

In Preparation For Assembly October 13-14-15, 2023

As we prepare for our last Assembly of Panel 61. I hope everyone who has served in Al- anon can take some time to reflect on the growth, love and fun in service. I would like you to look at your growth and the deepening recovery that service brings. Thank you all for your service!

I am grateful and humbled by your level of commitment to service. An example of this is the success of convention 2023. I was pleased to see close to 600 members registered and participated in all the fun activities Convention 2023 had in store for us. I need to say my favorite one was the headphones used at the silent disco.

Now let's talk about Reservations for our last Assembly:

- Room reservations can be made until September 21, 2023. After that date I cannot guarantee our prices.
- It will depend on if we have capped all blocked rooms.

1. This is an Elections Assembly. Everyone will need to be familiar with the following documents that can be found on the [Area Documents Library Page](#):

- a. Service Position Job Descriptions
- b. Elections Procedures
- c. Trusted Servant Profiles

2. We have two Task Force and one Thought Force recommendation to present to the GRs. These are located on the [October Assembly Page](#) of the Area website. Be sure to read the reports to be prepared for discussion and vote.

1. Registration meals
2. Excess Funds
3. Past Delegates

3. Elections will be held electronically. You will need to bring an electronic device that can access Zoom. Paper ballots will be available for those who do not have an electronic device like tablet, cell phone or a laptop. Our past delegates are willing to be of service with paper ballots. YEY for their willingness to help.

3. **Hotel Reservation Information** is listed on the Area website, on the [October Assembly Page](#). Please encourage GRs to make reservations early. The cut off is September 21.

4. **Officers, Coordinators, Past Delegates and Event Chairs** – you will receive a separate email to register.

5. **District Reps:** Please send me the following information by **September 25**:

- a. How many members of your District will be attending Assembly.
- b. Combined written report for the Website by **September 25 in a PDF file to our technology coordinator.**

6. **Coordinators:** Please send the following information by **September 25**: to my panel assistant, **Robin**. I will be out of the country (Spain) from September 16-30.

- a. Written report for the Website in PDF file to our technology coordinator.
- b. RSVP if you will **NOT** be attending the Turnover dinner.
- c. Please note – if you are not attending the dinner, I will need your full contact information and best times to reach you to provide the incoming Coordinator.

7. **Turnover Dinner.** Current Panel 61 members will be welcoming the new Officers and Coordinators. Area positions will be exchanging contact information to schedule individual turnover logistics. You do NOT have to prepare to turn over your materials at this time! **Panel 61 does not end until December 31, 2023, and many of us have plenty to do to finish out the year.** *But we can begin the transitions based on the service position.*

8. **Email Transition.** Our Technology Coordinator will prepare some information for us about how to make our area email accounts ready for the next person. You might begin thinking about deleting personal information from the email and what you would like to leave for the next trusted servant.

9. **Coordinator Displays.** Coordinators will have displays set up in breakout rooms on Friday and Saturday. **Break out rooms will be ready for set up by 2 pm Friday.**

Our Delegate volunteered to create trifold displays for the following positions: Delegate, Alternate Delegate, Treasurer, Literature Coordinator and the AAPP.

If any of these officers and coordinators would like to do the trifold themselves, or add something else beside the job description, please let our delegate know before September 25, 2023

I volunteered to create the trifold for: Chairperson, Public Outreach, Alateen Coordinator, Technology Coordinator, Spanish Coordinator, and Group Records. If you would like to make it or send me information that you would like to add, you have until September 30. I will add the info after I return from Spain on September 30.

10. **Hospitality** will be in the **Dogwood** Room. They will be open Friday night after the session and Saturday when we are not in the business session. Hours will be posted on the agenda.

11. **Registration.** Assembly Registration will be available from 4-7 pm on Friday and from 7-10 am on Saturday. (**Chambers Room**)

Current Panel 61GRs will be voting on all matters at the Assembly. Future Panel 61 GRs, DRs or AISLs do not need to attend Assembly.

However, they are welcome to attend. If you can please do so! All Al-Anon members are welcome at the Assembly!

The agenda is on the website. Please let me know if you have any additions or changes.

I am thankful for your service. Looking forward to seeing all of you in October!
With gratitude and Love

"Talk to each other, Reason things out, Keep it simple."

Elsa C.
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