

# December 2022 Newsletter

# Emerald Valley

# Intergroup



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## Tradition 12

Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## Questions about AA?

**Call the EVI office:** 541-342-4113  
Available 24/7

**Visit Us:** 2160 West 11th, Suite I 97402  
Open Mon-Fri 9AM-5PM, Sat-Sun  
9AM-4PM

**EVI Website:** [www.eviaa.org](http://www.eviaa.org)

**Find a Meeting:**  
[www.eviaa.org/meetings/](http://www.eviaa.org/meetings/)

STEP  
**12**

## Help Others

Having had a spiritual awakening as a result of these steps, we tried to carry this message to other addicts, and to practice these principles in all our affairs



At the EVI office,  
masks are  
welcome, but not  
required

\*See full update  
page 20

Sign up for the  
Monthly EVI  
Newsletter!

Send an email to:  
[evinewsaa@gmail.com](mailto:evinewsaa@gmail.com)



*Chef Bill's*



# RECIPE FOR SOBER A HOLIDAY



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## THE INGREDIENTS

- 1 cup self-care**
- 1 cup service**
- a dash of extra meetings**
- a heaping tsp prayer and meditation**

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## THE INSTRUCTIONS

*Combine heaping scoopfuls of all ingredients, mix with an open heart, ask for help and give help freely, add some rule 62 zest, and bake in your easy does it oven.*



# SERVICE SPOTLIGHT H & I

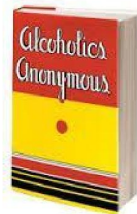


**Area 58 Hospitals Committee is seeking volunteers to help with many activities including committee and volunteer organizing, communication with Districts, communication with hospitals, and volunteering at the State hospital system.**

**Volunteer Form (LINK HERE) <https://forms.gle/G3ZTPqRjQhDG1u9H9>**

# H & I

## Carry the Message! Save Lives!



AA members are needed to carry the message into the state hospitals!

The Oregon State Hospitals in Salem and Junction City are ready to start admitting members from the outside to patient meetings. Please step up to help carry the message to those on the inside.

Send an email today to:

[hospitals@aa-oregon.org](mailto:hospitals@aa-oregon.org)

## Area 58 Hospital Committee

### Carry the AA Message Into the Oregon State Hospital

You can participate by bringing an AA meeting inside Oregon State Hospitals. The sobriety requirement is one year and one year off probation.

Volunteer for Recovery Services criteria:

- Confirmed volunteer placement (site, position & supervisor)
- Completed volunteer registration form
- Two letters of recommendation
- Criminal background history check (approved)
- Fingerprinting (if required)
- Immunization status & proof of TB exam (test available at OSH)
- OSH Safety Orientation class & policy review
- Supervision and escort (for approved volunteers)

**Important! This is not an actual Clearance Form but a request for one.**

Once the Oregon Area Hospitals Committee has received your request, your basic information will be forwarded onto the State Hospital's Volunteer Services office to start the clearance process. Communication and some processing is conducted electronically so email address is a requirement.

Complete information below and email to: [hospitals@aa-oregon.org](mailto:hospitals@aa-oregon.org)

#### Oregon State Hospital AA Volunteer Registration Request Form

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Sobriety Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*"Each of us in turn – that is, the member who gets the most out of the program – spends a very large amount of time on Twelfth Step work in the early years. That was my case, and perhaps I should not have stayed sober with less work"*

Bill W. Letter 1959

Rev: 05/17/2021



# SERVICE SPOTLIGHT H & I

## A.A.® Guidelines

from G.S.O., Box 459, Grand Central Station, New York, NY 10163

A.A. Guidelines are compiled from the shared experience of A.A. members in various service areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). In keeping with our Tradition of autonomy, except in matters affecting other groups or A.A. as a whole, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist in reaching an *informed* group conscience.

### HOW A.A.s CARRY THE MESSAGE TO ALCOHOLICS IN TREATMENT FACILITIES

In trying to reach the alcoholic who is in a treatment facility or rehab, A.A.s work together, insofar as possible, by using suggestions from those who have had experience carrying the message into treatment facilities. These Guidelines provide a summary of shared experience of A.A.s who have carried the message into treatment facilities. A Treatment Facilities Workbook, available from the General Service Office, contains detailed information about carrying the message into treatment facilities, including ways to approach treatment center personnel, presentations and workshops, temporary contact programs, and other helpful information. The workbook is sent to committee chairpersons at no charge and is listed in the literature catalog.

### PURPOSE

Treatment facilities committees are formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to an A.A. group in the individual's community.

A treatment facilities committee may function within the structure of a general service committee on the area or district level or it may serve within the structure of a central office/intergroup. Prior to forming these committees, this Twelfth Step work is sometimes handled by an individual group or member. As A.A. groups grow in number in a community, experience suggests that a committee works more effectively.

In some parts of the country, A.A.s interested in carrying the message into treatment and correctional facilities work together on Hospitals and Institutions committees independent of, but in cooperation with, general service and intergroup committees. This structure also works well—especially in areas where lines of communication between the various service entities remain open.

### HISTORY

Since A.A.'s co-founders first stayed sober by carrying the A.A. message into hospitals, many other alcoholics have discovered the great value to their own sobriety of working with suffering alcoholics in treatment facilities.

In 1934, Bill W. kept trying to help drunks in Towns Hospital in New York City. None of them seemed interested at that time, but Bill

## Treatment Facilities Committees

stayed sober. Dr. Bob worked with thousands of alcoholics at St. Thomas Hospital in Akron, Ohio. In 1939, Rockland State Hospital, a New York mental institution, was the site of one of our first A.A. hospital groups.

Today many A.A. meetings take place in treatment facilities all over the world. Twelfth Stepping and sponsoring other alcoholics—where they are—has long been one of the most important and satisfying ways of keeping ourselves sober.

Services to treatment facilities used to be combined with correctional facilities under the title Institutions Committee. In 1977 the General Service Conference voted to dissolve its Institutions Committee and form two new committees, one on correctional facilities and one on treatment facilities. For more information on A.A.'s work in hospitals and treatment centers, see the book *Alcoholics Anonymous Comes of Age*.

### HOW TO GET STARTED

Since hospitals and treatment facilities do not permit unauthorized visitors to enter their facilities, the first step is to establish contact with administrators. In some areas, the initial contact may be by a committee on cooperation with the professional community (C.P.C. committee). A meeting to discuss ways A.A. can cooperate with the facility within our Twelve Traditions will help avoid numerous pitfalls later.

If possible, arrange for informational presentations to the facilities' staff for the purpose of explaining what A.A. is and is not. The General Service Office can provide service material offering suggestions for informational programs. The video "Hope: Alcoholics Anonymous" explains the principles of A.A., our primary purpose and many other aspects which will be of interest to administrators, counselors and patients.

The pamphlet "A.A. in Treatment Facilities" describes different types of meetings in treatment centers. In some instances, regular A.A. groups meet in facilities where they rent space in the Tradition of self-support and function in the same way as groups which meet in church basements, schools, etc. The patients are welcome to attend the meetings and this is a practical and simple way of introducing patients to A.A. while they are still in treatment.

"Treatment facility meetings" differ from those of the regular group. They are A.A. meetings held for patients and residents, and they are usually not open to A.A.s in the community. A.A. members are sometimes invited to arrange these meetings for the patients, and these members often bring in one or two other speakers. Such

meetings are often the responsibility of a local treatment facility committee. Other times these meetings are arranged by the treatment facility administrators.

Alcoholics in treatment are often able to go to regular meetings of A.A. groups in the community. Care should be taken to ensure that groups receive adequate notice so they can be prepared for the visitors.

All A.A. groups and members should be given the opportunity of sharing in and doing this type of Twelfth Step work. It has proved a good idea to have members from many groups serve on these committees. A chairperson is then elected and plans are developed so that each treatment facility in the area will be assured of A.A. help and cooperation.

Treatment facilities committees usually convene every month to make assignments and handle other related business. Some of the committees have shared the following activities with us. Perhaps some of these ideas and programs might be used in your area.

1. Workshops have proved an effective way of informing and preparing new committee members for their work with patients and in sharing the experience of the member already involved in this form of service.
2. Other areas have developed sets of guidelines that are helpful for A.A.s newly involved in taking meetings to patients.
3. Many committees have sent letters to all treatment facilities in their areas explaining what A.A. does and does not do.
4. The video "Hope: Alcoholics Anonymous" has been a useful tool for both staff and patients.

### BASIC FUNCTIONS OF T.F. COMMITTEES

1. With approval of administration, takes A.A. meetings into facilities within its area.
2. Encourages group participation. In some areas each group has a representative on the T.F. committee.
3. Coordinates temporary contact programs.
4. Arranges purchase and distribution of literature for these groups and meetings.

### RELATIONSHIP WITH TREATMENT

1. Seeks to understand, respect, and adhere to all treatment facility regulations.
2. Makes information about A.A.'s function and purpose available.
3. Assists in the formation of new A.A. meetings in treatment facilities.

### MEETINGS—SPEAKERS

In some areas, groups are assigned to specific times at specific facilities and this system works very well. However, sometimes

commitments are not followed through. The major problem seems to be deciding who is responsible for finding speakers. The specific responsibility can be given to:

1. The contact chairperson or "meeting sponsor" for each facility, who then seeks out individual speakers.
2. An individual appointed by the chairperson.
3. The chairperson of the committee, who arranges for rotation among groups in the area.
4. Committee members who assume the total responsibility, rotating the assignments among themselves, but obtaining other speakers as well.

All people responsible for meetings at treatment facilities concern that the more outside members who participate, the better. The patient then has an opportunity to hear varied A.A. talks, and has a better chance to identify.

The importance of dependability cannot be overemphasized.

### LITERATURE AND AUDIOVISUAL MATERIALS

Most committees feel that adequate literature supplies and audiovisual materials are essential for treatment center meetings. It is especially important that each patient is supplied with a list of local A.A. meetings. Supplies are financed and obtained in several ways:

1. Donated by area or district general service committees or local intergroups.
2. Purchased with group contributions designated for this purpose.
3. Provided by groups through their T.F. representatives (where the committee is organized and functioning to this extent).
4. Donated by members of the committee.
5. Special funds—Such as special containers at regular meetings, marked "For Treatment Facilities Literature."

Note: Treatment Facilities Discount Packages are available from G.S.O.

### TEMPORARY CONTACTS AND SPONSORSHIP

Experience shows that even though a patient may have been participating in a group of meeting in a treatment facility, there is anxiety about the transition to a regular group on the outside. With the reminder that A.A. has only sobriety to offer, so many committees do try to provide some additional personal contact so this transition period can be made easier. In many places, this is referred to as "bridging the gap" between treatment and a home group. The pamphlet "Bridging the Gap" is available from G.S.O.

1. A growing number of areas have established temporary contact programs. Contact G.S.O. for details.

**Upcoming HYBRID  
EVI Business Meeting**

**Monday, December 19 @ 6:30pm PST**

**In-Person: [3484 Harlow Road](#)**

**Online: Zoom ID: 870 5057 1775**

**Password: 656291**

**Business meetings occur every  
3rd Monday of the month!**

# NYE in NYC

in Eugene

Speaker Meeting  
& New Year's Dance

NYE Countdown  
at Midnight EST  
(New York Time!)

6 PM Speaker: Cress B

7 PM Live Music by  
The Innocent Fugitives

Sober Celebration! Serenity in 2023!

December 31, 2022 6-10 PM

First Christian Church - 12th and Oak - Eugene - Back Door  
\$5 Suggested Contribution - Refreshments Available

## Sober Holiday Festivities

**Staying Sober  
One Christmas  
At A Time!**

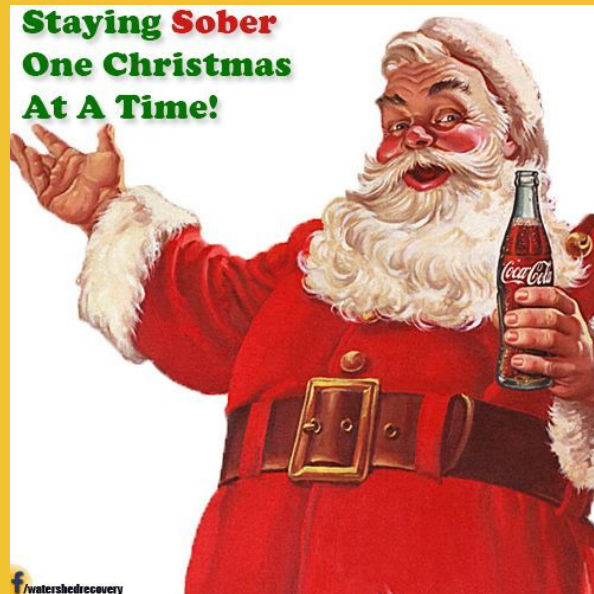






The Jesco Club will have marathon meetings from 5pm-11pm on Christmas Day

# Sober Holiday Festivities




# Service Opportunities



Recovery Kitty says  
to get into service  
right MEOW



 Emerald Valley  
Intergroup  
available  
**Service**  
positions

POSITION	SOBRIETY REQUIREMENT	TERM
Archives Vice-Chair	6-months	no term limit
CPC/PI Chair	1-year	2-years
CPC/PI Vice-Chair	6-months	2-years
Grapevine/La Vina Chair	1-year	2-years
Grapevine/La Vina Vice	6-months	2-years
H&I Vice Chair	1-year	1-year
Literature Vice-Chair	6-months	1-year
Meeting Guide Vice-Chair	6-months	1-year
Newsletter Vice-Chair	6-months	1-year
Outreach Chair	1-year	1-year
Outreach Vice-Chair	6-months	1-year
Web/Tech Vice-Chair	6-months	1-year

Dr. Bob said he served to 'pass it on' through service because:

1. Sense of duty.
2. It is a pleasure.
3. Because in so doing I am paying my debt to the man who took time to pass it on to me.
4. Because every time I do it I take out a little more insurance for myself against a possible slip.

CALL 541-342-4113 FOR MORE INFORMATION

# The EVI Office Needs Volunteers

## Did you know that the EVI office is open seven days a week?

As we all know, the EVI office is:

- A safe haven for all of us in recovery
- An informational resource center
- Often a first step in someone reaching out for help from the hand of AA
- A lifeline that provides directions and information about meetings and 12-Step call resources



## The EVI office is also in need of our help so that it can continue to stay open seven days a week. Can you help?

As Office Volunteer Coordinator/Bookkeeper Carol B writes, “We may not be very busy with walk in traffic or calls, but our front door is unlocked and available and the contacts we make are very rewarding.”

**Volunteer Shift:** 4 hours a week

**Available Slots:** Monday - Friday, either 9am-1pm or 1pm - 5pm, Saturday and Sunday, either 9am-12pm or 12pm-4pm

If you are willing and able to help the EVI office, please contact Carol B. at [emeraldvalleyintergroupoffice@gmail.com](mailto:emeraldvalleyintergroupoffice@gmail.com) or stop by 2160 W.11th Unit I. She'd love to show you around.

I am responsible, when anyone, anywhere, reaches out for help, I want the hand of AA always to be there.

And for that. I am responsible

Descriptions of each EVI Service Committee:

[www.eviaa.org/evi-info/evi-committees](http://www.eviaa.org/evi-info/evi-committees)

**Attend the Monthly EVI Business Meeting to stand for an open position!**

**Next EVI Business Meeting is December 19, 2022.**

**6:30 - 7:30 PM**



## EVI Bookkeeper / Office Volunteer Coordinator Job Description 12/12/22

The EVI Body approved the Office Volunteer Coordinator (OVC) as a paid position on 12/14/2020. On December 20<sup>th</sup> 2021 the Body approved the joining of the OVC with the Bookkeeper position as part of the annual budgetary approval process. On 2/8/21 the Body approved the OVC portion of this document and gave final approval combining the positions 3/21/22.

The EVI *Bookkeeper* / OVC is a special worker, as described in Tradition 8, and current active membership in Alcoholics Anonymous is a requirement for anyone thus employed by EVI. The maximum term someone may serve as *Bookkeeper* / OVC is 5 years.

This Document was updated by EVI Steering Committee approval on 12/12/2022

### Requirements:

One year of continuous sobriety, having a Sponsor and a Home Group.

### Suggested Experience:

*Bookkeeping and Excel experience is highly desirable and Quickbooks experience would be helpful. Current or recent EVI Office Volunteer work, and other office related experience. Experience as a volunteer coordinator or office coordinator and experience running a cash register, handling cash and receipts.*

### Duties:

The following duties come with the expectation that the work entailed will constitute roughly 10 hours a week or 40 hours a month. The *Bookkeeper* / OVC shall be responsible for reporting to the Steering Committee if duties need to be adjusted to match this expectation.

Although it is not required, the *Bookkeeper* / OVC may also staff a shift in the EVI Office as a volunteer. Staffing a shift is not to be considered as part of the 10 hours a week / 40 hours a month time expectation.

### Bookkeeper

*The following weekly, monthly and annual responsibilities are detailed in the following specific activities. A procedures manual breaking these down into exact steps is being devised by the current Treasurer. The Bookkeeper must master these steps coming into the position working with the outgoing Bookkeeper or the EVI Treasurer. All changes to the process must be approved by the current Treasurer. If there is a major change it will be brought to the Steering Committee and FAB before being revised.*

### Weekly Activity:

- *Make change available for the register on an as needed basis.*
- *Exchange large bills for smaller ones from the main safe or the office deposit safe.*
- *Retrieve deposit envelopes from the deposit safe and completed receipt books.*
- *Consolidate daily deposit envelopes for weekly bank deposits.*
- *Enter daily Cash Register tape records into the Daily Deposit Spreadsheet and reconcile to the cash received..*
- *Enter weekly deposits into Quick Books and fill out weekly deposit slip for the bank.*
- *Take Deposits to bank and get receipt (NO night deposits allowed)*

### Monthly Activity:

- *Bundle all daily deposit envelopes, bank deposit receipts, and receipt books and place in the archive box to be stored in archives at the end of the year.*
- *For month-end closing, communicate with the Treasurer/Vice-Treasurer to help ensure all deposits have been made prior to the Treasurer reconciling the month end..*
- *Attend monthly EVI Steering Committee and EVI Business meetings as an ex-officio member.*

### Annual Activity:

- *Complete the box for archives, clearly identify contents and store in designated space in archives room.*
- *Attend FAB meetings as they are called by the Treasurer / Vice-Treasurer.*
- *Assist as the Treasurer / Vice-Treasurer as needed with annual budget workshops and deliberations.*

### Office Volunteer Coordination

The most important function is to support the office volunteers in their service commitment. Tasks will include interviewing prospective volunteers; scheduling office volunteer shifts; buying office supplies; communicating with steering committee members as needed; turning in monthly copier numbers; facilitating communication of information between the Steering Committee, the EVI Body, and the office volunteers; ensuring that the office is running according to Steering Committee protocol; and providing suggestions to volunteers to accomplish tasks as needed. In rare instances, the OVC shall consult with the EVI Chair, Vice-Chair or a member of the Steering Committee if they are experiencing difficulty with a particular Volunteer to get experience strength and hope in handling the situation. Ultimately the Steering Committee is the final arbiter of any disputes.

### Volunteer Scheduling:

Prospective volunteers fill out application forms. Check to make sure they have 30 days of sobriety, a sponsor, and a home group, which are requirements for volunteering. After clarifying credentials, call the volunteer to schedule an interview. It will be up to the OVC how many attempts are made. Interviews can be done on the phone or in the office. If you think it's appropriate to do so, put them on the schedule.

There is a notebook in the coordinators office on the desk that has the completed application forms. The front of the book is for people called but not connected with, those approved and put on the schedule, and in the back the book, people who quit volunteering. It is in alphabetical order. Remember to remove the volunteer sheet from the active area when a volunteer quits.

When you print a new schedule take the old one and put it in the file folder labeled old time sheets in the bottom drawer of the desk in the coordinators office. We keep these for archives.

### Volunteer Training:

Ensure that each new Office Volunteer is provided with a Volunteer Training Check off Sheet and is initially paired with an experienced Office Volunteer(s) to gain the skills necessary to perform the duties and tasks.

### Office Safety:

The OVC has the immediate responsibility to provide support to volunteers regarding Office Safety issues. They are provided with the authority to temporarily suspend EVI Office privileges to anyone, based on threatening or unsafe behavior, until the Steering Committee can meet and make a decision to withdraw or extend the suspension. It is highly recommended to consult with the EVI Chair, Vice-Chair or other member of the Steering Committee before taking such an action.



## Office Supplies:

Supplies are needed for the office to run efficiently. These include but are not limited to paper towels, tissue, cleaning supplies, paper for the copier, garbage bags, sales books, rubber bands, staples, stamps, envelopes, and cards, coffee, creamer, sugar, coffee filters (best place to get is grocery outlet) There are other supplies that occasionally need to be purchased.

There is a black bag in the safe that has \$100 of petty cash to buy the supplies. Keep the receipts from the purchases and put them in the bag. The treasurer will then record the purchases and replace the money with a check that needs to be cashed in order to replenish the petty cash.

## Communicate with Steering Committee/EVI Body:

On the second and third Monday of the month, will attend the Steering Committee meeting and the EVI Business Meeting. At these meetings you will give report on how the office is running. In between these meetings, you can talk to any steering committee member regarding office issues. Occasionally you may receive directives, or information, from the Steering Committee regarding policies and or information for the volunteers. You can do this by talking to volunteers, one on one or posting notices for the volunteers to read. Ask others to make sure everyone reads them. Occasionally when you are not in the office a volunteer will call you about an issue they are having in the office. You also may ask individual volunteers to take on specific tasks. You also are expected to communicate, as seems appropriate, to the Steering Committee and the EVI Body issues, ideas and concerns of volunteers.

## Copier:

We lease our copier and need to send in the numbers monthly. The vendor will send an email to the OVC email address and the OVC simply replies with the count. On the side of the copier display board is a button to push and it will cause the screen to list the 2 numbers to give to the company.

## Diverter:

In Coordination with the Diverter Chair/Vice-Chair, maintain the Women's and Men's 12<sup>th</sup> Step list and ensure the most recent lists are in the Volunteer Handbook. Work with the Diverter Chair/Vice-Chair on any coordination issues regarding the transfer of the EVI Phone between the Office and Diverter Volunteers, especially notifying the Diverter Chair/Vice-Chair if the Office needs to close unexpectedly.

## Steering Committee / EVI General Support:

Maintain the EVI Roster with the names, contact info and rotation dates of EVI Trusted Servants.

Maintain binder containing paper copies of EVI Steering Committee and Business meeting minutes available to the fellowship.

# Service Opportunities

The online AA Unity in Recovery group is looking for speakers for their **Friday night** open speaker meeting on Zoom.

**The meeting is at 7PM CST**  
Password is **aaunity**.

If you have 1 year of sobriety and a clear message of recovery contact the group at [aa.unityinrecovery@gmail.com](mailto:aa.unityinrecovery@gmail.com).

They are currently scheduling for September 9 and September 16

Welcome!

We are an AA online group focused on sharing experience, strength, and hope. Thank God for the traditions that bind us. We believe that Bill and Bob would be proud of technology enabling us to reach alcoholics in their respective environments. "We shall be with you in the fellowship of the spirit, and you will surely meet some of us as you trudge the road of Happy Destiny".

## AA UNITY IN RECOVERY ZOOM GROUP

Meetings are starting October 11, 2020. In an effort to keep our meetings safe, we ask that you email for the password.

[aa.unityinrecovery@gmail.com](mailto:aa.unityinrecovery@gmail.com)



MEETING ID:  
720 314 8528

MON: 7 PM CST  
CLOSED DISCUSSION  
(AA LITERATURE)

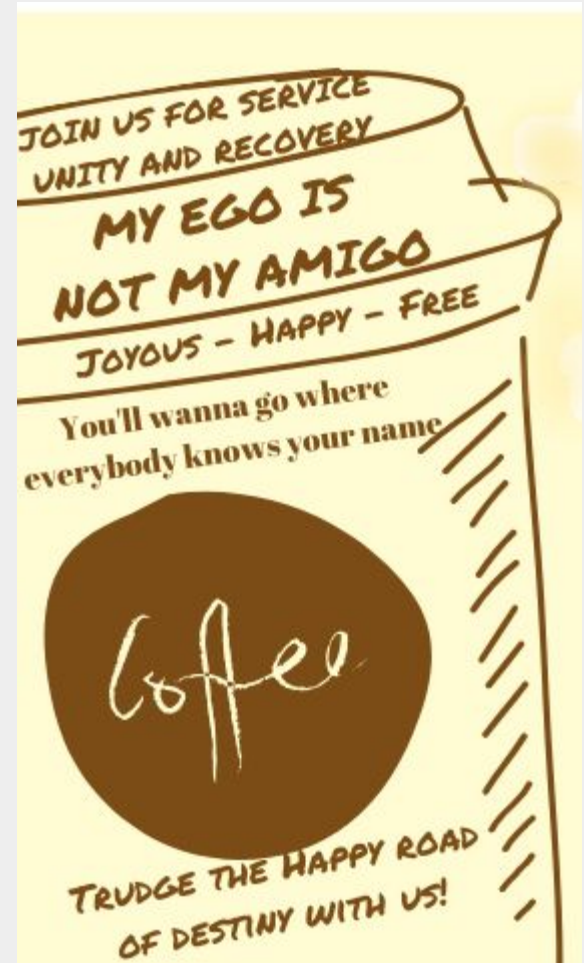
WED: 7 PM CST  
CLOSED DISCUSSION  
(AA LITERATURE)

FRI: 7 PM CST OPEN  
SPEAKER MEETING

SUN: 10 AM CST  
CLOSED SPIRITUAL  
MEETING

# Meetings

Check out the amazing list of meeting options in the Eugene/Springfield area



# In-Person Meetings

Click [HERE](#) to check out the in-person meetings in the area!



Click [HERE](#) to check out the plethora of online meetings in the area!

Me my first year of sobriety anytime anyone said anything to me ever



Me 9 days sober rocking a fresh spiritual awakening on my way to save every suffering addict alcoholic





# Local Meetings

Come join us for a  
**Women's Popcorn Meeting**



**SUNDAYS @ 5:30 EST/2:30 PST**

Week	Meeting Format
1 & 3	Topic Box
2	Big Book Power Hour
4	Literature Power Hour
5	Speaker Meeting

Zoom ID: 834 2765 7134 Password: [Send email](#)  
womensapopcorn@gmail.com

## Courage to Change

Women's Open Meeting

When: Monday at 6:30pm

Where: City First Church - 8:30

Madison Street, Eugene, OR



\*Childcare provided

# Local Meetings

*Freethinkers*

*Secular AA*

*Starting May 7th!*

*Every Saturday*

*Time: 9-10 PM*

*Where?*

*Spiritual Learning Center*

*390 Vernal St.*

*Eugene, OR 97401*

*\*No Smoking/No Vaping*

*If you are in need of help overcoming drinking  
without using religion we are here to help. ♥*

# Conferences and Workshops

## 12 Steps & 12 Traditions Weekend Workshop

**JANUARY 21-22, 2023**

9:00am-5:00pm PT | 12:00pm-8:00pm ET

### 24 SPIRITUAL PRINCIPLES IN ONE WEEKEND

GUARANTEED TO CHANGE YOUR RECOVERY FOREVER

ALL  
12 STEPS  
W/ CHRIS R.  
(FROM TX)

ALL  
12 TRADITIONS  
W/ BILLY N.  
(PAST TRUSTEE)

HOSTED BY OREGON AREA 58  
DISTRICT 5 (CENTRAL OREGON) | DISTRICT 9 (NW/SW PDX)

**ZOOM ID: 869 0310 1724 PC: 164**



#### TO REGISTER

AND GET SOME COOL WORKSHOP SWAG SHIPPED TO YOU FOR FREE!!

EMAIL: [DCM05@AA-OREGON.ORG](mailto:DCM05@AA-OREGON.ORG)

FOR MORE INFORMATION:

CALL OR TEXT TRISHA AT: 503-505-0565



## Pacific Northwest Conference

A.A.'S THREE LEGACIES  
OUR COMMON SOLUTION

JUNE 23-25, 2023  
PORTLAND, OREGON  
HOLIDAY INN, PORTLAND AIRPORT  
RESERVATION CODE: PNC2023

# Conferences and Workshops



## Oregon Coast Woman to Woman

March 2-5, 2023

Theme: Celebrating 40 Years of Recovery

The Oregon Coast Woman to Woman Conference, held in Newport, Oregon, seeks to unite alcoholic women in recovery who are working the steps and are dedicated to the program of Alcoholics Anonymous. We aim to provide an environment that is conducive to relaxation and peace as we meet and share the AA program of recovery with other alcoholic women. If you are looking for this kind of content, you have come to the right place.

## Registration

ONSITE REGISTRATION

VIRTUAL REGISTRATION

# EVI Information & Updates

## **The EVI Business Meeting**

is now hybrid!

Address is [3484 Harlow Road](#) Access parking  
lot on Honeysuckle

## **EVI Office Mask Policy**

Volunteers are welcome but not required.  
Volunteers and visitors are not required to  
wear a mask, but if a person may request  
masks be worn.



### EMERALD VALLEY INTERGROUP, INC. Documentation Retention Policy

Initially Adopted 11/9/2020 by vote of EVI Intergroup Committee  
Proposed Revision 10/17/2022  
*(Substantial Changes are in italics)*

In order maintain compliance with State of Oregon rules governing Non-profit corporations, the Emerald Valley Intergroup (EVI) shall adhere to a Documentation Retention Policy. Each Document listed will include the role and the storage location of the document. One order of important business to attend to is the transfer of responsibility of these documents as positions rotate.

*All documents, except where noted, shall be retained in the Google Docs Committee folder or sub-folder associated with the assigned EVI Google Workspace account. Any Paper documents shall be stored in a marked binder in the EVI Office. Trusted Servants who are required to utilize Google Workspace to support the work of their position or committee shall be trained by their predecessors or members of the Web/Tech Committee.*

The Following will be stored in perpetuity, as long as EVI is an entity:

- Articles of Incorporation and Amendments, Bylaws and Amended Bylaws  
The EVI Chair, Vice-Chair and Archives Chair will all keep electronic copies of these documents (GD). The Archives Chair is responsible for maintaining the paper historical document binder located in the EVI Office. The Chair and Vice-Chair may also retain paper copies.
- IRS and State of Oregon tax-exemption documents  
The Treasurer will retain all IRS and State of Oregon tax-exemption documents electronically as PDF's (GD).
- Minutes the Steering Committee, and EVI Business Meeting and EVI Committees  
EVI does not utilize a Board of Directors, however the Steering Committee does have limited authority to conduct business and make decisions per the EVI Bylaws. All significant decisions are made at the EVI Business Meeting by the Intergroup Committee as defined in the Bylaws. The EVI Secretary shall maintain electronic copies of Steering Committee and EVI Business Meeting Minutes. (GD). *The Office Volunteer Coordinator shall maintain a binder in the EVI Office containing paper copies.*
- EVI Committee Chairs shall work with Committee Secretaries to ensure Committee meeting minutes are retained. If Documents are stored electronically, they shall be stored in Google Docs associated with the email address assigned to the Trusted Servant or Committee Chair. If they are stored as paper documents they shall be in a marked binder stored at the EVI Office.

- Monthly Finance Committee Reports.  
The Treasurer will retain electronic copies of Finance reports as PDF's (GD).

#### At least ten years:

- All documentation showing proper handling of conflicts of interest.  
Should any conflict of Interest situations occur, they will be retained in Steering Committee and/or EVI Business Committee meeting minutes. EVI Secretary (GD).
- All documentation showing proper handling of suspicious circumstances  
Should any suspicious circumstances occur, they will be retained in either Steering Committee and/or EVI Business Committee meeting minutes. EVI Secretary (GD).
- Insurance information:  
The Treasurer will retain electronic copies all documents related to Insurance as PDF's (GD).
- All documentation on any matter that may become a subject of a lawsuit or claim (including contracts, leases, etc.) The EVI Chair is solely responsible for signing Leases and Contracts. All such documents will be electronically stored as a PDF (GD).

#### At least three years:

- Written communications required to be made by Oregon law.  
Any written communications required to be made by Oregon law shall be retained by either the EVI Chair or the EVI Secretary (GD).
- Written communication with members regarding membership matters  
All such matters would be mentioned in Steering Committee and/or EVI Business Meeting minutes (GD).
- Monthly Bill Pay and Bank reconciliation,  
The Treasurer shall retain monthly records of bill pay and bank reconciliation electronic and paper documents on the EVI Office Computer and at the EVI Office.



## EVI Business Meeting Agenda for December 19<sup>th</sup>, 2022

Serenity Prayer  
Moment of Silence for Phillip D  
Introductions  
New EVI Representatives  
Approve Minutes of last meeting - (attachment)  
Approve Agenda - (attachment)  
Treasurer's Report - (attachment)

**December Elections:** EVI Chair, EVI Vice-Chair, EVI Secretary,  
2 EVI Steering Committee Members at Large

Open Positions: Activities Chair and Vice-Chair

**Elections:** carried over from last month: Archives Vice-Chair, CPC/PI Chair & Vice-Chair, Grapevine Chair & Vice-Chair, Hospitals and Institutions Vice-Chair, Literature Vice-Chair, Meeting Guide Vice-Chair, Newsletter Vice-Chair, Outreach Chair & Vice-Chair, Web/Tech Vice-Chair

**Old Business:** Motion from the Steering Committee: *EVI Business Meeting to continue as a Hybrid meeting into 2023 and move the in-person location to the EVI office. 2160 W. 11<sup>th</sup> Suite I, Eugene, 97402*

**New Business:**

### COMMITTEE REPORTS:

<i>Steering Committee</i>	<i>Diverter</i>	<i>Newsletter</i>
<i>Activities</i>	<i>Grapevine</i>	<i>Vol. Office Coord/</i>
<i>Archives</i>	<i>Hospitals &amp; Institutions</i>	<i>Bookkeeper</i>
<i>CPC/PI</i>	<i>Literature</i>	<i>Outreach</i>
<i>EVI Speaker Meeting</i>	<i>Meeting Guide</i>	<i>Website</i>

**Birthdays and Speaking Engagements:**

**Announcements:** New Year's Eve Speaker Meeting & Dance 6-10pm –  
First Christian Church 12<sup>th</sup> & Oak, \$5 suggested donation

Close w/ Responsibility Statement



Emerald Valley Intergroup Draft Budget  
For Year 2023

EVI Draft Budget  
For Year 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	23 Budget Draft	22 Budget Original	2023 vs 2022 Budget	Notes
<b>Contributions</b>																
Contributions/Group	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	24,000	-	1
Contributions/Individual	380	380	380	380	380	380	380	380	380	380	380	380	4,560	3,600	960	1
Contributions/Districts													-	-	-	2
Contributions/Other (Summerfest)													-	-	-	2
Fundraising (Timing TBD_													-	-	-	3
Over/Short													-	-	-	
Interest Income	3	3	3	3	3	3	3	3	3	3	3	3	36	36	-	
<b>Total Contributions</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>2,383</b>	<b>28,596</b>	<b>27,636</b>	<b>960</b>	
<b>Committee Expenses</b>																
Activities	518												518	480	38	4
Archives	5	5	5	5	5	5	5	5	5	5	5	5	65	60	5	4
CPC/PI	59	59	59	59	59	59	59	59	59	59	59	59	713	660	53	4
Diverter	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EVI Newsletter													-	-	-	
Grapevine	-	-	-	-	-	-	-	-	-	-	-	-	-	240	(240)	8
H&I	144	144	144	144	144	144	144	144	144	144	144	144	1,728	2,400	(672)	11
Other Committee Charges													-	-	-	
Outreach	15	15	15	15	15	15	15	15	15	15	15	15	180	180	-	5
EVI Speaker Meeting													-	-	0	
Steering Committee													-	-	-	
Web/Tech	29	29	29	29	29	29	29	29	29	29	29	29	348	322	26	4, 6
<b>Committee Subtotal</b>	<b>771</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>253</b>	<b>3,552</b>	<b>4,342</b>	<b>(790)</b>	
<b>Office Expenses</b>																
Insurance	1,000												1,000	1,350	(350)	7
PayPal Fees	9	9	9	9	9	9	9	9	9	9	9	9	104	-	104	4
Office Coordinator	653	653	653	653	653	653	653	653	653	653	653	653	7,830	4,560	3,270	9
Office Supplies	108	108	108	108	108	108	108	108	108	108	108	108	1,296	1,200	96	4
Rent	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	15,116	13,000	2,116	10
Utilities	443	443	443	443	443	443	443	443	443	443	443	443	5,314	4,085	1,229	10
Equipment fund (Capital)								107					3,500			12
Printing & Copies	108	108	108	108	108	108	108	108	108	108	108	108	1,296	1,560	(264)	4
Permits & Fees	100			100									216	100	116	4
<b>Office Subtotal</b>	<b>3,680</b>	<b>2,580</b>	<b>2,580</b>	<b>2,680</b>	<b>2,580</b>	<b>2,580</b>	<b>2,580</b>	<b>2,687</b>	<b>2,580</b>	<b>2,580</b>	<b>2,580</b>	<b>2,580</b>	<b>35,672</b>	<b>25,855</b>	<b>9,817</b>	
<b>Total Expenses</b>	<b>4,450</b>	<b>2,832</b>	<b>2,832</b>	<b>2,932</b>	<b>2,832</b>	<b>2,832</b>	<b>2,832</b>	<b>2,939</b>	<b>2,832</b>	<b>2,832</b>	<b>2,832</b>	<b>2,832</b>	<b>39,223</b>	<b>30,197</b>	<b>9,026</b>	
<b>Net Operating Expense/Contributions</b>	<b>(2,067)</b>	<b>(449)</b>	<b>(449)</b>	<b>(549)</b>	<b>(449)</b>	<b>(449)</b>	<b>(449)</b>	<b>(556)</b>	<b>(449)</b>	<b>(449)</b>	<b>(449)</b>	<b>(449)</b>	<b>(10,627)</b>	<b>(2,561)</b>	<b>(8,066)</b>	

**Notes:**

- Group contributions are planned to be consistent with this years, actual contributions may be higher or lower. Individual contributions are planned to be up vs last years budget, and consistent with current year
- We have assumed no contributions from Summerfest nor EVI Speaker meeting in 2023 as was the case in 2022. If we get contributions it will be a bonus.
- We have assumed no activities committee and EVI Speaker meeting fund raising in 2023 as was the case in 2022. If we get a contribution it will be a bonus.
- Increased 8% from 2022 due to anticipated inflation.
- Outreach funds for Milage / 2022 was Zero
- The 2023 is the same as 2022 budget. (NOTE: 2025 Web Hosting Charges due for 3 yr renewal approx. \$800.00)
- 2023 Lowered due to Actual statements / 2022 was "Estimated"
- Grapevine 2yr suscrip due 2024
- Increase due to actual hours needed to accomplish Office Volunteer Coord./Bookkeeper duties For 2022: 7 hours a week at \$15.00 an hour for 52 weeks is \$5,460.00 and we rounded it to \$450.00 a month/\$5,400.00 annually For 2023: 10 hours a week at \$15.00 an hour for 52 weeks is \$7,800.00 which it works out to \$650.00 a month/\$7,800.00 annually
- 2023 increased rent 2% by contract and increased utilities by 8% due to inflation.
- Decreased to lack of spending
- Replace computers, new printer.



## EVI Business Meeting Minutes November 21, 2022

The hybrid EVI business meeting opened at 6:30 pm with the serenity prayer (9 In-person, 26 via Zoom)

**Introductions: On Zoom:** Angela – EVI Vice-Treasurer, Angelo – Men’s Stag at noon, Bruce G –EVI Speaker Meeting Chair & AA in the Afternoon Rep, Bruce W – Web/Tech, Elijah – 6:45 Men’s Meeting & Archives Chair, JT – visitor, John W – TNT, Kevin – DTN AM, Kim – Women’s 123 Wed & Literature Chair, Laura – Veneta Gratitude, Mason – Meeting guides, Melody – SC MAL, Merthi – Stop & Smell the Roses, Mike – Diverter Chair, Monique – backing up Erica on the Newsletter, Rachel – SC MAL, Rob H – Sober Awakenings, Robert Mc – Knuckleheads, Robert S – 4<sup>th</sup> Dimension, Robin – Women’s Spiritual Defense, Sharon – EVI Secretary, Steve – Activities chair

**Guests:** Mikaila & David F from Area 58 H&I committee

**In person:** Chaz D – EVI Chair, Wes H - SC MAL, Carol B. - Bookkeeper-OVC, Nola - Attitude Adjustment, Mike B. - DTAM Alt. Rep, Kathleen P – EVI Vice-Chair, Todd P – Vintage Group, Matt S. H&I Chair, Ron S – Monday Noon Men’s Stag Springfield & Activities Vice-Chair

**New EVI Rep – Welcome Josh! – Try God**

**Approval of Minutes of last meeting** – Motion made, seconded, and carried to approve the minutes.

**Approve Agenda** – Motion made, seconded, and carried to approve the agenda.

**Treasurer’s Report** – The report was attached to the invitation email. Angela reviewed the report that was sent to the body. Basically, broke even this month. Donations are ahead of the budget. Motion made and seconded to approve the T Report. Motion carried.

**Elections:** carried over from last month: Archives Vice-Chair – no response, CPC/PI Chair & Vice-Chair – no response, Grapevine Chair & Vice-Chair – no response, Hospitals & Institutions Chair – after a brief service history Matt S was unanimously elected chair, and Vice-Chair – no response, Literature Vice-Chair, Meeting Guide Vice-Chair, Newsletter Vice-Chair – no response, Outreach Chair & Vice-Chair – no response, Web/Tech Vice-Chair – no response

**Short Presentation from Oregon Area 58 Hospitals Chair - David F. & Mikaila.** The state mental hospitals are now starting to open for in-house meetings. Volunteers need covid vaccinations, to be masked, and the state does a background check. Both David and Mikaila are available to help anyone who has an interest in this service.

[hospitals@aa-oregon.org](mailto:hospitals@aa-oregon.org) Link to online form: <https://forms.gle/G3ZTPqRiQhDG1u9H9>

Short flyer: [https://drive.google.com/file/d/1E6Uq4hVJ3KpgsGllPt-oMdGQcvk5WYDz/view?usp=share\\_link](https://drive.google.com/file/d/1E6Uq4hVJ3KpgsGllPt-oMdGQcvk5WYDz/view?usp=share_link)

Long flyer: [https://docs.google.com/document/d/1w-9-p8ukhmuu0Dj1yGBx43R0u-j2yow/edit?usp=share\\_link&oid=112834975354101491469&rtopof=true&sd=true](https://docs.google.com/document/d/1w-9-p8ukhmuu0Dj1yGBx43R0u-j2yow/edit?usp=share_link&oid=112834975354101491469&rtopof=true&sd=true)

It was asked if this would fall under our own H&I committee, the answer was no, the mental facilities fall under Area 58 H&I.

**Old Business:** 2023 Draft Budget (attached in the invitation email). The 2023 draft Budget was unanimously approved.

**SC Motion:** Accept revisions to the current EVI Document Retention Policy (Attached in the invitation email).

**New Business:** Sense of the EVI Body on hybrid meeting status (the following are the results from the Zoom poll and do not include the people attending in person)

Zoom poll	1st choice	2nd choice	3rd choice
Hybrid	17	3	1
In person only	2	3	17
Zoom only	3	15	3

In-Person poll	1st choice	2nd choice	3rd choice
Hybrid	2	5	1
In person only	5	2	2
Zoom only	0	2	6

At this point, no action was taken regarding the Business meeting format. The Steering Committee will consider this information and bring a motion under Old Business at the December meeting

**COMMITTEE REPORTS:** Committee chairmen and vice chairmen, please submit your reports to the secretary before the meeting.

Steering Committee	Chaz	Oct. Treasurer’s Report approved, Carol gave a Bookkeeper – OVC report – see below, polls for the 2023 Budget and Documentation Retention Policy update were tested, the Committee discussed the best way to get input on Hybrid (In-person /Zoom) format moving into 2023. Angela agreed to assist Chaz w/ a “ranked choice” poll. SC all agreed to continue as a Zoom meeting into 2023.
Activities	Steve/Matt Amber W. has volunteered to replace Steve	The Activities Committee decided to defer the Pancake Breakfast/Speaker event until early next year, due to lack of publicity time between securing a venue and the proposed event date. Looking forward to working with the Speaker Meeting Committee to put on a wonderful Holiday Potluck event, Saturday December 10 at 5pm. Welcomed Matt S. back to the committee, he’s working hard putting together a dance for New Year’s Eve! The event will be from 6-10 pm on Saturday night, Dec. 31, at First Christian Church. The theme is NYE in NYC (New Year’s Eve in New York City), will feature speaker Cress B. at 6pm, followed by music from the Innocent Fugitives, and a 9pm celebration of



# November 2022 Business Meeting Minutes

		the new year as it arrives for the East Coast! And finally, Steve R. is stepping down from the position of chair. Amber W. was approved by the committee to be the new chair, pending approval from her sponsor and confirmation by the EVI body. We look forward to her term!
Archives	Elijah	Assisted EVI Office Coordinator with tracking down business meeting minutes from 2020, 2021 and 2022. Going through several archives' boxes in the storage room.
CPC/PI		No report
EVI Speaker Meeting	Bruce G/ Susan J	Attendance was down a little – about 55. Having a little problem with funds. 7 <sup>th</sup> Tradition was down plus the raffle didn't cover the cost of the meeting. Norman is our AA speaker for December 10 <sup>th</sup> . 5pm for the potluck, clean-up at 6:45, and the meeting will start at 7pm. Ham and turkey will be provided, members bring sides. 4445 Royal – Bethesda Lutheran Church
Diverter	Mike/Cory	Diverter still needs a group to sign up for Sunday night, otherwise is doing well.
Grapevine		No report
H&I		H&I Meets on last Wed. of the month (11/30 @ 6pm) (hybrid & @ EVI Office, zoom info on EVI Calendar) H&I facilities are slowly coming back, unfortunately Haag Home in Junction City closed
Literature	Kim	We have plenty of books in stock at the EVI Office. Many editions were backordered during Covid, and most of those are back on the shelves. In preparation for the holidays, we have a full supply of pocket-sized books including Daily Meditations and As Bill Sees It. Meeting in a Pocket was discussed. District 19 originally published and distributed the document.
Meeting Guides	Mason	Meeting guides is going well! All to date as far as changes, got the old email forwarding to the new one. It's running like a well-oiled machine

Newsletter	Erica	The newsletter came out today and is available on the website. The November contents include: <ul style="list-style-type: none"> <li>• Step 11 and the <i>Grapevine</i>: A.A. Old Times on the 11th Step</li> <li>• The Sobriety Spotlight: Featuring Nola S.</li> <li>• New Freedom Thanksgiving Celebration Invite</li> <li>• Service Opportunities</li> <li>• Meetings &amp; Events</li> <li>• EVI Information and Updates</li> <li>• Business and Steering Committee Meeting Minutes</li> <li>• EVI Financial Report</li> <li>• 2023 Proposed Budget</li> <li>• Service Position Roster</li> <li>• EVI Service Committee Synopsis</li> </ul>
Office Vol. Coord/Bkkpr	Carol	A lot of shifts available for volunteers. <ul style="list-style-type: none"> <li>* Creation of monthly volunteer meeting being considered, in person at EVI following the completion of the business meeting. Business meeting minutes will begin the agenda.</li> <li>* Request for purchase of wall hangings of Steps and Traditions.</li> <li>* Carpet cleaning estimate for tomorrow.</li> <li>* T-Mar tapes. No contact so far as of now.</li> </ul>
Outreach		No report
Website	Bruce W	Everything is still moving along. Only have a couple folks who still need to transfer their old to the new eviaa.org email. Bringing a request for new desktop and laptop as well as a new all-in-one printer in December.

**Birthdays and Speaking Engagements:**

**Announcements:** Elections in December for EVI Chair, EVI Vice-Chair, Secretary, and 2 Member-at-large positions (Rachel and Melody)

**December 10<sup>th</sup> District Service Workshop @ Campbell Senior Center 11am to 3pm** (see Newsletter & EVI website for flyer)

**December 10<sup>th</sup> EVI Speaker Meeting Holiday Potluck @ Bethesda Lutheran Church 5pm**



# December 2022 Steering Committee Meeting Minutes



## EVI Steering Committee Meeting Minutes December 12, 2022

Chaz opened the SC meeting at 6:31 PM with the Serenity Prayer (on Zoom).

**Members present** – Chaz – EVI Chair, Kathleen – EVI Vice Chair, Sharon – EVI Secretary, Brenda – Treasurer, Angela – Vice-Treasurer, Rachel – SC MAL, Carol – Office Volunteer Coord and Bookkeeper, Melody - SC MAL, Wes – SC MAL, JT – Activities committee treasurer - visiting

**Approve Agenda:** Motion made and seconded to approve the agenda as amended. Motion carried.

**Treasurer report:** Brenda: contributions are way down, but we are doing alright now. H&I placed a large order to use up their funds for this year. It is working just great! Motion made and seconded to approve the Treasurer's report. Motion carried.

### Bookkeeper/Office Coordinator:

1. Office keys. Please return to me to document return and re-issue.
2. Volunteer meeting, 12/16 or 12/23. Fridays at 5pm. Any suggestions for topics? Any info we don't provide that we should. Any topic you would like to see covered?
3. Court ordered Community Service. Prefer not. It's a responsibility I wouldn't want to take on or give to a volunteer. Verification very difficult. *Chaz mentioned that we have chosen in the past not to sign off on community service applicants. SC decided against it.*
4. Volunteers needed as always. Not you but your home group, your sponsees, your friends, your friends sponsees. You can suggest they try it out and see what it's like. Time to read, write, focus or have a break in your day. Try a couple of shifts?
5. Meeting in a pocket. Last time free. This time charge for them. How much (round up?) *Carol in touch with Mary C and she put the order in today. There is a high value for them, so charging for them was suggested. There was a brief discussion on whether to charge for the Meeting in a Pocket. For the time being, the booklet will be offered for free to the fellowship.*
6. Business cards. Email, phone, address, 24/7/365 note.
7. Locking cabinet. Just a tad more oversight. Key location given to key holders. *May need a locking filing cabinet for security reasons.*
8. Portable alarm. Just noise to stop bad behavior. May never need but may feel a little more secure with. *Another suggestion for security – having an alarm in case of emergency. One at the front desk and one in the back. So, someone sets the alarm off, now what? Steering Committee recommended to give it more thought and come back with an implementation plan if warranted.*
9. H&I access to literature and charged to committee. Permit Chair/V-Chair or designated person? More discussion next month

### EVI Steering Committee minutes 12/12/2022

10. Researching district map. Lots of questions. Looking for answers. *Carol has a vision of having an area map on the wall to define the three districts in our area. Chaz suggested that Mary C, DCM – District 19, for information about the groups in these districts. It was suggested that this be a responsibility for the Outreach committee. We refer people who have questions about the districts to contact the DCM for that district.*

### -Old business:

EVI Office Computer & Peripherals upgrade (\$3500 approved in 2023 budget) – *Bruce will bring a request to Steering Committee in January. It was advised to explore purchasing a service plan for indicated pieces of equipment.*

EVI Hybrid Bus. Meeting – *Steering Committee – Since so few members attend the in-person meeting, it no longer makes sense for us to continue paying for the meeting place. Perhaps move the in-person meeting to the EVI office. It was suggested that we have the equipment set up permanently in the office for others to use as well. A motion was made: EVI Business Meeting to continue as a Hybrid meeting into 2023 and move the in-person location to the EVI office. Motion seconded and carried unanimously.*

### -New business:

Bookkeeper/Office Volunteer Coordinator Job Description: *Chaz and Carol collaborated on the description and responsibilities of these positions. Moved to accept these changes as an administrative function. Motion was seconded and carried.*  
EVI Activities Committee US Bank Account: Motion: add Angela Martinek to the EVI Activities US Bank account. Motion seconded and carried unanimously.

### Announcements:

Chaz – 19 years  
Wes 20 years  
Sharon will have (with God's help) 42 years this month

### -Executive Session (Voting members of Steering Committee only)

2022 Bookkeeper/OVC Evaluation was approved, it will remain confidential in a personnel file. It was unanimous that we provide the following to the EVI Business Meeting. "Carol is exceeding expectations in all areas of her performance as the EVI Bookkeeper/Office Volunteer Coordinator."

Closed w/ Responsibility Statement at 7:37 PM

**Date of next SC meeting:** January 8, 2023 @ 6:30 pm via Zoom

In Loving Service,  
Sharon B  
EVI Secretary

# EVI November Financial Report

## EVI November 2022 Financial Update

1. Overview - Group contributions were \$701 vs budget of \$1248  
Individual Contributions were \$195 vs budget of \$380
2. Expenses - Operating expenses were minimal
3. YTD Group Contributions - are above budget by \$1259  
YTD Individual Contribution - are still above budget by \$795
4. Committee Expenses - H&I making large purchase for books in December
5. Prudent Reserve - Our current surplus is \$7384 which is a \$1907 decrease from last month.

	Monthly	YTD	YTD Budget	+/-	YTD
Contributions:	\$ 896	\$ 26,259	\$ 24,158	\$ 2,101	9%
Expenses:	\$ 2,165	\$ 27,485	\$ 30,463	\$ (2,978)	10%
Difference:	\$ (1,270)	\$ (1,226)			

x

PRUDENT RESERVE CALCULATION		2022 Avg
5 Mo of 2020 Average Exp		2,765
Equipment Fund		13,823
Updated: 1/1/2022		<b>13,823</b>
Cash Position		21,207
Surplus over PR		7,384

A Prudent Reserve shall be maintained to protect against short-term fluctuations in revenues or expense and ensure consistency in operations. If adverse changes in revenue or expense are determined to be systemic, the prudent reserve is intended to provide operating expenses to afford EVI the time necessary to resolve the operations issues.



Literature Sales	Nov	YTD Sales	YTD% of Budget
AA Book Sales	622	9,325	80%
Pamphlet Sales	48	320	48%
Meeting Book Sales		-	0%
Grapevine Sales	58	655	108%
Total Literature Sales	728	10,299	72%

Note: Low literature sales for the year will mean less purchases as well. There should be no financial impact as a result.

# EVI November 2022 Financial Report

## Emerald Valley Intergroup 2022 Financial Report

													Year to Date		22 Budget	% Ttl Budg	% YTD Budg	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual	Budget				
<b>Contributions</b>																		
Contributions/Group	3,996	846	2,773	844	1,199	1,046	3,676	2,454	1,507	2,361	701		21,204	19,945	22,000	96%	106%	
Contributions/Individual	1,642	487	293	322	219	398	622	316	206	277	195		4,975	4,180	4,560	109%	119%	
Contributions/Districts													-	-	-	0%	0%	
Contributions/Other													-	-	-	0%	0%	
Fundraising													-	-	-	0%	0%	
Over/Short													-	-	-	0%	0%	
Interest Income	2	2	2	3	5	5	9	13	13	13	13		80	33	38	222%	242%	
<b>Total Contributions</b>	<b>5,640</b>	<b>1,336</b>	<b>3,068</b>	<b>969</b>	<b>1,423</b>	<b>1,450</b>	<b>4,306</b>	<b>2,782</b>	<b>1,726</b>	<b>2,651</b>	<b>908</b>		<b>26,259</b>	<b>24,158</b>	<b>26,596</b>	<b>99%</b>	<b>109%</b>	
<b>Committee &amp; Office Expenses</b>																		
Activities	480												480	480	480	100%	100%	
Archives													-	55	60	0%	0%	
CPC/PI								8					8	605	660	1%	1%	
Diverter													-	-	-	0%	0%	
EVI Newsletter													-	-	-	0%	0%	
Grapevine				194									194	-	-	0%	0%	
H&I			51					81		48			180	1,467	1,000	11%	12%	
Other Committee Charges													-	-	-	0%	0%	
Outreach													-	-	-	0%	0%	
Speaker Meeting													-	-	-	0%	0%	
Steering Committee										500			500	-	-	0%	0%	
Website			853										853	999	1,090	78%	85%	
<b>Committee Subtotal</b>	<b>480</b>	<b>853</b>	<b>51</b>	<b>194</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89</b>	<b>-</b>	<b>548</b>	<b>-</b>		<b>2,216</b>	<b>3,606</b>	<b>3,890</b>	<b>57%</b>	<b>61%</b>	
Insurance	295	527											822	1,350	1,350	61%	61%	
PayPal Fees	10	8	9	9	7	10	18	10	16	7	7		111	88	96	115%	126%	
Office Coordinator	450	450	450	450	450	450	450	450	450	450	450		4,950	4,950	5,400	92%	100%	
Office Supplies	119	80	38	179	53	44	147	121	126	44	78		1,005	1,100	1,200	84%	91%	
Rent	1,201	1,201	1,201	1,201	1,318	1,450	1,202	1,202	1,202	1,202	1,202		13,583	13,585	14,820	92%	100%	
Utilities	388	393	399	348	321	295	293	308	309	299	348		3,668	4,385	4,920	75%	84%	
Office Capital Expense													105	99	99	0%	0%	
Printing & Copies	82	82	82	82	82	82	82	82	82	82	84		905	1,100	1,200	75%	82%	
Permits & Fees		50		50									100	200	200	50%	50%	
<b>Office Subtotal</b>	<b>2,544</b>	<b>2,771</b>	<b>2,167</b>	<b>2,319</b>	<b>2,232</b>	<b>2,331</b>	<b>2,296</b>	<b>2,174</b>	<b>2,185</b>	<b>2,085</b>	<b>2,165</b>		<b>25,269</b>	<b>26,857</b>	<b>29,285</b>	<b>80%</b>	<b>94%</b>	
<b>Total Expenses</b>	<b>3,024</b>	<b>3,625</b>	<b>2,218</b>	<b>2,513</b>	<b>2,232</b>	<b>2,331</b>	<b>2,296</b>	<b>2,263</b>	<b>2,185</b>	<b>2,633</b>	<b>2,165</b>		<b>27,485</b>	<b>30,463</b>	<b>33,175</b>	<b>83%</b>	<b>90%</b>	
<b>Net Operating Expenses/Contributions</b>	<b>2,616</b>	<b>(2,289)</b>	<b>850</b>	<b>(1,549)</b>	<b>(808)</b>	<b>(881)</b>	<b>2,010</b>	<b>519</b>	<b>(459)</b>	<b>18</b>	<b>(1,257)</b>		<b>(1,226)</b>	<b>(6,305)</b>	<b>(6,579)</b>	<b>10%</b>	<b>10%</b>	
<b>Literature Sales</b>																		
AA Book Sales	1,231	992	981	1,051	517	661	707	1,277	614	691	622		9,325	11,632	12,600	74%	80%	
Pamphlet Sales	20	20	16	44	18	15	22	53	20	44	48		320	660	720	44%	46%	
Meeting Book Sales													-	1,435	1,560	0%	0%	
Grapevine Sales	37	35	86	20	42	113	74	61	56	96	58		655	805	860	90%	105%	
<b>Total Literature Sales</b>	<b>1,288</b>	<b>1,046</b>	<b>1,042</b>	<b>1,114</b>	<b>577</b>	<b>789</b>	<b>803</b>	<b>1,391</b>	<b>690</b>	<b>831</b>	<b>728</b>		<b>10,299</b>	<b>14,327</b>	<b>15,540</b>	<b>68%</b>	<b>72%</b>	
<b>Literature Cost of Good Sold</b>																		
AA Books Cost of Sales	1,138	1,001	798	525	454	787	457	1,703	746	85	1,379		9,041	11,518	12,474	72%	79%	
Mtg Books Cost of Sales													-	540	720	0%	0%	
Pamphlet Cost of Sales	115		11					43					158	1,500	1,500	11%	11%	
GrapeVine Cost of Sales	133				170			207					521	495	660	76%	105%	
<b>Total Literature Costs</b>	<b>1,386</b>	<b>1,001</b>	<b>779</b>	<b>525</b>	<b>624</b>	<b>787</b>	<b>457</b>	<b>1,953</b>	<b>746</b>	<b>85</b>	<b>1,379</b>		<b>9,720</b>	<b>14,051</b>	<b>15,354</b>	<b>63%</b>	<b>69%</b>	
<b>Net Literature</b>	<b>(98)</b>	<b>45</b>	<b>263</b>	<b>589</b>	<b>(47)</b>	<b>3</b>	<b>346</b>	<b>(561)</b>	<b>(56)</b>	<b>746</b>	<b>(651)</b>		<b>579</b>	<b>276</b>	<b>186</b>			
<b>Net Literature (Cum)</b>	<b>(98)</b>	<b>(53)</b>	<b>210</b>	<b>800</b>	<b>753</b>	<b>756</b>	<b>1,101</b>	<b>540</b>	<b>484</b>	<b>1,230</b>	<b>579</b>							
<b>Net Income</b>	<b>2,518</b>	<b>(2,244)</b>	<b>1,113</b>	<b>(955)</b>	<b>(855)</b>	<b>(878)</b>	<b>2,356</b>	<b>(42)</b>	<b>(515)</b>	<b>764</b>	<b>(1,908)</b>		<b>(647)</b>	<b>(6,029)</b>	<b>(6,393)</b>			

# EVI November 2022 Financial Report

## Emerald Valley Intergroup Budget For Year 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date Budget	22 Budget
<b>Contributions</b>														
Contributions/Group	2,226	1,344	1,339	2,420	2,307	1,339	2,035	1,717	1,603	2,366	1,248	2,055	19,945	22,000
Contributions/Individual	380	380	380	380	380	380	380	380	380	380	380	380	4,180	4,560
Contributions/Districts													-	-
Contributions/Other (Summerfest)													-	-
Interest Income	3	3	3	3	3	3	3	3	3	3	3	3	33	36
<b>Total Contributions</b>	<b>2,609</b>	<b>1,727</b>	<b>1,722</b>	<b>2,803</b>	<b>2,690</b>	<b>1,722</b>	<b>2,418</b>	<b>2,100</b>	<b>1,986</b>	<b>2,749</b>	<b>1,631</b>	<b>2,438</b>	<b>24,158</b>	<b>26,596</b>
<b>Committee &amp; Office Expenses</b>														
Activities	480												480	480
Archives	5	5	5	5	5	5	5	5	5	5	5	5	55	60
CPC/PI	55	55	55	55	55	55	55	55	55	55	55	55	605	660
Diverter	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EVI Newsletter	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grapevine	-	-	-	-	-	-	-	-	-	-	-	-	-	-
H&I	133	133	133	133	133	133	133	133	133	133	133	133	1,467	1,600
Outreach	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Steering Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Website	91	91	91	91	91	91	91	91	91	91	91	91	999	1,090
Committee Subtotal	764	284	284	284	284	284	284	284	284	284	284	284	3,606	3,890
Insurance	1,350												1,350	1,350
PayPal Fees	8	8	8	8	8	8	8	8	8	8	8	8	88	96
Office Coordinator	450	450	450	450	450	450	450	450	450	450	450	450	4,950	5,400
Office Supplies	100	100	100	100	100	100	100	100	100	100	100	100	1,100	1,200
Rent	1,235	1,235	1,235	1,235	1,235	1,235	1,235	1,235	1,235	1,235	1,235	1,235	13,585	14,820
Utilities	535	485	485	485	310	310	310	310	310	385	460	535	4,385	4,920
Office Capital Expense								99					99	99
Printing & Copies	100	100	100	100	100	100	100	100	100	100	100	100	1,100	1,200
Permits & Fees	100			100									200	200
<b>Office Subtotal</b>	<b>3,878</b>	<b>2,378</b>	<b>2,378</b>	<b>2,478</b>	<b>2,203</b>	<b>2,203</b>	<b>2,203</b>	<b>2,302</b>	<b>2,203</b>	<b>2,278</b>	<b>2,353</b>	<b>2,428</b>	<b>26,857</b>	<b>29,285</b>
<b>Total Expenses</b>	<b>4,642</b>	<b>2,662</b>	<b>2,662</b>	<b>2,762</b>	<b>2,487</b>	<b>2,487</b>	<b>2,487</b>	<b>2,586</b>	<b>2,487</b>	<b>2,562</b>	<b>2,637</b>	<b>2,712</b>	<b>30,463</b>	<b>33,175</b>
<i>Net Operating Expenses/Contributions</i>	<i>(2,033)</i>	<i>(935)</i>	<i>(940)</i>	<i>41</i>	<i>202</i>	<i>(765)</i>	<i>(69)</i>	<i>(486)</i>	<i>(501)</i>	<i>187</i>	<i>(1,006)</i>	<i>(274)</i>	<i>(6,305)</i>	<i>(6,579)</i>
<b>Literature Sales</b>														
AA Book Sales	1,128	916	1,162	1,016	1,074	1,093	1,152	1,101	1,185	988	817	968	11,632	12,600
Pamphlet Sales	60	60	60	60	60	60	60	60	60	60	60	60	660	720
Meeting Book Sales	130	130	130	130	130	130	130	130	130	130	130	130	1,430	1,560
Grapevine Sales	55	55	55	55	55	55	55	55	55	55	55	55	605	660
<b>Total Literature Sales</b>	<b>1,373</b>	<b>1,161</b>	<b>1,407</b>	<b>1,261</b>	<b>1,319</b>	<b>1,338</b>	<b>1,397</b>	<b>1,346</b>	<b>1,430</b>	<b>1,233</b>	<b>1,062</b>	<b>1,213</b>	<b>14,327</b>	<b>15,540</b>
<b>Literature Cost of Good Sold</b>														
AA Books Cost of Sales	1,117	906	1,151	1,006	1,064	1,082	1,140	1,090	1,173	978	809	958	11,516	12,474
Pamphlet Cost of Sales			180			180			180			180	540	720
Mtg Books Cost of Sales			350	400				350	400				1,500	1,500
Grapevine Cost of Sales			165			165			165			165	495	660
<b>Total Literature Costs</b>	<b>1,117</b>	<b>906</b>	<b>1,846</b>	<b>1,406</b>	<b>1,064</b>	<b>1,427</b>	<b>1,140</b>	<b>1,440</b>	<b>1,918</b>	<b>978</b>	<b>809</b>	<b>1,303</b>	<b>13,556</b>	<b>15,354</b>
<b>Net Literature</b>	<b>256</b>	<b>254</b>	<b>(438)</b>	<b>(145)</b>	<b>256</b>	<b>(89)</b>	<b>257</b>	<b>(94)</b>	<b>(488)</b>	<b>255</b>	<b>253</b>	<b>(90)</b>	<b>771</b>	<b>186</b>
<b>Net Income</b>	<b>(1,777)</b>	<b>(681)</b>	<b>(1,379)</b>	<b>(104)</b>	<b>458</b>	<b>(854)</b>	<b>188</b>	<b>(580)</b>	<b>(989)</b>	<b>442</b>	<b>(753)</b>	<b>(364)</b>	<b>(5,534)</b>	<b>(6,393)</b>

# Emerald Valley Intergroup Service Position Roster

Position	Name	Start Date	Rotation Date	Email
				Call EVI Office for Trusted Servant Phone Numbers and emails not listed: 541-342-4113
Activities Chair	Amber W	12/4/2022	9/19/2023	activities_chair@eviaa.org
Activities Vice Chair	Open		9/19/2023	eviaaactivities@gmail.com
Archivist Chair	Elijah C	3/21/2022	None	archives_chair@eviaa.org
Vice-Chair	Open			
CPC/PI Chair	Inactive			evicpcpi@gmail.com
Vice-Chair	Inactive			
Diverter Chair	Mike M	3/21/2022	3/21/2023	evidiverter@gmail.com
Vice-Chair	Corey P	3/21/2022	3/21/2023	evidiverter@gmail.com
EVI Cmte Chair	Chaz D	12/14/2020	12/19/2022	evi_chair@eviaa.org
Vice-Chair	Kathleen P	7/18/2022	12/19/2022	evi_vice@eviaa.org
EVI Secretary	Sharon B	1/11/2021	12/19/2022	secretary_chair@eviaa.org
EVI Spkr Mtg Chair	Bruce G	3/8/2021	3/20/2023	
Vice-Chair	Susan H	11/15/2021	3/20/2023	
EVI Treasurer	Brenda M	12/20/2021	12/20/2023	treasurer_chair@eviaa.org
Vice-Chair	Angela M	7/18/2022	12/20/2023	treasurer_vice@eviaa.org
Grapevine Chair			9/19/2023	evigrapevine@gmail.com
Vice-Chair				
H&I Chair	Matt S	11/22/2022	9/19/2023	hospitals_chair@eviaa.org
Vice-Chair				

# Emerald Valley Intergroup Service Position Roster

Literature Chair Vice-Chair	Kim K	9/19/2022	9/19/2023	eviliterature@gmail.com
Mtg Guide Chair Vice-Chair	Mason M Open	9/19/2022	9/19/2023	meeting_guides_chair@eviaa.org
Newsletter Chair Vice-Chair	Erica T	9/19/2022	9/19/2023	evinewsaa@gmail.com
Office Vol. Coord. / Bookkeeper	Carol B	3/8/2021	By 3/9/26	evi_office@eviaa.org
Outreach Chair Vice-Chair	Open Open	7/18/2022		outreach_chair@eviaa.org
Website Chair Vice-Chair	Bruce W Open	9/19/2022	9/19/2023	web_chair@eviaa.org
Member @ Large	Rachel S	12/14/2020	12/12/2022	
Member @ Large	Melody D	12/14/2020	12/12/2022	
Member @ Large	Wes H	12/20/2021	12/18/2023	
Member @ Large	Jade S	6/20/2022	12/18/2023	



# EVI Service Committee Synopsis



## Emerald Valley Intergroup (EVI)

### Organization and Service Committee Synopsis

#### OVERVIEW

Welcome to the Emerald Valley Intergroup (EVI). Founded in 1981, we are an A.A. service committee that carries out functions common to the A.A. groups in Districts 6, 19, 20 and part of 34, as part of Oregon Area 58. The EVI Office (see below) is staffed by trusted servants and is funded entirely by contributions from local A.A. groups and individual members.

#### EVI GROUP REPRESENTATIVE

EVI Groups Representatives have the job of linking her or his home group to EVI. The EVI Rep represents the voice of the group conscience, reporting the group's thoughts to the EVI Business meeting. This is a two-way street, making the EVI Rep responsible for bringing back to the home information that affect EVI unity, and health. They take information to their home groups and return feedback to the business meetings.

Only when the EVI Rep keeps their home group informed and communicates the group conscience can EVI truly act for AA as a whole in the EVI service area. Although many groups have various suggested sobriety requirements for the EVI Rep position, EVI expresses no opinion whatever in this regard. Experience has shown however that the most effective EVI Reps have: active participation in their home group, have the time and resources available to attend EVI Business meetings and provide reports to their home group and have the confidence of the group and the ability to listen to all points of view.

#### EVI BODY

The EVI Body consists of the Steering Committee, the Chairs of various committees (as described below), District Representatives and A.A. home group representatives from within the EVI service area. The EVI Body meets on the 3rd Monday of the month to review the financial reports from the prior month, to give and receive committee updates and to address any pertinent EVI topics. EVI representatives take information to their home groups and return feedback to the business meetings.

06.15.2022

#### EVI OFFICE

Our Office is located at 2160 West 11<sup>th</sup>, Suite 1 (as in Igloo) Eugene, Oregon 97402. Need an A.A. book or pamphlet? We've got 'em! Need a Grapevine or Grapevine book. We've got 'em! All above available at cost. Staffed by sober A.A. volunteers setting aside part of their day to be available to the local fellowship and most importantly to anyone reaching out for help. The Office provides 3 main essential services. First, it is a point of contact with A.A. for the still suffering alcoholic, their families and friends. During office hours, volunteers become the lifeline to A.A. for those reaching out for help. Second, the office provides local at-cost access to General Service Conference approved literature, pamphlets, and Grapevine literature. Third, it provides a space for EVI Service Committees to accomplish their work.

We endeavor for all who sign up to do a shift at the EVI Office to be trained by a qualified volunteer in EVI Office policies, procedures, and how to operate the office equipment. We also try to have at least 2 volunteers in the office on each shift.

In keeping with AA's Singleness of Purpose Statement, our main task is to help the alcoholic in finding the services they need to combat their disease. Other than this, our efforts are organizational. We sell literature, coordinate group efforts and service committees, provide a source for dial-in information, and collect contributions. When an active alcoholic needs help we make resources available. Stop by and fill out the Office Volunteer Application (also available on our website [eviaaweb.org](http://eviaaweb.org) under the EVI Office button) and the Office Volunteer Coordinator will be more than happy to contact you!

#### EVI SERVICE COMMITTEES

The EVI Service Committees are composed of an elected Chair and Vice-Chair and other A.A. Volunteers. The terms of service, sobriety requirements and a brief description of the responsibilities of the positions are described below:

##### Activities

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The EVI Activities Committee organizes popular events such as dances, picnics, and potlucks for all A.A. members and their families in the Intergroup area.

##### Archivist

*Chairperson: No term, 1-year sobriety*

*Vice-chair: No term, 6-months sobriety*

The Archivist collects, catalogs, preserves and displays relevant materials of local A.A. history of the Intergroup area. Materials may be in the form of group histories, member histories, files, artifacts, or data.

##### Cooperation with Professional Community/Public Information (CPC/PI)

06.15.2022

# EVI Service Committee Synopsis

*Chairperson: 2-year term, 1-year sobriety*

*Vice-chair: 2-year term, 6-months sobriety*

The CPC/PI engages with the community (Doctors, Lawyers, Counseling Professionals, Schools etc.) to spread the word of AA - of what A.A. does (and doesn't) do to help alcoholics.

## **Diverter**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The EVI diverter is the call-forwarding system which diverts the EVI office phone number to a volunteer's home or cell phone number, allowing calls to be answered when the office is closed.

## **EVI Speaker Meeting**

*Chairperson: 2-year term, 1-year sobriety*

*Vice-chair: 2-year term, 6-months sobriety*

The EVI Speaker Meeting Committee organizes a monthly meeting with an A.A. speaker and an Al-Anon speaker who share their experience, strength and hope.

## **Grapevine**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The Grapevine Chair promotes readership and subscription to *AA Grapevine: The International Journal of Alcoholics Anonymous*, as well as related publications.

## **Hospitals & Institutions (H&I)**

*Chairperson: 2-year term, 2-years sobriety*

*Vice-chair: 2-year term, 1-year sobriety*

The H&I Committee coordinates A.A. visits to hospitals, treatment facilities, and correctional institutions, and provides those entities with A.A. literature.

## **Literature**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The Literature Committee orders Big Books, Pamphlets and other conference approved literature for groups, treatment centers and inventory at the EVI Office.

## **Meeting Directory**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The purpose of the Meeting Directory Committee is to maintain the Emerald Valley Intergroup Meeting Directory on-line and for print as booklets or tri-fold fliers.

## **Newsletter**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

06.15.2022

The EVI Newsletter publishes up-to-date information of interest to A.A. members in the Intergroup. It includes notices of coming events, minutes of the business meeting, changes to group meeting times and locations, a roster of people serving on EVI committees, and original essays and poetry of A.A. members. This position requires familiarity with desktop publishing software and competence in Standard English.

## **Outreach**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

Outreach Committee members maintain contact and visit groups served by EVI – including Districts 6, 19, 20 and 34-primarily to inform the groups of the EVI service committees, events, and opportunities and to encourage participation in EVI.

## **Website / Tech**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The purpose of the Website/Tech Committee is to maintain the EVI website [www.eviaaweb.org](http://www.eviaaweb.org), a resource for those looking for information about AA in the Intergroup service area. The trusted servants in this committee also set and manage our Google Suite account providing email and document support to trusted servants using these tools. In addition, they provide dedicated information technology (IT) support to EVI regarding purchasing, set-up and maintenance of EVI owned IT equipment and to provide tech support to EVI Officers and Committee Chairs for EVI related purposes.

## **STEERING COMMITTEE**

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EVI has an elected Steering Committee made up of the EVI Chair, EVI Vice-Chair, Treasurer, Vice Treasurer, Secretary, and 4 Members at Large. The Bookkeeper and Office Volunteer Coordinator are ex-officio members. The Steering Committee meets on the 1<sup>st</sup> Monday of the month via Zoom to review the financial statements from the prior month, to discuss pertinent EVI topics and to set the agenda for the EVI Business Meeting.

## **Chair**

*Chair: 2-year term, 2-years sobriety*

*Vice-chair: 2-year term, 1-year sobriety*

The EVI Chair gathers proposed agenda items and leads the Steering Committee and EVI business meetings. The Chair is the first point of contact for EVI business. The Vice-Chair assists the Chair by understanding and helping interpret the EVI By-Laws. The EVI Chair shall have served as a Committee Chair, EVI Group Representative or have other EVI experience.

## **Treasurer**

*Treasurer: 2-year term, 2-years sobriety*

*Vice-treasurer: 2-year term, 1-year sobriety*

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# EVI Service Committee Synopsis

*Chairperson: 2-year term, 1-year sobriety*

*Vice-chair: 2-year term, 6-months sobriety*

The CPC/PI engages with the community (Doctors, Lawyers, Counseling Professionals, Schools etc.) to spread the word of AA - of what A.A. does (and doesn't) do to help alcoholics.

## **Diverter**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The EVI diverter is the call-forwarding system which diverts the EVI office phone number to a volunteer's home or cell phone number, allowing calls to be answered when the office is closed.

## **EVI Speaker Meeting**

*Chairperson: 2-year term, 1-year sobriety*

*Vice-chair: 2-year term, 6-months sobriety*

The EVI Speaker Meeting Committee organizes a monthly meeting with an A.A. speaker and an Al-Anon speaker who share their experience, strength and hope.

## **Grapevine**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The Grapevine Chair promotes readership and subscription to *AA Grapevine: The International Journal of Alcoholics Anonymous*, as well as related publications.

## **Hospitals & Institutions (H&I)**

*Chairperson: 2-year term, 2-years sobriety*

*Vice-chair: 2-year term, 1-year sobriety*

The H&I Committee coordinates A.A. visits to hospitals, treatment facilities, and correctional institutions, and provides those entities with A.A. literature.

## **Literature**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The Literature Committee orders Big Books, Pamphlets and other conference approved literature for groups, treatment centers and inventory at the EVI Office.

## **Meeting Directory**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The purpose of the Meeting Directory Committee is to maintain the Emerald Valley Intergroup Meeting Directory on-line and for print as booklets or tri-fold fliers.

## **Newsletter**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

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The EVI Newsletter publishes up-to-date information of interest to A.A. members in the Intergroup. It includes notices of coming events, minutes of the business meeting, changes to group meeting times and locations, a roster of people serving on EVI committees, and original essays and poetry of A.A. members. This position requires familiarity with desktop publishing software and competence in Standard English.

## **Outreach**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

Outreach Committee members maintain contact and visit groups served by EVI – including Districts 6, 19, 20 and 34-primarily to inform the groups of the EVI service committees, events, and opportunities and to encourage participation in EVI.

## **Website / Tech**

*Chairperson: 1-year term, 1-year sobriety*

*Vice-chair: 1-year term, 6-months sobriety*

The purpose of the Website/Tech Committee is to maintain the EVI website [www.eviaaweb.org](http://www.eviaaweb.org), a resource for those looking for information about AA in the Intergroup service area. The trusted servants in this committee also set and manage our Google Suite account providing email and document support to trusted servants using these tools. In addition, they provide dedicated information technology (IT) support to EVI regarding purchasing, set-up and maintenance of EVI owned IT equipment and to provide tech support to EVI Officers and Committee Chairs for EVI related purposes.

## **STEERING COMMITTEE**

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EVI has an elected Steering Committee made up of the EVI Chair, EVI Vice-Chair, Treasurer, Vice Treasurer, Secretary, and 4 Members at Large. The Bookkeeper and Office Volunteer Coordinator are ex-officio members. The Steering Committee meets on the 1<sup>st</sup> Monday of the month via Zoom to review the financial statements from the prior month, to discuss pertinent EVI topics and to set the agenda for the EVI Business Meeting.

## **Chair**

*Chair: 2-year term, 2-years sobriety*

*Vice-chair: 2-year term, 1-year sobriety*

The EVI Chair gathers proposed agenda items and leads the Steering Committee and EVI business meetings. The Chair is the first point of contact for EVI business. The Vice-Chair assists the Chair by understanding and helping interpret the EVI By-Laws. The EVI Chair shall have served as a Committee Chair, EVI Group Representative or have other EVI experience.

## **Treasurer**

*Treasurer: 2-year term, 2-years sobriety*

*Vice-treasurer: 2-year term, 1-year sobriety*

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# EVI Service Committee Synopsis

The Treasurer is part of the EVI Steering Committee and leads the FAB. The Treasurer prepares the monthly financial statements and supervises the Bookkeeper.

## **Secretary**

*2-year term, 2-years sobriety*

The Secretary produces and distributes the agenda for the EVI business meeting. The secretary also takes notes at the Steering Committee and EVI business meetings and distributes the final document to participants via email.

## **Members at Large (4)**

*Members at Large: 2-year term, 2-years sobriety (2 rotate each year)*

There are four Member at Large positions that provide input and recommendations at EVI Steering Committee meetings. Members at Large may also be selected as members of the FAB or ad-hoc groups that are formed to address pertinent EVI topics.

## **FINANCIAL ADVISORY BOARD (FAB)**

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The Financial Advisory Board consists of the EVI Treasurer, Vice Treasurer and the Bookkeeper. One or two additional members are appointed by the Steering Committee. With assistance from the Service Committee, the FAB creates a proposed annual budget and provides a suggested prudent reserve figure. These proposals are first brought to the Steering Committee, and then to the EVI Body for approval. The FAB is also responsible for oversight of the Bookkeeper position under direction of the Steering Committee.

## **SPECIAL WORKERS**

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We adhere to Tradition 8, in which the last sentence states. "Our Twelfth Step is never to be paid for, but those whose labor in service for us are worthy of their hire". EVI has long employed the service of someone to process our bookkeeping. In 2021 we re-established the Office Volunteer Coordinator as a paid rather than volunteer position and in 2022 combined the Bookkeeper and Office Volunteer Coordinator into a single position.

### **Bookkeeper / Office Volunteer Coordinator**

*Maximum 5-year term with annual review by the Steering Committee, 1-year sobriety,*

This position is an ex-officio member of the Steering Committee, FAB and EVI Business meeting. They are responsible for processing and record keeping of daily financial activity, and working with the Treasurer to ensure fiscal processes and accountability are enforced. They support the office volunteers in their service commitment. Tasks will include interviewing prospective volunteers; scheduling office volunteer shifts; buying office supplies; facilitating communication of information between the Steering Committee, the EVI Body, and the office volunteers. This position is hired by (with EVI Body approval) and reports to the Steering Committee. The full job description is available on request.

**Keep Coming  
Back!**

