

In Preparation
For Assembly October 6-8, 2017

Updates in Red

As we prepare for our last Assembly of Panel 55 I hope everyone who has served Al-Anon during these three years can take some time to reflect on the fun, the growth and the deepening recovery that service brings! Thank you all for your service!

I do not need any more volunteers for King rooms. Reservations can still be made and our block is reserved until September 22.

1. This is an Elections Assembly. Everyone will need to be familiar with the following documents that can be found on the October Assembly Page of the Area website:

- a. P55 Service Position Job Descriptions
- b. P55 Elections Procedures
- c. Trusted Servant Profiles
- d. Coordinator Ballot Forms

2. We have two recommendations to present to the GRs. These are located on the October Assembly page of the Area website.

3. Hotel Reservation Information is listed on the Area website, on the October Assembly Page. Please encourage GRs to make reservations early. Cut off is September 22. Since the hotel is under renovation I may not be able to help get rooms after that cut off date. The hotel extended the cutoff due to the Hurricane.

4. Officers, Coordinators, Past Delegates and Event Chairs – your reservations are listed on the Budgets and Motions page. This is password protected. AFGAREA9

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

- a. How many members of your District will be attending Assembly
- b. RSVP for the Panel55 DR and AISL attendance at Turnover Lunch
- c. Combined written report for the Website

6. Coordinators: Please send the following information by **September 25:**

- a. Written report for the Website
- b. RSVP if you will be attending the Turnover Lunch
- c. Please note – if you are not attending the lunch, I will need your full contact information and best times to reach you to provide to the incoming Coordinator.

7. **Turnover Lunch.** Current Panel 55 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 55 does not end until December 31, 2017 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 break out rooms on Friday and Saturday. **Break out rooms will be ready for set up by 2 pm Friday.**

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

11. **Registration.** Assembly Registration will be available from 4-7 pm on Friday and from 7-10 am on Saturday. Current Panel 55 GRs will be voting on all matters at the Assembly. Future Panel 58 GRs, DRs or AISLs do not need to attend Assembly, but of course they are welcome to do so! All Al-Anon members are welcome at Assembly!

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

Again, thank you for your service and I look forward to seeing you all in October!

Very truly yours,

Cindy J.
Panel 55 Area Chairperson
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