

2014 NAATW Southeast Texas Area 67 Report

As our co-founder, Bill W., wrote: *"Public information takes many forms - the simple sign outside a meeting place that says 'AA meeting tonight'; listing in local phone directories; distribution of AA literature; and radio and television shows using sophisticated media techniques. Whatever the form, it comes down to 'one drunk carrying the message to another drunk,' whether through personal contact or through the use of third parties and the media."*

A.A. Guidelines – Internet, MG-18

Introduction

It has been an honor and privilege as the current webmaster in the IT Committee to have been funded by the Southeast Texas Area Assembly to attend the first ever National Alcoholics Anonymous Technology Workshop (NAATW) held in St. Louis, Missouri, on August 8-10, 2014, and hosted by St. Louis Central Service Office. This has been a very informative workshop which has brought together intelligent Information Technology professionals and members such as myself who possess a basic skill set and background in websites and other similar knowledge in relevant technical areas of expertise. Initially, I felt a little intimidated by so many technical terms and emerging technologies but soon realized I was among others who shared similar feelings and I soon felt at ease. We all had something of value to contribute to a collective wisdom.

Attendees represented these entities. I apologize for any misrepresentation or omission as these are from my best recollection.

Area 5 - Southern California - LA	Area 51 - North Carolina
Area 6 - Coastal Northern California	Area 57 - Oklahoma
Area 7 - California Northern Interior	Area 59 - Eastern Pennsylvania
Area 9 - Southern California-High Desert	Area 65 - Northeast Texas
Area 10 - Colorado	Area 67 - Southeast Texas
Area 30 - Eastern Massachusetts	Area 68 - Southwest Texas
Area 31 - Western Massachusetts	Area 71 - Virginia
Area 35 - Northern Minnesota	Area 72 - West Washington State
Area 36 - Southern Minnesota	Southwest Regional Trustees
Area 38 - Eastern Missouri	General Service Office
Area 39 - Western Missouri	Other supporting members

(refer to US map on last page)

The Workshop: An Overview

Additional information available at <http://www.naatw.org>

Why are we here? (Brouck H.)

The stated purpose for the NAATW:

The National AA Technology Workshop (NAATW) is committed to helping Alcoholics Anonymous service workers who are also bound by the spiritual principles of our Fellowship to:

- Demonstrate and share technology related experience, strength, and hope with each other
- Provide a consistent interface to the fellowship on technology and assist members where practical

2014 NAATW Southeast Texas Area 67 Report

- Offer a useful medium for willing members and non-member friends with specific technical expertise to help A.A.
- Serve other A.A. service groups or committees with their technology concerns

Other participants shared why they were attending. Many of them sought no funding and paid their own way.

Attendee demographics could be summed up into two categories - professional and non-professional. Non-professional could be defined as those members that did not do this sort of stuff for a living, such as myself. Everyone was very knowledgeable and shared the same thoughts on technology and AA.

We all agreed our sole purpose here was to help carry the message using technology beyond what addressed in AA literature to date. Only recently, A.A. has established guidelines addressing the Internet (MG-18) and Websites (SM F101). The conversations at this workshop covered all of those topics and went further into specific social media such as Facebook, Twitter, etc.

We were all trying to get a better idea of where A.A. was as a whole and, in particular, where the Areas and Intergroups saw their needs for information and help in resolving problems associated with the use of such technologies.

A Newcomers' View of AA Technology Use (Julie S. - Area 10)

The key point in this presentation was the problems and concerns in AA today as to how to find accurate and current locations of where meetings are held and the use of schedules and on-line meeting directories to accomplish this.

"We meet frequently so that new comers may find the fellowship they seek."

Big Book of Alcoholics Anonymous Page 15

The tried and true method has been paper schedules which has served us well, but, today there is an even better way available through the use of on-line schedules that also include GPS directions and maps available through third party applications such as Google Maps and MapQuest. The issues identified were the problems of infrequency and cost of printed schedules and lack of current and accurate information regarding the meetings and their location and time.

The consensus was that the advanced technology available to us today could and does provide more accurate and updated information regarding meetings than the actual paper schedule. If you look on either the <http://readingberksintergroup.org> or <http://aalv.org> websites, up-to-date locations, maps and actual street addresses are available. In Area 67, we rely on Intergroups to provide this type of information.

The sense of the meeting was that as technical individuals we need to share information on meeting search coding and the best way to show mapping. Discussions further detailed the best place to store coding snippets for general use by the fellowship, ...etc.

2014 NAATW Southeast Texas Area 67 Report

Mobile First (Steven C. - Area 71)

This topic centered on the use of mobile phones, smart phones and the like. Of particular interest was for proper coding so that websites and support information functioned properly and worked as they were designed on mobile devices such as smart phones, note, pads, ...etc. A lot of information was sharing on the coding process and naming conventions that help make the sites perform as expected. There are also a lot of 3rd party applications that are helpful in making this process smoother and more efficient.

Facebook (Curt S. - Area 9)

Everyone sees the possibilities with Facebook. There is a big opportunity to reach A.A. members with 2.5 million websites integrated with Facebook, 955 million active users, 181 million in the United States and Canada. Along with that access comes the dangers - Facebook pages are not websites. Brands and organizations use Facebook in a way that is different from regular users. Facebook exists in many languages, countries and is used culturally in different ways.

Facebook makes money by selling user data to advertisers commensurate with their stated business model; privacy policies will and do change without notice (as we have seen). Analytics drive its media business, people are targeted for things they like, post and respond to (e.g. babies or Samsung phones, Causes, ...etc.)

Currently, there are many different A.A. Facebook pages but their purpose is unclear. Notice that as a Facebook user, I can see if friends 'like' an A.A. Facebook page which breaks their anonymity to a good degree.

Facebook will allow A.A. to connect with members, providing a new place for 12th step work to happen and become a new channel for publishing content.

There is critical work needed for a Facebook A.A. page to be successful:

- Define and articulate what A.A. will and won't do in Social Media (it's not a brand, it's not a person, it's not a cause...)
- Understand and imagine how A.A. members would interact with A.A. and each other on Facebook
- Develop a strategy and employ special workers (or an agency, etc.) to publish content into the A.A. Facebook pages
- Manage the community by responding to comments, deleting offensive posts, fielding 12th step / Public Information and other requests. This is a full time job in multiple languages.

Respondents say they 'like' a brand on Facebook because they are a customer (58%) or because they want to receive discounts and promotions (57%)

The anonymity risk: depending on the Facebook page configuration and current privacy policy, one person 'liking' a page could result in many other people seeing their affiliation. Facebook is designed to share social activity in this way - not to protect anonymity.

2014 NAATW Southeast Texas Area 67 Report

Members discussed at length about what constitutes an anonymity break on Facebook and it was felt that this should be an ongoing topic for discussion and review at Regional Forums and Assemblies.

12 Statements of Technology (Blaine B. and Brouck H.)

The scope of this discussion was wide and covered all ground involving current and emerging technologies and anticipation of what is to come.

There is a special focus on 'Self-support' as it relates to the scope of this topic. How will we fund, manage and use the technologies of today and by what guidelines will we navigate. Below are several topics and subtopics surrounding the technology issues. Financial support and the burden associated with technology usage needs to be addressed.

Communication

- email/fax
- Phones/Devices
- remote work/broadcasting

Content

- web/cloud
- publishing/documents
- multilingual
- retention/recording/retrieval

Software Applications

- Programing
- Design/usability

Information Security

- User / password/ Identity
- Encryption
- Intellectual Property/Copyrights

Operations

- Monitoring
- Maintenance
- Storage /Hosting

Management

- Committees
- Contracts
- Vendors
- Projects

System

- Inventory
- Connectivity

Support

1. Inter-Committee
2. Member users
3. Non-Member users

Management problems surrounding these topics:

1. There is currently no role in A.A. for focusing on technology.
2. Experience is collected across committees.
3. Service may require special knowledge and skill sets.
4. How do we share technical experience.
5. No common language for sharing experience
6. Slow implementation and long delivery lifecycle is way behind a constant and rapidly evolving technology market.

Delivery problems:

1. Requests for technical solutions have become more complex than ever before.
2. Is reduction of duplications of effort possible and how?
3. Our model for implementing technology is as varied as the number of groups we have.
 - No one has been asked to provide central services - the upside down triangle.

2014 NAATW Southeast Texas Area 67 Report

- We have not agreed to requirements
- How would we fund them if we did?
- 4. Requests for technical solutions have become more complex than ever before.
- 5. Is reduction of duplications of effort possible and how?
- 6. There is little trust that A.A. can produce adequate technology.

A set of guidelines was adopted at the Technology Workshop as a way to keep focus on what is important.

1. We suggest implementing technology where it supports our primary purpose of carrying the message to the alcoholic who still suffers
2. We are responsible and assess value when using self-support funds for technology initiatives
3. We are responsible where anonymity is more vulnerable to a wider audience with increased speed or new sensation
4. An informed group conscience is paramount to technology decision-making
5. We strive to understand where Individual versus Group values are different
6. We perform due diligence and rely on demonstrable A.A. experience
7. We record non-technical requirements before making technology choices
8. We take care to understand the property value and legal implications of technology used for A.A. purposes before making binding decisions
9. We are responsible for transparency in discovery, process, & implementation
10. We use technology to make information available, not to limit it
11. We communicate and support the intended service level
12. We consider how best to Pass it On

These 12 guidelines (statements) are in keeping with our stated purpose, are responsible and progressive. Achieving unanimity, consent and funding will prove difficult at the least but there is much wisdom in their intent.

Workshop: "Safeguarding our Traditions through the Evolution of Technology"

The core question on the Traditions in every discussion was anonymity. The principal on anonymity broke down this way:

In any question of Anonymity, first distinguish

- Anonymity at the Public Level (Tradition 11)
 - Press, Radio, Films, TV
 - World Wide Web
 - Including social networking (Facebook, etc.)
- Personal Anonymity (Anonymity of the individual)
 - All other situations and questions
 - Email, Texting, IM (and ftp, telnet, etc.)

At the Public Level

2014 NAATW Southeast Texas Area 67 Report

- Tradition 11
"Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films. "
 - Generally, this means that if we are to identify ourselves as A.A. members at the public level, we do not use our full name or face.
 - World Wide Web, including Facebook etc., is considered Public Level
 - Personally, I do not identify myself or anyone else as an A.A. member on www, Facebook, Social Networking, etc.

At the Personal Level

- From "Understanding Anonymity"
"At the personal level, anonymity provides protection for all members from identification as alcoholics, a safeguard often of extreme importance to newcomers.
- In general, this means:
 - I can choose whether or not to reveal my AA membership as I see fit.
 - You need to respect (and not assume) my choices in each situation.
 - And correspondingly, I need always respect (and not assume) your anonymity choices in each situation.
- Email, Texting (SMS, MMS), IM etc.: Personal Anonymity must be protected.
 - You can reveal you're A.A. membership or not - that is your choice.
 - Be mindful of not revealing someone else's A.A. membership, for example in a CC list.

Anonymity Online

- With social networking technology, we have all become media publishers.
- We will need to be aware of the anonymity considerations
- We will need to make judgment calls based on our understanding of the principals involved
 - When is our social networking posting at the public level, and when does personal anonymity apply?
 - How to apply the principles of anonymity in each post.
 - When to protect our own anonymity at the public level and personal levels.
 - To always be alert to protect the anonymity of others.

This kind of review sparked a ton of discussion and we realized that the questions have not changed over the years. This is something we have been struggling with and will continue to struggle with for a long time. Continued conversations on these topics are of major importance to the fellowship

Workshop: Service Position or Professional Employee (Cris H. - Colorado Springs – Area 10 Intergroup and Greg G. - Area 59)

This question, service position or employee, had a number of answers. Some present combined these efforts (service professional) while others broke this out into two or three levels of service.

A model emerged that was consistent with present practices throughout a number of areas. A

2014 NAATW Southeast Texas Area 67 Report

technical person served the technical needs of the organization while taking direction from a committee at the Area or Intergroup level which rotated. It was clear that having the technical position rotate would cause a number of problems, specifically, finding members in service that could fulfill this need on a 2 year rotating basis and possess the necessary skill sets.

In other Areas, the breakdown between Service and Professional has an additional step or another layer: Committee, subcommittee, and Webservant/Webmaster. This configuration would see the committee making all content management decisions which are passed along to a subcommittee for clarification, filtering (making sure the content is prepared for public presentation) and final approval. The matter is then turned over to the Webservant for actual publishing. Conversely, other Areas rely upon an IT Committee and place trust in the Webservant/Webmaster to make decisions on content while seeking concurrence from a subcommittee fulfilling an 'Independent Review' capacity.

Online Contributions

Few present had working online contribution capabilities on Area or Intergroup websites. Some did, however, manage that capability for assemblies and conventions of various types. The General Service Office only recently put this function on the A.A. website. A very good example of on-line donations can be found on the St Louis Intergroup site at <http://aastl.org>.

One of the topics of conversation dealt with implied affiliation due to the use of 3rd party programs such as PayPal, etc. The concern was that a part of each contribution ends up in the hands of the provider by way of fees per transaction. Many felt it was a necessary evil unless a technical professional was to design a direct contribution portal through a local bank, but even this type of setup resulted in a percentage of the transaction going to the actual bank.

There is no free way to perform this function. The conversation returned to the acceptance of 3rd party pay structures just as we do with so many other 3rd party services (the printer, the hall where we meet, outside catering, the purchase of audio-visual equipment, etc.) We will always be confronted with fees for services.

From Web Servant to Technologist - How some have made the change

This topic centered on the evolution of the Webservant/Webmaster into an all-purpose technologist dealing with everything from the website to the audio-visual equipment, etc. All forms of technology used by the Area or Intergroup fall under this person's purview.

Most thought this was a daunting task and finding this person would be equated to finding gold nuggets in a stream.

The idea was suggested that a Technology Committee at the Area or Intergroup level be composed of rotating DCMs or IRs and a few technical people that may or may not be paid. This committee would be responsible for the website content, all discussions regarding technology anonymity breaks, purchases for technical equipment, the scheduling of equipment for various purposes, and the overseeing of maintenance on all audio visual equipment.

2014 NAATW Southeast Texas Area 67 Report

In Area 67, we rely upon the IT Committee to maintain the website, webmail and all assets within an approved budget. Some technical service such as periodic virus scans and data backup is provided by this committee.

Chuck D. from Area 5 (Southern California) made a presentation on the use of video in our service groups. The subtitle of his presentation was "A new resurgence of the Audio Visual Chair". An interesting idea presented was a "traveling A.A. audio-visual show". Under the leadership of their Audio Visual Chair, the committee and other volunteers went around the Area showing A.A. full length videos and Public Service Announcements to groups of young people, at A.A. meetings (both groups and service meetings) as well as to the professional communities in law enforcement, health/medical and the legal professions. The response to these showings and the ensuing conversations were both active and enthusiastic and bore fruit in carrying the message. It was reported that this was especially true among the professional community. Even in this day and age, but probably due to our misunderstanding of anonymity, so many professionals who come in contact with alcoholics still know very little about A.A.

Opportunities and Challenges (David C. - Area 57)

Discussion covered the possibilities and problems facing A.A. in the future regarding technology - most informative and educational. There is opportunity in being able to use the internet and other technologies to better carry the message. There are challenges to being able to understand how the traditions apply in this electronic world.

Here is a list of things to think about when it comes to opportunities and challenges:

- Are my group and I making full use of <http://aa.org> and other more local A.A. sites?
 - Huge store of reference information on sobriety, steps, traditions, the AA Group, Sponsorship...
 - Are group events listed on the calendar?
 - Is my group's meeting schedule accurately listed in the online meeting database?
 - Online forms: Bridge the Gap Cards, DOC Application forms, Group Change forms.
- Are my group and I making use of email and texting?
 - Are emails included on the group phone list?
 - Use email or texting to send out notes or reminders to group members?
 - Area Newsletter and friendly, informative emails can be sent directly to any or all members of your group, not just the GSR.
- Could a newcomer or out-of-town visitor find A.A. in your town using the internet?
 - The new generation will look for A.A. on the internet, not in the phone book.
 - Does an internet search turn up A.A. and meeting information readily?
 - Have you considered a website for your group, or for the groups in your community?
 - Simple information about A.A. in your town, to help someone find A.A. meetings.
 - Can be created at little or no cost, and with no technical expertise.
 - Your Area Webservant/Webmaster or Technology Committee can help.
 - Use General Service Office guidelines and examples of other group sites.

2014 NAATW Southeast Texas Area 67 Report

- Are we aware of the new electronic formats for A.A. Conference Approved and Grapevine literature? Now available in Kindle Book and iPhone (Big Book, Twelve and Twelve, Daily Reflections, Living Sober, Came To Believe, etc.).
 - How will your group react with someone reading from an iPhone the Big Book at your meetings? When a newcomer chooses an electronic Big Book rather than a paper one?
 - The Grapevine Magazine online subscriptions and in Audio (mp3) format.
- Do you know someone who could benefit from Online A.A. meetings?
 - Useful for those who cannot make face to face meetings, or to pick up extra meetings any time of day or night or someone geographically remote.
 - A chance to sit in meetings with members from all around the U.S. and the world.
 - Over 100 listed at www.aa.intergroup.org.
 - Not a substitute for face to face meetings.
- Other ideas:
 - With Skype, your next speaker meeting could have a speaker in Japan, or Europe or anywhere in the world! Think of the possibilities.
 - Free or low cost teleconferencing is now available. Think about where that might be useful.
 - What about social media like Facebook for carrying the message?

Some of the Challenges were:

- The Challenges in using technology to carry the message center on understanding how the traditions apply, particularly anonymity and non-affiliation.
- Of special concern are the anonymity implications in our use of social media such as Facebook.
- This is not to give rules to guide our technology use. This is to understand the principals involved so we can be aware of the implications and make our own judgment calls.

One unique example of the opportunities to use technology centered on the Bridging the Gap (BTG) program in the Eastern Missouri, Area 38. It was explained that the whole BTG initiative was centered on the Area website. An inmate, patient, or their counselor could go to the website, on the BTG page and request a contact. The data acquired is sent to the BTG committee then sent on to a person nearest to or actually in the zip code of the person's intended home upon their release from incarceration. The website also offered an online sign up to be a contact, based on zip codes. One of the most amazing things about their efforts was that they were able to pick up volunteers by zip code and have their entire area covered! I have attached both the on-line sign up form and the volunteer request form with Do's and Don'ts.

Anonymity using Secure Area within Website (Cheri 3. - Area 39)

New and interesting ideas permeated the room on this topic. Some areas utilize a secure website and others (the majority) do not - Area 67 is one of those that do not. One in particular caught my eye and that was the use of the secure area to host a chat room which is restricted by password for Area Officers and Area Committee Chairs. The amount of funds saved in mileage, lodging and food amply paid for the actual cost of the chat room service.

2014 NAATW Southeast Texas Area 67 Report

Other uses were posting minutes, contact information on the area officers and committee heads, repositories for 'background information' used by committees and officers on any topic needed.

Accessibility and New Technologies (Virginia M. - Area 6)

This topic focused almost exclusively on the deaf and hard of hearing member and how new technologies are available and being used to help in this area.

Technology Road Map; A Discussion for A.A. (Dennis B. - Area 39)

The underlying theme here was 'where do we go from here and how do we get there'. The value of the NAATW was evident to all present. This collaboration across areas of the United States is the launch site for resolving many issues facing us today and the potential birthplace of a new understanding and cooperation across A.A. in regards to technology.

Everyone present realized that many people of our affiliation, who we have interacted with on the very subjects discussed at NAATW, were not present and needed to be a part of this collective effort. The consensus was that the continuation of the NAATW is an essential value added entity as we move forward.

The Business of the NAATW

On Sunday morning, we held our first official business meeting of the organization. A financial report was given by Blaine B. He explained in detail how the finances worked in the development of this workshop and the personal burden placed upon some of the organizers. Funds permitting, some of those expenses would be reimbursed.

Under new business, there were three motions.

- 1- Motion 1: Approval of Interim NAATW Guidelines (See attached)
- 2- Motion 2: Election of Acting Officers per guideline.
 - Acting Chair, Brouck H., be approved as chair.
 - Acting Treasurer, Blaine B., be approved as Treasurer.
 - Acting Local Liaison be elected: Don M. of St Louis was elected.
 - Acting Secretary be elected: Ross D. Area 57 (Oklahoma) was elected.
- 3- Motion 3: That NAATW plan and hold a 2015 Workshop

All motions were passed and the business meeting concluded.

Closing Thoughts:

This workshop was well worth the time and expense and I express gratitude to Area 67 and A.A. for this opportunity to be apart of what is to be a continuing evolving entity. I came as a stranger and left with new friendships.

Our message is critical and we need to address its usage within our Traditions. It behooves us and the fellowship to participate in like conversation throughout the United States and Canada.

The first AA Technology Workshop can be defined a resounding success in bringing together several groups in common purpose. I hope that attendance at 2015 workshop will significantly

2014 NAATW Southeast Texas Area 67 Report

increase. Areas should seriously consider including funding consideration in budgetary planning for this and future workshops. Our efforts to carry this message of hope should avail itself of every responsible means to get one drunk with another.

As a result of this workshop, the Area 67 website has been enhanced with more informative meta data in hopes that this would better support effective web searches for A.A. relayed information.

We can learn from each other's experiences and potentially tune our guidelines to be more consistent yet maintain some form of autonomy. For comparison, included is a copy of Southern Minnesota Area 36 Technology Guidelines.

This report is on the highly technical nature of this workshop so that anyone reading it could relate to the general questions and answers that arose from it. Present were many well informed and talented members, both professional and non-professional as well as on the customer, e.g., Committee Chairs. Many conversations morphed into "how to" sessions and comparisons of different 3rd party applications – this is typical behavior and often self corrected.

In service,
Jeff H., Area 67 Webmaster, webmaster@aa-seta.org.

One More Thing:

I had the distinct opportunity to participate in my first "mobile" A.A. meeting while traveling aboard a courtesy shuttle from our hotel back to the airport. As you can see, eight 'anonymous' members were present, representing the United States coast to coast, border to border!



**2014 NAATW
Southeast Texas Area 67 Report**

Attachments

2014 NAATW Southeast Texas Area 67 Report

NATIONAL AA TECHNOLOGY WORKSHOP (NAATW) GUIDELINES

NAATW is sponsored by the Attendees of its events, and served by the committees its body elects. The workshop is National to both the United States and Canada within the respective boundaries of Alcoholics Anonymous in North America as designated in the AA Service Manual.

PURPOSE

The purpose of NAATW is to provide a forum in which to share experience, strength, and hope regarding technology as it relates to AA. The NAATW and its committees should always foster the Recovery, Unity and Service legacies of AA.

STEERING COMMITTEE

The steering committee of NAATW has the sole purpose to perpetuate the Workshop, and has the overall responsibility for implementing its events. The Steering Committee members select an Advisory Committee which represents the Steering Committee in lending continuity and guidance to host committees in the periods between NAATW business meetings. The Steering Committee will provide guidelines for the local host committee. Advance planning is of great importance to an effective NAATW event. Therefore, the Steering Committee chairperson is responsible to announce the site and schedule of the next NAATW event on NAATW.org and on AA calendars and listings as is appropriate. Publish a final Treasurer's Report within 90 days from the close of the Workshop to be made available to attendees and committee members through e-mail or other approved methods.

COMMITTEE MEMBERS, ROTATION, AND TERMS

Membership need not be limited to "technology" people

The Steering Committee should have a Maximum of 5 voting members each serving a 5 year rotating term. The natural order of succession would have the Past-Chair rotate to a non-voting Member Emeritus, the Chair rotate to Past-Chair, the Treasurer rotate to Chair, the Secretary rotate to Treasurer, and other Committee members to stand as available.

- Chair position
 - Primarily responsible for the program with input from the committee
 - Will appoint ad-hoc committees as needed
 - Rotates to Past-Chair position after a one year term
 - Rotates to non-voting Member Emeritus for years 3-5
- Treasurer position
 - Primarily responsible for the Treasurer's report
 - Rotates to Chair position after a one year term
- Secretary position
 - Primarily responsible for keeping minutes of Steering Committee meetings and Workshop business meetings
- Archivist position — Vacant The Steering Committee will report back on this position and proposed scope in 2015

GENERAL

The dates for the NAATW shall be that weekend (Friday through Sunday) which includes the first full week in August which begins on a Sunday.

2014 NAATW Southeast Texas Area 67 Report

1. A business meeting will be scheduled for each Workshop and listed in the program, which will also encourage all AA members to attend. All AA members in attendance shall have one vote.
 - a. Minutes and the Treasurer's Financial Report from the preceding meeting shall be read for approval.
 - b. A proposal shall be submitted from any groups willing to host future Workshops up to four years ahead.
 - c. Motions concerning internal operations of the Workshop should be presented for approval, which will require a 2/3rd majority of the AA members present and voting. Whenever possible, motions should be submitted to the Workshop chairperson in sufficient time for inclusion in the registration packet.
2. After all expenses have been paid a positive balance may exist. It should be the policy of the chairperson to keep the registration fee as low as possible to encourage attendance, particularly at the local level. A large surplus should be avoided.
3. Include a copy of the NAATW guidelines with the other pertinent information in the packet given at registration.
4. www.NAATW.org is the official web site of the National AA Technology Workshop and thus the host and domain registrations shall be the responsibility of NAATW to fund. The purpose of the site will be to provide information on upcoming NAATWs as well as historical data from past NAATWs. The custody of the site will be maintained by the steering committee NAATW Guidelines, 2014 as Rev DRAFT V2 08/08 by eTech 8/7/2014 or its assignees. The website will be operational approximately six months prior to the Workshop. To adhere to AA's tradition of personal anonymity, last names of AA members and personal e-mail addresses will not be listed: photographs of AA members will not be used. Only links relating to the current NAATW should be allowed.
5. EQUIPMENT: Any NAATW equipment required for the operation of the Workshop will be the responsibility of the current NAATW host committee. The current committee will be responsible for inventory/transfer/shipping of the equipment to the next host committee. The equipment will be stored in a protected environment.
6. The current NAATW will reimburse the following year's Chair for travel to attend the current NAATW.

NAATW CHAIRPERSON

The NAATW chairperson should have a general overall knowledge of AA and experience with conventions, conference or assemblies will be helpful. He/she should be willing to devote considerable time and effort for a period of about 13 months. Some of the chairperson's many responsibilities follow:

1. Make commitments and agreements only for the specific Workshop which he/she chairs.
2. Select a Workshop committee including a secretary, and others as needed.
3. Arrange for the meeting place.

**2014 NAATW
Southeast Texas Area 67 Report**

4. Arrange for adequate Internet access in all areas of the meeting place.
5. Determine how housing and transportation will be handled.
6. Produce and mail flyers at least twice, once early (four to six months prior) and again about six weeks prior to the Workshop date. The mailing list furnished by the preceding chairman should be kept confidential.
7. Notify Box 459 and the Grapevine, approximately 4 months in advance.
8. Provide literature and copies of materials needed. Good judgment will be used so that only conference-approved literature, Grapevine material, local service material and NAATW tapes may be displayed or sold, but not trinkets or tapes from other meetings.
9. Turn over to the current Steering Committee Chairperson any mailing lists and business meeting minutes; and maintain a file of all letters, reports, printed matter and other material pertaining to the Workshop.
10. Plan on providing locally available interpreters for the deaf. This service will be cancelled if no requests have been received within a deadline consistent with local practices for this service.
11. Plan on providing locally available translators for Spanish-speaking participants. This service will be cancelled if no requests have been received within a deadline consistent with local practices for this service.

THE END

The foregoing NAATW Guidelines are updated by Steering Committee members through July 2014.

LIST OF NAATW EVENTS

01	MO	Saint Louis	2014
----	----	-------------	------

2014 NAATW Southeast Texas Area 67 Report

Home Data Admin

Eastern Missouri AA - Bridging the Gap Request Entry Form

*Name

*Release Date

/ /

*Sex

☐ Male ☐ Female

Address

City

State

*Zip

*Phone

- -

Email or Alt.
Phone

Notes

* Required Field

Submitting this form will notify Bridging the Gap volunteers, in the zip code area, that the individual entered would like to have assistance getting to appropriate meetings.

If there are any questions you can direct them to 314-647-3677 or email btg@eamo.org.

Submit & Email

2014 NAATW Southeast Texas Area 67 Report

“AA” Bridging-The-Gap Temporary Contact Program

Suggested Guidelines for Bridge Volunteers

DO take the member to an AA meeting within 48 hours
DO carry the AA message with your experience
DO take the member to 3 – 6 AA meetings
DO provide AA meeting schedule & phone numbers
DO practice your recovery and solutions
DO discuss Bridge questions or problems with a Sponsor

DON’T sponsor the member
DON’T loan money, housing, food, car or be a taxi
DON’T be involved in reports to the Justice System
DON’T exceed 6 meetings with the member
DON’T become emotionally involved
DON’T be responsible for Members actions or attitudes

Take the released Inside AA Member to an AA meeting within 48 hours of their return to the community.

It is suggested that the first meeting with the AA member be viewed as a “12 Step Call” and take another AA member with you.

Use the same guidelines as you would when meeting a newcomer, although you are meeting a member that may have considerable long term sobriety.

Review the Bridge Program with the AA member so there are no misunderstandings as to what this program does and does not offer. Use this pamphlet for reference.

Remind the Member, the Bridge is a temporary arrangement, and you are a temporary bridge to the local AA community.

Remember, you have a commitment of taking the Member to 3 to 6 AA meetings. It is up to each of us to establish sponsorship relations on our own.

Be sure the Member has a meeting list, AA telephone numbers, email addresses, AA literature and a Big Book.

Encourage the Member to find a Home Group, attend AA meetings, get a sponsor and become involved in the Fellowship of Alcoholics Anonymous.

Share your experience, strength and hope as you would with anyone new to the program or the community.

Upon completion of the responsibilities, contact the Bridge Coordinator and provide information on what worked.

Temporary Contact Sign-up Sheet

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

Name	Age	Sex
Street Address		
City	Zip	
Phone(s)		
Email Address		
Other Info		

2014 NAATW
Southeast Texas Area 67 Report
Southern Minnesota. Area Assembly
Area 36

Technology Guidelines

2013

SCOPE

Since its earliest days, Alcoholics Anonymous has used every technology at its disposal to carry the message to the still suffering alcoholic. In the beginning it was simply print media and radio. As our society matured, and technology expanded and improved, we continued to make use of any means available to continue our battle to provide AA's life saving message.

Therefore, we believe we should set forth, for future trusted servants, some guidelines by which they may chart their course for continuing to communicate our message to those who still suffer. We hope to provide in these guidelines our sense of how AA's principles might be applied to the use of technology. We realize that technology will continue to expand and improve, and our best effort is to merely point the way; leaving our future servants to determine the best course for their time and technology.

SECTION I - HARDWARE

Lifecycle of hardware

We suggest the following as the minimum number of years before replacement. This does not factor in operating system changes or failures, which may call for a modification of these timelines.

- Laptops — A minimum of 4 years use before replacement
- Printers — A minimum of 4 years use before replacement
- Desktop computers — A minimum of 6 years use before replacement
- Projectors — A minimum of 8 years use before replacement
 - Bulbs — As needed
- Monitors — As needed
- Audio Equipment — As needed

Replacement Timing

In considering the replacement timing of hardware, it is important to consider both the functionality of the item and the budgetary impact.

- A staggered approach we think to be the best, allowing for providing good hardware for servants while providing for fiscal prudence

Manufacturer & Model

This consideration is focused on ensuring that servants have the most widely used equipment types with which they will most likely be familiar - the goal being minimal learning impact on servants.

- For computers the current suggestion is for a PC /Windows based system
- We do not make any recommendation relative to printers
- Ideally, these purchases will be reviewed prior to purchase by the Technology Committee (formerly the Web Committee)

2014 NAATW Southeast Texas Area 67 Report

Request/Approval Process

It is vital to understand the 'who & how' of software upgrades. Who can request an upgrade and how is the approval accomplished?

- A request to upgrade hardware can come from anyone, and should be directed to the Technologist for review
- After review, the Technologist discusses this with the Technology Chair to determine budget funds availability
- Should the funds be in the Technology Budget/Fund, the Technology Committee Chairs approves /disapproves the purchase
- Should the funds not be available, the Technology Committee Chair will discuss with the Technology Committee whether to request additional funds from the Area Assembly

Purchase Process

As we develop a need for more software, this purchase process will become more important since the trend for software licensing appears to be moving toward subscriptions

- It is recommended that the Technologist be provided with a Debit Card (as the Area Chair current is) in order to make these purchases, deal with download practices and subscriptions
- It is also recommended that the Area Budget include a Technology Budget/Fund that can accumulate savings for future purchases

Support Services

Due to what might be considered "light use" of the hardware, it is felt that the Technologist can provide Support Services, with reimbursement for their travel. In the event this exceeds that servant's capability or capacity, service can be purchased on an "as needed" basis.

SECTION II - SOFTWARE/DIGITAL SERVICES

Vendor(s)

While it may seem to be the best course, purchasing the 'cheapest' version of needed software can often lead to future difficulties. Therefore, we believe it best to deal with reputable vendors for mainstream products for as prudent a price as possible.

- Current vendors are:
 - Microsoft — MS Office Suite (all computers)
 - Adobe — In-Design & Dreamweaver (Newsletter & Website)
 - Filemaker — Filemaker Database (Corrections and Group Records)
 - Current preferred software vendor is TechSoup.com, which provides software at reduced prices to non-profit agencies
- Future vendor /software selections to be determined by discussion between Technologist and user, with final decision by Technology Committee Chair

Ownership Type

Currently the trend is to move from purchase of software to subscriptions. Each approach has its advantages and liabilities. The decision will likely best be made on a case-by-case basis, between the Technologist and Technology Committee Chair

- Current ownership is of both varieties

2014 NAATW Southeast Texas Area 67 Report

Software Upgrade Frequency

Operating system upgrades, hardware upgrades or user needs can trigger upgrading software. These factors, individually or collectively, can influence the frequency of upgrading our software.

- The preferred frequency of needed upgrades should occur at the time of a hardware (computer) replacement if at all possible

Request/Approval Process

It is vital to understand the 'who & how' of software upgrades. Who can request an upgrade and how is the approval accomplished?

- See Hardware Request /Approval Process

Support Services

Due to what might be considered "light use" of the hardware, it is felt that the Technologist can provide Support Services, with reimbursement for their travel. In the event this exceeds that servant's capability or capacity, service can be purchased on an "as needed" basis.

2014 NAATW Southeast Texas Area 67 Report

ADDITIONAL RECOMMENDATIONS/CONSIDERATIONS

1. These guidelines are provided with the understanding that the Area Finance Committee will recommend the following to the Area Assembly:
 - a. The creation of a Technology Fund in which to save funds for future purchases
 - b. An additional line item be added to the Area Budget that will identify the amount and frequency of funds 'saved' into the Technology Fund
 - c. That an additional Debit Card be issued to the Technologist for purchases
 - d. That a procedure be included in the Financial Policy to provide a 'checks & balance' for this additional card
2. These guidelines are also provided with the understanding that the Area Structure Committee will recommend the following to the Area Assembly:
 - a. The change of the Web Committee to the Technology Committee
 - b. The change of the Webmaster position to the Technologist position
 - c. The addition of the Audio Person to the Technology Committee, reporting to the Technology Committee Chair
 - d. An addition to the Trusted Servant Guidelines for the Audio Person position
 - e. An update of the Webmaster duties in the Trusted Servant Guidelines as provided by the Technology Committee to the Structure Committee for their review and completion
 - f. An update of the Technology Committee Chairperson duties in the Trusted Servant Guidelines as provided by the Technology Committee to the Structure Committee for their review and completion

2014 NAATW Southeast Texas Area 67 Report

