used as the basis for meeting discussions, as a Public Information tool, or as personal reading for members and prospective members.

- Q. Are there guidelines for alcohol rehabilitation units ordering hardcover books for family members?
- A. No. If they write and ask, we respond with suggestions.
- Q. Could the Conference Charter and the By-laws be included in the Concepts manual?
- A. The Conference Charter properly belongs in the World Service Handbook; whether to place it also in the Concepts manual is being considered by the Literature Committee. The By-laws is a legal document which the WSO needs to have as an incorporated entity in the State of New York. It is of no benefit to groups.
- Q. Why aren't details about the film, "Lois' Story" in our order blank form? What does it cost?
- A. More information is listed in the Catalog (S-16) and lack of space in the order blank limits printing of details. The cost of the film is \$35 per week rental.
- Q. Has the World Service Office ever considered having a toll free telephone number?
- A. It has been considered but, since we do not take orders by phone, the expense for such a number would not warrant calls for questions that could be mailed in.
- Q. Could we become more aware and helpful if our Institutions Coordinator is alerted as to what materials are being shipped to institutions in his/her Area?
- A. It may be helpful for service workers to know the type of literature ordered from institutions. We will investigate a feasible method to keep Institutions Coordinators as well informed as possible.
- Q. Is it possible that the Institutions articles in The FORUM can be put into a pamphlet, or sheet, similar to Twenty-Questions-Plus-Five?
- A. Since the membership constantly shares ideas and experiences, it would seem impractical to reproduce or duplicate this material. Members are encouraged to extract any material they find helpful.
- Q. How is INSIDE AL-ANON of help to loners? Would not The FORUM be better?
- A. The aim of the loners' program is to encourage loners to form groups. INSIDE AL-ANON keeps the loner in touch with group experiences. Both publications are helpful to loners.
- Q. Can groups buy literature at discount and sell to individuals at regular rate?
- A. Yes. Many groups order larger quantities to take advantage of the discounts noted on the order blank (S-16) and in the catalog (S-15). The differences between cost and earnings through sales are used for the group's services and expenses. (In some groups, it might be necessary to add to the listed price, but we ask that groups not undersell the WSO.)
- Q. Does it break a Tradition for Al-Anons to participate in a joint AA/Al-Anon Conference, Round-Up, or Mini Convention? By participation, I mean an equal voice in planning and an equal responsibility in committee assignments.
- A. No, it does not break Tradition; equality is always encouraged.
- Q. Last year we had a hot emotional issue in regard to a FORUM in Spanish. This year we were given a lot of research, facts and study to explain why the Spanish FORUM was not incorporated as was Conference vote. We were also read a list of Spanish written priorities, and the FORUM in Spanish was either last, or not mentioned at all. Why all the research for something not even on the list of important literature needs?
- A. The priorities were submitted by Puerto Rico which did not list a Spanish FORUM.
- Q. Is there a policy regarding newsletters reprinting one another's "art" material? While it is understood that written material is for sharing throughout our fellowship, art material is often the personal property of the artist, and it is part of each newsletter's unique look.
- A. "Art" is generally considered in the same vein as "text" material. It is not "free for the taking" and permission should be sought from its original source before reprinting it in a newsletter, or other printed material.
- Q. When will all "service" manuals be the same size?

- Q. I would love an annual "group picture" of my Panel as a precious souvenir. Would it be possible to slate a period, early in the week, for Panels to utilize, if they choose to do so.
- A. This suggestion is being considered by the Conference Committee.
- Q. When tapes are being mailed from the United States, should there be a duty charge? We find in Canada there is sometimes a duty charge?
- A. There should be no duty charge on the Beginners' Tapes from the WSO as these are considered "educational" material.
- Q. I feel some Conference time is lost at the mike; maybe a bell should be used and rung at the set time limit.
- A. We are aware of this and will strive to put it into effect.
- Q. I'm a new Delegate and the Green Light Session and the Ask-It-Basket seem to be the same; so why the two? I understand the Green Light is one of discussion when topics are screened while the Ask-It-Basket is only answered.
- A. The Green Light Session provides Conference members with an opportunity to suggest items of a general nature which pertain to Al-Anon worldwide, i.e., policies, expansion of services, etc., (not already on the WSC Agenda), whereas, the Ask-It-Basket is for questions of local concern.
- Q. Would it be possible for all Alternate Delegates to receive all WSO Delegate mailings? It is difficult and expensive for me to make copies of all correspondence.
- A. A 1961 Conference decision states: "... that Delegates undertake the responsibility of keeping the Area Committees and GRs informed about Conference and WSO activities."
- Q. Can AREA HIGHLIGHTS be available on subscription? If not, who gets it?
- A. AREA HIGHLIGHTS, a quarterly report from the WSO to Delegates, is not available on subscription. Usually items of general interest to the membership are "excerpted" and carried in local Area Newsletters. In this way, groups are kept informed.

- Q. On page 10 of "Working As, For, or With Professionals," an Information Packet is mentioned. Please explain this and are they available to Areas? Is there a cost?
- A. The packet referred to, the Industrial Packet, is also called the Labor/Management Packet, available to Areas, and is listed on the order blank (P-39) at fifteen cents per copy.
- Q. When can we expect a statement on intervention and confrontation?
- A. The following statement was approved for inclusion in the Policy Digest at the 1981 WSC "Our Al-Anon experience helps us understand we are powerless over another person's drinking. This makes us aware of the danger at meetings of being diverted from our own recovery by techniques which are focused on the recovery of the alcoholic (i.e., confrontation, intervention, and others)."
- Q. Would it be possible to send the annual card for registry of groups, or give new information to go onto computer printouts to the Delegate for further distribution to Districts? This would eliminate cards going out to those who are no longer active, etc.
- A. The card for "group information" has been replaced by a more comprehensive form.
- Q. Is there a requirement that group officers (GR, Treasurer, Secretary, Alateen sponsors) be members of Al-Anon for one year or two years?
- A. No, because new groups sometimes start out with all new members. Selecting officers falls within the autonomy of a group.
- Q. An Al-Anon on a panel mentioned seeing guidelines for adult children of alcoholics which claimed to be a program sanctioned by the New York office. Is this something from the WSO or some other program?
- A. There are no guidelines for this type of group except those guidelines which every group should follow. The Twelve Steps and Twelve Traditions Groups are registered at the WSO with the understanding that meetings are open to all Al-Anon members.
- A. It is our hope that the 1982 versions of all four service manuals will have the same dimensions while their page numbers may vary.
- Q. Is there a simpler form that can be used as a reference for Alateens in regard to a 4th Step Inventory?
- A. Alateen members do have their own 4th Step Inventory as listed in the order blank, (S-6) Questionnaire Step 4 Inventory for Alateens. Also used for group discussion are the 20 questions (on page 12) of "Twelve Steps . . . Alateen"—and many Alateens have been able to use "Blueprint for Progress" by changing the word "spouse" to "parent."
- Q. Could we purchase ALATEEN TALK by subscription? Also, bulk subscription?
- A. No. There are no subscriptions for ALATEEN TALK at this time. In order for a group, or an individual member, to purchase extra copies, the cost is 15¢ each. We will be researching the possibility of having subscriptions in the near future.
- Q. Can ALATEEN TALK be sent to all groups with INSIDE AL-ANON?
- A. The October issue of ALATEEN TALK is to be sent to all groups, along with a questionnaire, to determine if this is warranted.
- Q. Can an Al-Anon group take money out of their treasury (group funds) to sponsor an Alateen member to a Round-Up or Convention?
- A. No, because this would only benefit one member. Individual members may help an individual, but a group should be working for the good of all. An Al-Anon group may donate money to an Alateen group without earmarking the contribution.
- Q. How can we keep individual Alateens and Alateen groups from accepting contributions from AA groups for Conferences, etc.?
- A. Alateen groups may have fund-raising events within the Al-Anon and AA fellowships. The Policy Digest (on page 20) gives examples of how they may do this by performing services. A direct contribution from AA (or an individual AA member) is against our Traditions, however, through the cooperation of our fellowships, they may take part in events that are held to raise money.
- Q. Is it within the Traditions for Alateen to have a car wash? How can it be done?
- A. An individual member may sponsor a car wash and donate the money to the group, or an Alateen group may choose to hold a car wash within the fellowship. This can be done on a meeting night where AA, Al-Anon and Alateen are meeting at the same time. If the car wash is held within the fellowship, you can use Alateen. If it is held outside the fellowship, it has to be done as individuals and the money earned then donated to the group by the members. (See Page 20, Policy Digest)
- Q. What decision did the Policy Committee make re. AA co-sponsor running Alateen groups?
- A. The Policy Digest, page 19, under Section II, Sponsors, states. "Every Alateen group should have an Al-Anon sponsor. An AA member may assist a group. If, however, the AA member is also an Al-Anon member, they may serve as the Sponsor by virtue of his Al-Anon membership. Emphasis should be placed on the Al-Anon/Alateen interpretation of the program at all times."
- Q. What responsibility and potential liability does an Alateen Sponsor have to an Alateen member as he/she would, if he/she invited him or her, to his/her home?
- A. This statement actually means that the adult member of any group should give guidance and discipline. In other words, in your own home you wouldn't allow children to take part in, or do, anything that could physically or emotionally harm them and that holds true for Alateen meetings. For example, excessive roughhousing, use of alcohol or drugs on the premises, and getting involved in specific "therapy techniques" that should only be used by qualified professionals.
- Q. Does a Delegate receive copies of correspondence, if outside agencies within an Area, request copyright release to reprint Al-Anon material?
- A. Anyone wishing copies of correspondence of this nature, may request them from the Literature Secretary at the WSO.

# Reflections on Service

Lavinia B., Rhode Island

Lavinia joined Al-Anon because of her husband's sobriety; she joined in body, mind and spirit. Her Delegate belonged to her home group and Lavinia soon became a GR, attending Area Assemblies where an entirely new language seemed to be spoken. She was confused by "service terms" and initials and abbreviations but managed to master the vocabulary in her many service capacities.

For Lavinia, service was the tool God has used to nurture her spiritual growth. It was through patience, understanding and love of her Al-Anon family that she finally understood. "Al-Anon does not claim to be the way to heaven—only the way to serenity."

Lavinia plans to continue serving in Institutions. She urged other Delegates to attend their Regional get-togethers, renew fellowships of past Delegates and meet those who are just beginning to serve.

Dorothy H., Tennessee

Reflecting on her life in general, and her Al-Anon "service" in particular, Dotty was made aware of how often the good things in life happened when she was "in the right place at the right time." A gentle shove from an alcoholic helped her into the program and into service. Her husband had made his program an "all day, everyday effort" and she had tagged along.

Her husband's death helped her realize how much she missed "their sharing of AA and Al-Anon activities and contact with service." She became the Al-Anon GR for her own personal growth.

As Delegate, she conquered her fears and realized, once again, that she was "where she was supposed to be—doing what she was supposed to be doing." She hopes to stay active and help with the continued growth of Al-Anon in Tennessee.

Mary Jane R.—Michigan

"What makes World Service generate such strong feelings in members?" asked Jane, "they either love it or they don't want to hear about it."

She knew from experience that, as a beginner, she only wanted her one group meeting and the recovery it offered. But one day she met that "strange person called a DR" and found out that she was expected to take turns chairing meetings, setting and clean-

ing up, and showing interest in something outside her home group. With prodding, she attended her first Assembly, and had a glimpse of the worldwide aspect of Al-Anon. Service was hers to explore and it had made a deep impact on her personal program of recovery.

Through participation, the 12 Concepts of Service live for Mary Jane who was also able to accept a Higher Power. She expects to keep active as the head of her Area's Budget Committee and to involve herself in P.I. work, as she is "always willing to keep on learning."

Maxine B.—New York (N)

"It was those Al-Anon members who had volunteered to serve at the historic clearinghouse" who had helped Maxine and her daughter begin Al-Anon and Alateen groups in New Jersey. From 1959 to 1964, her personal life was "just about perfect" as the entire family found the program.

There followed a series of devastating events which led Maxine to go "A.W.O.L." from Al-Anon for 2½ years. Her daughter suggested they go to an Al-Anon meeting and it was not long before she was trying to "enlighten" her little group as its GR. She soon discovered she was the "servant"—the group might not change, but *she* certainly was going to.

After an indepth study of Concept 9 on the qualities of leadership, she developed true self-confidence with humility. With the love and encouragement of the New York Area, Maxine filled in for a Delegate and served a term of her own. She knows that, in the future, service will continue to be a part of her mental, physical and spiritual life.

Rosanne E.—Pennsylvania

Not only was Rosanne uninterested in Area Service as a newcomer to Al-Anon, she was antagonistic. As chairman of a roundup in the rural western part of Pennsylvania, she had received a letter from "someone calling themselves a Delegate."

"We don't need any big shot from Philadelphia," Rosanne had retorted, and when the Delegate was invited to participate in the big local get-together, Rosanne stayed home.

But she could not escape; her mind held a million questions, she wanted to know what made service members

"tick." In the beginning she used the "wrong initials" and was always being corrected. Now she recognizes the value of service and sees it as her "bridge to future activities."

In a touching tribute to Murel S., the now deceased, Delegate from Texas E., Rosanne shared how Murel's courage, strength and faith had helped her return to a career in music. Today, long after her "honeymoon" as a first-year Delegate, Rosanne understands that service requires conviction, strength to uphold principles, and courage to resist the temptation to "seek peace at any price."

Maxine R., Minnesota

"I can't remember a time when service wasn't a part of my Al-Anon program," Maxine began, "I didn't know any better."

Her group training pointed to "coming early and staying late" with other longtime members who made special efforts with "the bits and pieces of the total Al-Anon program."

Maxine's first Area Assembly resulted in her election as a GR; her sponsor never told her to say "no." Today, she is grateful she never did. A firm believer that members can sponsor newcomers into service, Maxine also feels GRs can "feed service to their groups." Studies of the Traditions, their continued support and use, help members to know what Al-Anon is, and what it is not.

It had been difficult for Maxine to ask for help but today she believes spirituality is a "state of mind or a change in attitude." As a past Delegate, she will come back to being coffee-maker for her group and continue in service because she knows "God does not choose those who are fit to do His tasks—He fits those He chooses."

Megs T.—Florida

It was a part of Meg's nature to gravitate toward service: she had an insatiable curiosity and it was with a feeling of relief that she sat back in Al-Anon, thinking she didn't have to do a thing—unless she wanted to. For awhile she let Al-Anon work its special healing miracle and she still feels that "service" begins with sharing a word, a touch, caring and concern.

When asked to speak, she was surprised at her nervousness; dry-

throated, gasping and completely blank, she intended to read from her notes at one "Gratitude" dinner but the lights had dimmed and she was forced to speak extemporaneously. To this day she shares her personal story without notes

This trust in her Higher Power carried over when she was elected Delegate and she served with humility and with a deep feeling of responsibility. Megs knew she had "let go of the old fixer-upper."

She prays that she will continue with this "special awareness" and while she has no idea what the future holds, Megs intends to "keep her spiritual ear well-tuned to her Higher Power."

#### **Pat. R.—California (S)**

While she would like to have been able to say she came to Al-Anon with a desire to serve, Pat admitted that this was not so. Her personal recovery, however, was directly affected by a member in service who was apologizing to the group for a mistake. She, in turn, was able to develop an understanding of "humility"

Married to an active AA service member, Pat was "vacumned" into service, and felt lucky and appreciative to have worked closely with AA members

When she got "bogged" with a case of "analysis-paralysis"—her sponsor helped her to focus on the "simplicity of the Al-Anon program" Today, she considers herself "just an instrument, someone who does the footwork," and hopes she never forgets how one member misread a Tradition "Our leaders are but *twisted* servants"

With trust in her Higher Power, she is resisting the temptation to remain a "help-a-holic" and intends to stay active in Al-Anon service by never saying, "no" to an Al-Anon request.

#### **Sarah R.—Maryland & District of Columbia**

Several months after she attended her first Al-Anon meeting, the group asked Sarah to become secretary and treasurer. She accepted the job as secretary only and declined the other. Soon after she became GR. While she felt she was not prepared for that job it gave her the opportunity to study the Handbook and apply what she had learned. She's been "sailing on cloud nine ever since."

When things slowed down a bit, her Higher Power sent her a special 12-Step Call—a challenging public information case, or the opportunity to be the editor of a newsletter.

With a delightful analogy, Sarah summed up her feelings on service. "Honk if you love Al-Anon!" "This is not a bumper-sticker," she maintained, "it is a story about geese, and when geese fly in formation they travel 70% faster than when they fly alone. Geese share leadership. When the leader becomes tired, he rotates back into the flock and another takes his place. Geese, in the rear of the formation, honk to encourage those up front and to keep in touch. We can learn a lot from geese."

Sarah plans to continue to try to motivate her Area's members to carry the message of hope to others and she concluded, "Honk-honk."

#### **George T.—Delaware**

"I got to service through a buzzard's egg," George began. It seems his older sister claimed a buzzard laid an egg and George was in it.

After six months in Al-Anon, another "miracle" occurred and he became so enthused with what was happening to him that he started a meeting where there had been none To this day he occasionally goes back to the meeting he started 18 years ago in Philadelphia.

When he moved to Delaware, there were only three groups in the state, no "service" and much apathy. A long-time member called the WSO to inquire how an Area was created George contacted the groups to have them elect GRs He attended an Alateen Conference where the "love" he received was "out of this world," and eventually he sponsored Alateen meetings in schools.

George is proud of his work in prisons; he gained a new view of inmates, who responded with love to people "who did not get paid to visit them."

He doesn't know where he will go from here but believes that "somehow, somewhere," he will be "involved"

#### **Barbara R.—Kentucky**

The two members of Barbara's group flipped a coin to see who would serve as GR: Barbara won. Fortunately, when it was time for their next election they were able to use more conventional means, however, Barbara was re-elected.

Later her District was divided and she became the new DR By studying the service manuals and reading the hardcover books and pamphlets, she fed her mind with new thoughts that replaced her old negative ones, and came to believe that the miracles she saw in the lives of members, could be part of her life She turned in the di-

rection of a Higher Power and began "to love with no strings attached and to accept love from others." She replaced fear with faith, sorrow with joy, and understood that her reactions to situations determined the person she would ultimately become

For Barbara, service has been an "awesome experience." As a member she anticipates more growth in her Area's World Service Committee where she will continue to use the 12 Steps for personal recovery, the 12 Traditions for the unity of Al-Anon, and the 12 Concepts which will direct her back to the importance of her home group

#### **Faun L.—California (N)**

Faun had called Al-Anon hoping to save her marriage, and felt that the miracle of AA would make her life perfect.

She found acceptance at her first meeting and also listened to some service reports. Faun felt that "the seed for service was planted at that meeting." From that time on, her sponsor helped keep her involved and by the time the Annual State AA/Al-Anon Convention was held, she had been group treasurer, secretary and GR.

This active service life seemed "cut-off" when she moved to the northern part of the state but she continued her involvement and eventually was elected Delegate.

Because Al-Anon was there when she needed it, Faun pledges "always to be there when it needs me"

#### **Lois W.—Indiana**

"Gratitude takes three forms: a feeling in the heart, an expression in words, and giving in return," said Lois She also feels that "Al-Anon service is giving in return."

For Lois, service was meant "to aid and repair" but she soon learned she could only change by helping herself to counter her reactive behavior Instead of reflecting on her misery, she concentrated on service and through love and sharing, found some measure of serenity.

While she never thought of herself as a "joiner" she admitted to "whole-hearted participation" in Al-Anon. Her initial attempts in service began in her home group and later blossomed to encompass the international scope of Al-Anon. A special sponsor and her "beloved alcoholic" helped as Lois took on time-consuming and rewarding service work.

She urges new Delegates not to be overwhelmed with the World Service Conference; that God would show them the way as He had shown her

*Mary Beth J.—Kansas*

"Love, peace, serenity, joy, and a conscious contact with God" were the many gifts Mary Beth was given by Al-Anon. One of her fondest memories was the "recovery" she gained in the group while washing coffee-cups and cleaning up.

Her group's first name was appropriately called, "The Participation Group," and, together with others, her involvement in service began with "being there and taking a responsibility when no one else would."

In spite of the fact she moved nine times in 14 years, she only missed one election Assembly and felt that the "group conscience of the World Service Conference would be for the ultimate good of Al-Anon worldwide," as well as her home group.

When she became willing to turn her life over to her Higher Power, she was directed to being a full-time Delegate. She recognizes that Al-Anon has helped her personal and spiritual growth through gratitude, increased knowledge and a sense of unity. She intends to pass along her "legacy of service through love, learning, receiving and giving, and sharing and caring."

*Jo W.—Manitoba*

"Oh, was I desperate," began Jo, who had come to Al-Anon with two alcoholics in her family. She had "hit the skids" emotionally.

At first, service in her group offered little or no serenity: the group had not supported using only Conference-Approved literature and had withdrawn from the Area Assembly. Although she knew her group loved and accepted her, she felt something was "missing."

Throughout 2½ years of sponsoring an Alateen group, she began to understand the Guidelines which are provided by the Traditions, and eventually, the group returned to the service structure.

Jo intends to continue in Al-Anon service, recharging herself with doses of "T.L.C."—the T reminds her to be thankful and tolerant; the L reminds her to listen and learn; and the C reminds her to be courteous, and courageous in changing the things she can.

*Yolande G., Quebec (W)*

Once she could see God's help reaching her way, Yolande became less nervous about her farewell talk. It seems that while "curiosity may have killed the cat," it made Yolande, Delegate!

As an active GR in her district, she went one time with the Delegate to a District Meeting, ended up "taking notes" and was "hooked on service." Helping others showed her the importance of tolerance and acceptance. She learned to understand that "slow but sure was better than a resentment." She was also grateful that her patience helped in her personal life.

While she understands that spirituality and religion are not the same, Yolande feels that being in tune with God has helped her understand her religion, and knows that while she may miss being a Delegate, she can still stay in service. She may exert her efforts at a local Information Service, or for Alateen, as she does not plan to lose what she has received.

*Mary Chappell—Ontario (S)*

"I have to say I came into service more because of availability than ability," admitted Mary, who belonged to a new group with only three members. "We each had to take a couple of offices," she said, "while knowing that it isn't always good to do too many jobs at one time." She did her best as she traveled with the Delegate; she listened, studied the service manuals and asked questions. It was this ground work, together with the help of a Higher Power, that aided her as Delegate.

Mary understands today that "service" is a challenge and an asset to spiritual growth. She has learned tolerance and forgiveness while trying to practice "principles above personalities." Knowing her self-worth and "where God has meant me to be," and also knowing that as one door closes on this phase of her service work, God will open other doors.

*Mary Nell T., Texas (W)*

When Mary Nell went into Al-Anon, she did what came naturally to her at that time: she emptied ashtrays. She was made aware of this in an AA room, where one old gentleman said, "you're just like my wife, I don't even get my cigarette flicked; and she's emptying my ashtray." This gave Mary Nell something to think about when she was faced with a decision because she was learning in Al-Anon that she had a choice but she was also learning to check her motives. From this simple reality—she began to realize that the jobs which needed doing—were not always her's to do. She could back-off if she was doing too much.

In time, she was able to do "service" for her group by checking her motives, being honest, and being good to herself. Later she reached beyond her group, giving herself the opportunity to expand. When she becomes a past Delegate, she will be Chairman of her Assembly Area. There, too, she will try to check her motives, be honest, and she concluded with a smile, "be good to me."

## MOTIONS AND RECOMMENDATIONS

Motions were made, seconded and carried:

**MOTION** to approve the Admissions Committee recommendation that the following participants be seated with voice and no vote: Cay C, Chairman, Publications Francaises; Alberte C, Secretary, Publications Francaises, Teresa M, Supervisor, Spanish Services; Eileen McS, Administrative Aide; Richard Keilly, Controller; Cliff G, Representative, U.K. & Eire; Karel M, Representative, Belgium.

To approve the Archives Statement of Purpose for inclusion in the Twelve Concepts of Service.

To approve the Annual Reports as submitted.

To approve the Financial Report as submitted.

To approve the 1981 revised Budget as submitted.

To approve the additions and revisions in the Digest of Al-Anon and Alateen Policies on page 16, under f. "Members Outside Involvement" as presented.

To approve the additions and revisions in the Digest of Al-Anon and Alateen Policies on page 14, under Section II OUTSIDE AGENCIES, (a) as presented.

To approve that a new item be added to page 31, item b., under Section IV CONVENTIONS, entitled "Distribution of Proceeds" as presented.

To approve The FORUM Committee report as submitted.

To approve that the Conference suggest to the Board of Trustees that the WSO investigate the feasibility of producing banner cloths for Al-Anon and Alateen which have imprinted on them the Twelve Steps, the Twelve Traditions and the Twelve Concepts.

To approve the Agenda Committee's recommendation that the Conference Committee Quarterly Report and the Conference Committee Minutes be sent to all Conference members.

To approve rescinding the MOTION of the 1980 World Service Conference "That the World Service Office immediately implement the translation and publication of The FORUM in Spanish."

To approve that the WSO will investigate publishing a Spanish language FORUM in other countries such as Mexico—will expand use and scope of AL-ANON/ALATEEN EN ACCIÓN—and will investigate other actions to aid in broadening the Spanish language Literature and Newsletters, etc.

To approve that the Green Light and Red Light Sessions of this Conference be dispensed with and that any remaining questions be discussed in the Open Discussion Session Friday afternoon or placed in the Ask-It-Basket.

To approve rescinding the MOTION from the 1980 World Service Conference "To approve preparation of a leaflet by the Literature Committee re: Contributions to the various service arms."

To approve that special Advisory Committees not be appointed to study particular needs of special groups.

To approve the Admissions Committee's recommendation that the request of the Yukon Territory to become a part of the B.C. Area be accepted and that the designation of the B.C. Area be changed to read: B.C. & Yukon.

To approve the Handbook Committee's recommendation that the amendments to the Handbook be accepted as submitted.

To approve the Nominating Committee's recommendation that the following three nominees for election as In-Town Trustees who have been nominated by the Board of Trustees to take office upon the adjournment of the 1981 Annual Meeting of the Board to fill vacancies then arising: Barker H., three year term; Theodore K., three year term; Frank R., three year term. Regional from U.S. Northwest, Audrey S.; U.S. Southwest, Irma C.

To approve the Nominating Committee's recommendation that the following people serve as Officers of the Board for a one year term:

Hank G.—Chairman

Rita McC.—Vice Chairman

Henrietta S.—Treasurer

Myrna H.—Secretary

To approve developing a method of taking a survey to establish an information profile of Al-Anon/Alateen membership. Implementation of the method and final use of the information subject to Conference Approval.

To approve the conservation of precious Conference time, we recommend that all Green Light issues be written on cards and turned in during Session I. This information is to be typed and distributed to Conference members no later than Session V for Red Lighting on Wednesday.

To approve placing on the 1982 Conference Agenda a session that will permit a full Conference review of the selection and election procedures for In-Town Trustees; this would include the By-Laws.

To approve that a new item become Al-Anon and Alateen Conventions to be added to page 21, FINANCES under Section II WSO CONTRIBUTIONS—Supplementary as submitted.

To approve the Policy Committee's recommendation that the "Question and Answer Sheet on Cooperation Between Al-Anon and AA" be accepted.

To approve the Policy Committee's statement on Alateen membership on page 19 of the Policy Digest as submitted.

To approve that the Policy Committee's statement on Dilution of the Al-Anon Program be adopted for insertion in the Policy Digest as submitted.

To approve the amended statement on page 18 of the Policy Digest, Labels, item b. as presented.

To approve the Policy Committee's recommendation that the WSO not register any group that is solely for members belonging to both fellowships; Al-Anon and AA.

To approve the approach that the Policy Digest Review Committee has taken and support the Committee's efforts to reorganize the material and change the sequence of the Policy Digest and that all Conference members be asked at the 1981 Conference to provide input by the end of August 1981.