



Overeaters Anonymous Region 2  
2016 Fall Assembly  
“Region 2 Carries the Message”

October 28-30, 2016  
Costa Mesa, California

*Always to extend the hand and heart of OA to those who  
share my compulsion, for this I am responsible.*  
(The OA Responsibility Pledge)

**R2 Mission Statement**

To support Individuals in need of recovery from compulsive eating (e.g., overeating, bulimia, anorexia) through empowering all groups within the region.

**READ YOUR ASSEMBLY PACKET & WIN!**

The phrase “Carries the message” is “printed” 3 times in this Assembly Packet (excluding this page). Find all 3 and write down the pages. Drop them into the Contest Jar at Registration to be eligible for a prize drawing at Assembly!

Overeaters Anonymous Region 2  
4733 Torrance Blvd, PMB #335, Torrance, CA 90503  
[www.oar2.org](http://www.oar2.org)

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## Hotel Information

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**Location:** Hilton Orange County/Costa Mesa, 3050 Bristol St, Costa Mesa, CA 92626

**Room Rate:** Single/Double \$109.00 per night.

**Reservation Deadline for Special Room Rate:** October 7th, 2016. Reserve early!!

**Reservations:** Register online through <http://group.hilton.com/OAR2> and mention the promo code “OAR2” for the discounted room rate. Please use the direct hotel reservation link! This helps us meet our contract requirements & you still get your reward points. If you have trouble online, call the hotel directly at 800-455-8667 or 714-540-7000.

**Parking:** Discounted self-parking of \$12.00.

**Airport Shuttle:** Complimentary to/from Santa Ana airport. For detailed shuttle information, visit our website <http://www.oar2.org/assemblies/fall>

## Assembly Highlights

### Friday

- 6:00–7:00 PM: Early Check-In
- 7:00 PM: Grand Opening Speaker & Entertainment

### Saturday

- 7:00–8:25 AM: Check-In
- 8:30 AM–5:30 PM: Business meetings
- 12:00 PM: Lunch with Guest Speaker
- 4:30 PM: Workshop
- 7:30–9:00 PM: Speaker Meeting

## Trusted Servants

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### Region 2 Board of Directors

<b>Chair</b>	Nancy Jensen	949-644-6997 (h)	chair@oar2.org
<b>Vice Chair</b>	Carolina Rivera	001-52-55-1582-0296 (c) 011-52-5277-5247(h)	vicechair@oar2.org
<b>Secretary</b>	Thomas Firpo	562-464-7550 (c) 562-920-4133 (h)	secretary@oar2.org
<b>Treasurer</b>	Sherri Flynn	775-813-4077 (c)	treasurer@oar2.org
<b>Events Coordinator</b>	Marjorie Donovan	559-273-8560 (c)	events@oar2.org
<b>Publications Coordinator</b>	Betty Jean Valdez	510-798-2938 (c)	publications@oar2.org

### Region 2 Trustee

<b>R2 Trustee</b>	Hannah Schwamborn	760-844-2639 (c)	trustee@oar2.org
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### Region 2 Service Providers

<b>Admin. Assistant</b>	Position Open		admin@oar2.org
<b>Webmaster</b>	Mary Higgins	415-846-3366 (c)	webmaster@oar2.org

## Motions

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Motions to amend the Policy & Procedure manual or other new business motions are eligible to be presented at the assembly.

- See Section III. REGION 2 ASSEMBLY RULES for instructions on how motions are presented at the assembly. (Page 2 of the P&P is attached in the appendix.)

No motions to amend the Bylaws will be presented at the Fall assembly.

- See ARTICLE XVIII- Amendments to Bylaws for a detailed explanation. (Page 14 of the ByLaws is attached in the appendix.)

## R2 Board Openings - Duties & Responsibilities

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Elections will be held for the following positions:

- ❖ Chair - 2-year term
- ❖ Treasurer - 2-year term
- ❖ Publications Coordinator - 2-year term

See the appendix to this document for:

- Board Position application form
- Duties and Responsibilities of the R2 Board

## Financial Aid

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Does your intergroup need financial help to attend Region 2 assemblies? You have several options that can help make it possible for you to participate.

*Forms are available on our website <http://www.oar2.org/assemblies/financial-aid>*

*Applications are due by September 13, 2016.*

*Applications are due by November 1, 2016 for WSO Assistance.*

The next World Service Business Conference (WSBC) is **May 1-6, 2017** in Albuquerque, New Mexico.

To apply for assistance through World Service Office go to this link for the application <https://oa.org/files/pdf/DelegateSupportApplication17.pdf>

## 2016 Spring Assembly Minutes

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The minutes for the 2016 Spring Assembly are being presented for approval. Please review the minutes and submit pertinent revisions if needed. The minutes can be found in the appendix to this document.

## ASSEMBLY AGENDA

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### Friday October 28, 2016

6:00 PM	Early Registration Begins
6:30 PM	Meet and Greet Session
7:00 PM	Grand Opening of the Region 2 Fall Assembly Welcome from the R2 Board
7:15 PM	Entertainment
7:45 PM	Speaker
8:15 PM	Announcements
8:30 PM	Closing

### Saturday October 29, 2016

7:00 AM	OA Meeting (Optional)
7:15 AM	New Representative Orientation ( <i>Essential for new Reps</i> )
7:30 AM	Registration (Continued)
8:30 AM	Call to Order <ul style="list-style-type: none"><li>▪ Introduce Green Dots / Mentors</li><li>▪ Acknowledge Retiring Reps</li><li>▪ Readings: 12 Concepts, Assembly Rules</li><li>▪ Roll Call: <i>Your IG cannot be counted if you are not present!</i></li><li>▪ Adoption of Previous Assembly Minutes</li><li>▪ Ask-It-Basket Circulated</li></ul>
9:00 AM	Icebreaker
9:15 AM	Board Reports
9:30 AM	Presentation: Introduction to R2 Committee Work
9:45 AM	BREAK
10:00 AM	Region / Intergroup Concerns
10:30 AM	Ask-It-Basket
10:45 AM	Unfinished Business & New Business
11:00 AM	Committee Meetings
11:45 AM	Convention 2016 Report
12:00 PM	Lunch with Guest Speaker
1:30 PM	Region / Intergroup Concerns
2:00 PM	Committee Meetings
3:00 PM	BREAK
3:15 PM	New Business (Continued) Ask-It-Basket (time-permitting)

## OA Region 2 - Fall 2016 Assembly

4:15 PM	Committee Reports
4:30 PM	Workshop
5:15 PM	Closing Ceremony
5:30 PM	Adjourn & Dinner On Your Own
7:30 PM	Saturday Night Event with Speaker

### Sunday October 30, 2016

8:00 AM	OA MEETING (optional)
9:00 AM	Call to Order <ul style="list-style-type: none"><li>▪ Readings: 12 Concepts, Assembly Rules</li><li>▪ Roll Call <i>Your IG cannot be counted if you are not present!</i></li><li>▪ Ask-It-Basket Circulated</li></ul>
9:15 AM	Committee Meetings (Continued)
10:00 AM	Election - 2 Year Terms: <ul style="list-style-type: none"><li>▪ Chair</li><li>▪ Treasurer</li><li>▪ Publications Coordinator</li></ul>
10:30 AM	BREAK
10:45 AM	New Business (Continued)
11:20 AM	Committee Reports
11:30 AM	Intergroup Concerns Ask-It-Basket
12 NOON	Adjourn NOTE: There will be a brief Board meeting with newly elected officers immediately following the Assembly.

### Please Note:

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- ⌘ Review the business meeting times carefully and make your travel arrangements accordingly so that you are present for all business meetings.
- ⌘ Your IG cannot be counted if you are not present for roll call. Do not be late!
- ⌘ The “New Representative Orientation” is at 8:00 AM on Saturday morning and is required for new reps. Please be prompt!
- ⌘ Ice water will be available in the meeting rooms. Due to costs, R2 does not provide Wi-Fi or hot drinks in the meeting rooms. Please plan accordingly.
- ⌘ Temperature in the meeting rooms varies from Too Hot to Too Cold. We suggest wearing layered clothing.

## 2016 Fall Assembly Roster and Roll Call

INTERGROUP	WSO IG #	# of Groups	Allowable # of RRs	Spring '16 RR count	Fall '16 IG count	Fall '16 RR count Day 1	Fall '16 RR count Day 2
Baja IG	9632	18	2	0			
CA Central Coast	9222	15	2	0			
Channel Islands	9068	17	2	1			
Ebony OA Bay Area	9609	2	1	0			
Foothill	9003	19	2	1			
How-OA No. CA	9331	13	2	1			
Inland Empire	9492	7	1	2			
Intergroupal Mexico	9329	296	30	0			
Kern County	9326	8	1	0			
Lake Mendocino	9301	3	1	0			
Los Angeles	9004	61	7	2			
Marin County	9083	10	2	1			
Mid-Peninsula	9294	24	3	3			
Monterey County	9356	6	1	1			
North Rivers	9400	8	1	0			
Northcoast	9434	4	1	1			
Northern Nevada Sierra	9325	11	2	1			
OA Hawaii	9111	10	2	0			
Orange County	9005	49	5	1			
Sacramento Valley	9012	42	5	2			
San Diego County	9007	45	5	0			
San Fernando Valley	9008	46	5	1			
San Francisco	9071	30	4	0			
San Gabriel Valley	9009	26	3	1			
San Joaquin	9013	12	2	2			
Santa Cruz County	9267	12	2	1			
Silicon Valley	9020	32	4	1			
So. Alameda Co.(SACO)	9051	3	1	1			
Sonoma County	9245	19	2	1			
South Bay	9010	28	3	1			
Unity - East Bay	9100	39	4	3			
Unity W/Diversity Desert	9494	12	2	2			
Valley Sierra OA/HOW	9599	8	1	0			
Veracruz	9501	22	3	0			
Unaffiliated Groups		56		0			
TOTALS		1013	114	31			
Total No. of Intergroups	34						
Total IG.s Represented							
Quorum (30% of IG.s)	11						
R2 Board: Chair _____ Vice Chair _____ Treasurer _____ Secretary _____ Events _____ Publications _____							
Non-Voting Attendees: R2 Trustee _____ Alternates _____ Visitors _____ Parliamentarian _____							

## R2 Board Reports

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### Chair's Report by Nancy J.

Although this has been the busiest year of my life, I can't begin to tell you what a privilege and joy it is to serve Region Two. This year's theme is "Region Two Carries the message, and we've surely lived up to that through the R2 board and all intergroups and committees.

Shortly after our Spring Assembly, I attended my 28<sup>th</sup> WSBC in Albuquerque, where I participated with 296 other delegates, region chairs and the BOT in the spirit of Unity to move OA forward into the 21<sup>st</sup> century. How thrilling it is for me to be a part of it. I was part of the combined Region Chairs (RCCs/Board of Trustees(BOT) subcommittee on developing a sponsorship workshop plan, structuring the 2016/17 Strategic Operating Plan.

The RCCs project for the past year has been "Building Strong Intergroups (IGs) and Service Bodies (SBB) and to that task, the RCCs presented the Forum this year by enlisting all present to provide 30-45 second "elevator pitches" that were scenarios in which one can introduce, or welcome back someone to OA, in the time of an elevator ride. Wow! That Forum was one of the most creative I've seen. The WSBC created the Spanish Translation Subcommittee, and three R2 delegates have agreed to serve on that committee throughout the year. That is one reason why R2 is so great - when asked to serve, we always say "yes".

R2 also said good bye to Meg, our beloved trustee of 7 ½ years, and welcomed a new 3-year term Region2 Trustee, Hanna, who is no stranger to R2, having served us in many capacities over a long period of time.

The above Conference actions were only the beginning. More will be revealed when the Final Conference Report comes on line in September. Be sure to look for it at oa.org. To save postage, the WSO no longer mails hard copies unless requested.

There were 399 people that attended our Region2 Convention (R2C) in Milpitas, CA, June 26-28 this year. Over 100 speakers shared, the entertainment was great, and it was one of the best R2Conventions ever. I was so proud (no forgiveness required) to represent and greet the Mayor of Milpitas who came to honor OA and declare R2 as Honorary weekend of Milpitas. My Congratulations and thanks upon thanks many times, to the R2C Committee and Marjie, our R2 Events Coordinator for all their hard work for the past year.

Once again, for probably for the last time, I had the privilege and honor of attending the Mexico Congresso in Le'On Guanajuato, sponsored by the Mexico City IGs (MCIGs). There were 104 people +Hanna & me that attended the Congresso, and many of them



had traveled 16 hours in 9 passenger vans to get there. and return home. Never again will I complain if I have to travel to an R2 meeting.

The assignments Hanna and I received were a Q/A session and a Tradition 9 Workshop. Once again, I was reminded of the pain of no translated literature in the R2 Spanish speaking IGs. Besides our translated workshop literature, I left several pamphlets (one being the Group Handbook) with our interpreters to translate into Spanish language.

Since there are no translated 12 Traditions pamphlets, the meetings are vulnerable to very old timers that insist they must perform “service acts” to work their way up to the IG service level. We were also informed that the Mexico IGs are pursuing becoming incorporated into OA, which would allow them the benefits of the IGs in the USA, one of which would be to obtain Spanish translated literature from other countries. It’s going to take a while, but they are working very hard to accomplish it.

In a standing ovation, we recognized 3 participants of virtual meetings (phone and/or skype) that have started F2F meetings in their area. YAY, Virtual! YAY, F2F! This year we’ve seen our 2 Hawaii IGs become one, thus increasing their meetings and communication electronically.

Since the Spring Assembly, I’ve held 4 “Chat with the Chair” sessions, visited 4 meetings, and signed on to work on the 2017 R2 Convention. I am now preparing to go to Boston, MA, for the World Service Convention (WSC), where the RCCs will meet on our projects, (there are many) meet with the BOT and attend BOT subcommittee meetings. I have also been asked to lead a workshop on Virtual Sponsoring, and be a stand-by for no-shows (my schedule doesn’t allow for a speaker assignment). I’m very grateful to be going to Boston, as I attended the WSC there in 1987.

God willing, I shall attend the RCC3 meeting that will be held in Baltimore, October 13 -15, hosted by Region 7, then back home to chair my last assembly in October.

Last year’s RCC3 was held in Brisbane, Australia, and I thank you for the opportunity to participate in it. I went early to visit my best friend, the (then) R10 Chair (now trustee), in Christ Church, New Zealand, where I shared ESH at 3 meetings (that’s all they had), and assisted her with preparation for the assembly, then on to Brisbane with the other Region Chairs, and to participate in their combined Fall Assembly and R10 Convention. It was there that we learned of a new meeting in Beijing, China, and possible return of meetings in South Korea, which at this time are existent.

In all instances, representing R2 has been the highlight of my life for the past 27 years. Just to know the power and feel the energy of R2 has kept me going, even through bouts with some nasty bacterial infections last Winter/Spring. You kept me going, and as a result, I kept going for you, and you taught me that this OA world is not brick & mortar, airplanes & electronics, it’s about one compulsive eater’s hand reaching forth to another and that we all speak the same language – that of the

heart! Miracles have happened in R2, and I'm grateful to be a tiny part of the miracle of SERVICE.

As I rotate out, I want you to know that I have loved all of you dearly, with all my heart and soul, and at the sound of your voice, the raise of your hand, and even the roll of your eyes, your energy has helped me stay in recovery and I pray my ESH will always be with you and the spirit of Region 2.

### Vice Chair's Report by Carolina R.

These are the following activities from May 22<sup>nd</sup> to August 11<sup>th</sup>:

- Attended to monthly meetings in Mexico IG.
- Answered e-mails as needed.
- Continued updating speaker list.
- Translated 3 power points: Abstinence, Sponsoring and Concepts (short version).
- Sent e-mails and calls R2 Intergroups offering them Service, Traditions and Concepts workshop.
- In June participated in a virtual meeting talking about the first, second and third steps.
- Booked Nancy and Hanna's room for the Congreso held in León, Guanajuato, México.
- Translated some materials for the aforementioned Congreso.
- On July 23<sup>rd</sup> presented a workshop on Service in Intergrupol Mexico.

### Secretary's Report by Thomas F.

Accomplishments:

- Produced minutes from the Spring Assembly.
- Produced Board Meeting reports as due.
- Scanned and distributed Spring Assembly Committee reports committee chairs and R2 Board.
- Updated the Board Roster for new/previous members
- Promptly voted on R2 board business by e-mail votes.
- Assembled the list of board electronic vote results for board ratification.
- Took possession of the R2 Storage unit keys. Organized the contents: Assembly gear, Convention gear and past records.
- Prepared a report of the Spring Assembly Evaluation sheets
- Interacted with the YP committee chair for a progress reports and to support initiatives.
- Printed out and reproduced forms needed for the Assembly.
- Participated and presented in the SCT workshop presented in Mexico City for Intergrupol Mexico.

## Treasurer's Report by Sherri F.

### Fall 2016 TASKS ONGOING

1. Paying all R2 bills: board expenses, convention expenses, external vendors
2. Receiving mail - recording and depositing all group donations
3. Recording all online donations
4. Reconciling bank statements to Xero online accounting system
5. Responding to R2 e-mails as appropriate - Board and member inquiries
6. Procuring air travel for all delegates and board member from Mexico.

### TASKS COMPLETED

1. Set up account structure in Xero online accounting system and using to process R2 finances since January.
2. Transitioned treasury tasks from the Administrative Assistant.
3. Purchased credit card processing equipment (tablets and the Square) for use at the 2016 convention.
4. Worked closely with convention treasurer to count cash, pay hotel and convention committee expenses.
5. Created a written job description for new Administrative Assistant. It has been posted to the R2 website and announced at convention. At this writing it has not been distributed in any other way to the fellowship.
6. Created a pie chart of financials for use at Spring Assembly and prepared income statements and financial pie charts for the January 1 to June 30 timeframe (in this packet).

### TASKS TO BE DONE

1. Prepare a 2017 simplified budget for review by the Board in September. This will be based on the new chart of accounts as set up in Xero. When approved by the Assembly, I will enter it into Xero for 2017.
2. Solicit three (3) bids for 2016 tax preparation before end of year.

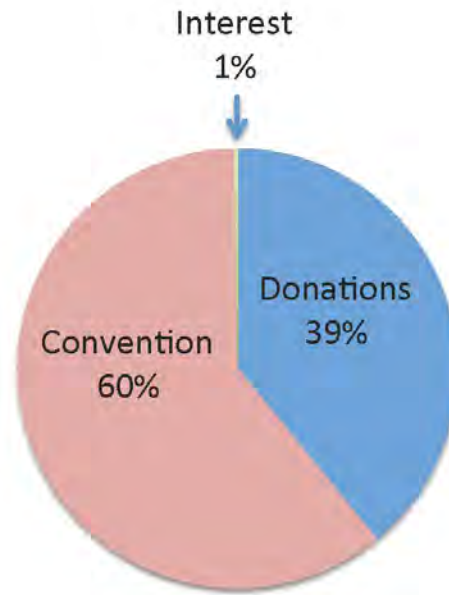
## OA Region 2 - Fall 2016 Assembly

### Income Statement Region 2 of Overeaters Anonymous, Inc. 1 January 2016 to 30 June 2016

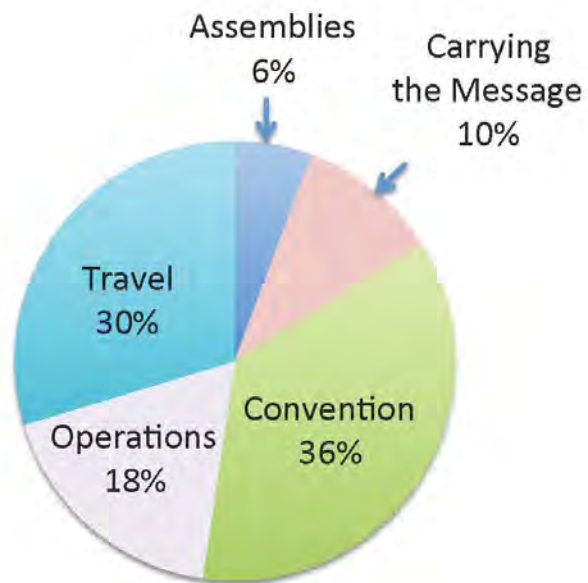
<b>Revenue</b>		
Group Donations	\$17,485.68	
Bequests/Personal Donations	\$506.39	
Interest Income	\$103.91	
Seventh Tradition	\$180.17	
Assembly Registrations	\$1,320.00	
<b>Convention</b>		
Boutique	\$2,481.00	
Convention Merchandise	\$448.10	
Drawings	\$3,449.60	
Event Optional Meals	\$690.29	
Event Registrations	\$20,456.66	
Unaccounted for Cash	\$641.69	
<b>Total Convention</b>	<b>\$28,167.34</b>	
<hr/>		
<b>Total Revenue</b>	<b>\$47,763.49</b>	{Budgeted Revenue \$37,905.00 }
<hr/>		
<b>Expenses</b>		
Assembly Committee Work	-\$476.00	
Assembly Meals	-\$1,590.22	
Bank Service Charges	-\$174.25	
Event Registration	-\$1,178.00	
Facilities Charges	-\$991.91	
Hotel Rooms	-\$4,509.77	
Liability Insurance	-\$796.00	
Meals	-\$1,968.88	
Membership Communications	-\$336.00	
Miscellaneous	-\$723.00	
Office Supplies	-\$237.97	
Other Expense	-\$16.19	
Postage	-\$487.10	
Printing Costs	-\$460.00	
Professional Services Procured	-\$2,733.33	
Storage Space	-\$630.00	
Tradition 5 - IFAP Primary	-\$1,739.70	
Tradition 5 - IFAP Secondary	-\$259.20	
Tradition 5 - IG Delegate to WSBC	-\$1,832.00	
Tradition 5 - Mexico OA Member(s) Sponsorship	-\$425.23	
Travel	-\$5,830.31	
Website - New Work	-\$150.00	
Website Maintenance	-\$745.00	
Xero Subscription (online accounting software)	-\$90.00	
Sales Tax	-\$584.69	
Vendor Refunds	-\$0.49	
<b>Total Operating Expenses</b>	<b>-\$28,965.24</b>	
<b>Convention</b>		
Convention Entertainment	-\$420.00	
Convention Facilities	-\$706.69	
Convention Goods Purchased	-\$368.15	
Convention Meals	-\$12,834.61	
Convention Miscellaneous Purchases	-\$148.32	
Convention Office Supplies	-\$467.14	
Convention Printing/Copies	-\$1,483.71	
Miscellaneous Convention Fundraising	-\$45.99	
<b>Total Convention</b>	<b>-\$16,474.61</b>	
<hr/>		
Total Expenses	-\$45,439.85	{Budgeted Expenses -\$47,562.50 }
<b>Profit/Loss as of June 30, 2016</b>	<b>\$2,323.64</b>	

**January 1 through June 30, 2016**

**Where the Money Comes From**  
Income: \$47,764



**Where the Money Goes**  
Expenses: \$45,440



## Events Coordinator Report by Marjorie D.

Hello Region 2 Representatives and Intergroups!

We just had an exciting, uplifting convention, “Joyful Journey, Stepping into Freedom” in Milpitas June 24-26!!! I hoped many of you were able to attend! Overall, everyone loved the speakers, topics and fellowship! Kudos and deep appreciation to the committee who worked so diligently! I know your program is stronger for it! Thanks also to all who volunteered and did service the weekend of the Convention as Greeters, Serenity Patrol, Timers, Moderators, Speakers and MORE! YOU are heartbeat of Region 2!!! The committee chose to record all sessions of the weekend. If there was a session that you just loved, heard about or had to miss, you check out <http://www.allstartapes.com/oar2-2016-convention/> You can purchase one session or the entire weekend! Great way to bolster your program! Definitely worth your time and energy!

Here are some of the things I have been working on since we last met in April:

- ❖ Contacted and visited 3 hotels in Sacramento as planning for the 2018 Convention.
- ❖ Coordinated the necessary hotel accommodations for current and retired Board members at the Convention.
- ❖ Physically attended the final 2016 Convention Meeting in Milpitas
- ❖ Attended May, July and August 2017 Convention Committee planning meetings by phone
- ❖ Attended via phone the Pre-Convention Board meeting held June 24.
- ❖ Appointed the 2017 Convention Chair & Vice-Chair
- ❖ Approved the theme for 2017 “Rocketed to the Fourth Dimension”
- ❖ Met with the 2017 Convention committee for a limited tour of the hotel.
- ❖ Liaison to Twelve Step Within Committee
- ❖ Answered several emails and discussions within the Board.



These are items that I am working on for the Region:

- ⌘ Vet sites for 2018 Convention in Sacramento.
- ⌘ Prepare and present the ST&C Workshop to the Convention Committee
- ⌘ Continue to work with the 2017 Convention Committee & attend committee in person, when feasible.

### KEY DATES

2017 Spring Assembly - April 14-15

2017 Convention - June 9-11 (NEW DATE!!!)

- Both events take place at the Hilton Orange County/Costa Mesa, 3050 Bristol St., Costa Mesa 714-540-7000. Please note that this is the Hilton Hotel across from South Coast Plaza, not the one across from the John Wayne (SNA) Airport.

## Publication Coordinator's Report by Betty Jean V.

Excited to report that this is the first Assembly where we will go paperless.... the call to Assembly and the Assembly packet went out electronically.

It works if you will all print and bring this packet you are reading with you. Region 2 carries the message!

As a Region we are rich with opportunities for fellowship, retreats, and beautiful half day events. Providing the information is up to each of your intergroups. We hope you will continue to submit your events on line through the web form. This gives people traveling in your area and adventurous fellows the opportunity to attend your event.

Thank you Region 2 Rep's for allowing me to serve. Reflecting back on my journey of service, I can't help but wonder how I got here? It was hands down someone coming back from an Assembly full of excitement from what they had witnessed. My question is, "Do we return from service excited and motivated to get someone else to have this experience?"

When you go back to your intergroup do you inspire the next R2 rep? How might you inspire the next person to step into an open Board position?

I find it mind blowing that my connection was a direct result of someone unable to attend an Assembly due to illness. Just how out of all the people attending did the Publications Coordinator who was stepping down choose me to talk to? Got to admit I was very anonymous. Hint: Regarding your intergroup service positions many people, when asked, will serve.

No one is more grateful for the timing because I now have such dear friends. Last weekend I was at Alex's birthday party and house warming. He met his girlfriend at an Assembly... he is the past board secretary. Linda former VP lost her son and board members attended the funeral. Mo went through a health scare and we loved and supported her through it. Meg had an injury at the Mexico Congress and we marveled at her calm spirit and capacity for service.

It is inspiring and I feel grateful to be part of a board who birthed a new R2 web site. It has tools and resources for your intergroup and members that are just a click away. In addition, as a result of a vote by R2, rep's at an Assembly we were able to aid intergroups in getting their web sites up and running.

We have a board only section on the web site which allows present and future board members access to what has happened historically in our fellowship. This is particularly helpful for our events coordinator and the convention committees they liaison with. We have a quick response to info being asked for. Board members take turns answering the web requests for information.

As a fellowship you asked for a calendar of events that is Region Wide. We have been able to shorten the time to posting and many have benefited from being able to attend these inter-group sponsored events.

We have posted the frequently asked questions as well as the Ask It Basket Questions from Assemblies. Definitely being on the Region 2 Board has its challenges. As with most things there is a learning curve. I loved witnessing the Board turn-over of service and how it all just keeps going. My best to the new Board members. You are stepping into some beautiful shared memories of service.

I cannot sign off without expressing a deep appreciation, gratitude, and thanks to Joyce, our former R2 Assistant who seamlessly handled the assembly registration and preparation of our Assembly packets as well as coordinating the printing of the newsletters, while I was Publications Coordinator. Her on-going support and advice has continued through our first attempt at a paperless Assembly.

Our webmaster Mary H., has been with me through the three years of my service. This experience of team work will never be forgotten. I am in fact going through a grieving process at the thought of losing this shared camaraderie.

It has been my pleasure to serve as your Publications Coordinator. I look forward to turning the service over and will help the next person in any way I can. Three people showed an interest in this Board position and I hope you will all run as well as anyone else who is interested. As I write this we are wrapping up the registration response for the Fall 2016 Assembly and creating the newsletter. We wait hopefully for your Region Rep's registrations to come in. Thank you each for your willingness to serve.

### Region 2 Trustee's Report by Hanna S.

My name is Hanna - I am a Compulsive Eater and your new Trustee. I was elected by the delegates at our annual World Service Business Conference in Albuquerque in May 2016.

My committee assignments were handed to me on the last day of the conference. I stayed busy volunteering as a page during the business sessions and I got a physical workout. It also gave me the opportunity to get to know many members who are not from our Region 2. My first "official" function was to present myself to the Board of Trustees on Tuesday evening. There were two of us, from Region 2, who had applied to become region trustee. My good friend Ali and I had previously worked together during the Region 2 Convention in 2007. He would have made an excellent trustee and I hope he will consider such service. During the final Trustees meeting I was assigned to three WS committees. The 2017 World Service Planning Committee, the OA.org Website Review Committee and the Web/Tech Committee. I was appointed as Co-Chair of the Web/Tech Committee. My prior participation in the Web Committee,



when representing our intergroup as a delegate (Unity with Diversity Desert Intergroup, located in Southern California) may have been the reason for this assignment. It is a challenge, but I am very fortunate to have several young members in my group - they are all very tech savvy. Times are changing since I came to OA in early 1978 and “us long-timers” have to try to keep up with the younger tech-savvy members. Our main Web/Tech Committee challenge is to get the site up and running. The purpose is to help intergroups to maintain or updated their web sites and answer questions pertaining to web technology.

199 OA members were present as delegates at the conference - 182 delegates and 17 trustees. Strategic Planning for the next several years - 2017 through 2019 - was announced and a lot of work will be put into the following categories:

- ❖ 2016 - Keeping OA strong - worldwide
- ❖ 2017 - Unity
- ❖ 2018 - Recovery
- ❖ 2019 - To grow membership

Most motions were on the consent agenda (pertaining to housekeeping) and were approved by the delegates.

One interesting motion was to define the difference between a “group” and a “meeting.” The delegates voted that both mean the same.

A motion, pertaining to Virtual Groups, was adopted. This requires that intergroup bylaws need to be updated. I am sure your delegates have informed you about this already. If you have not yet heard about the change, please let me know and I will send you the information. After your by-laws have been updated, please send the updated bylaws to me. My job is to review them and forward them to World Service. They will be returned to you. Even if changes to your by-laws are not based on WSBC motions, please remember that bylaws should be sent to the trustee every two years for review. I am sure all intergroup board members are aware of this, but it is important to inform newly elected intergroup board members about this.

Ask-it basket questions are submitted during the business conference to be answered by trustees and I received several questions. As always, the World Service Business Conference (WSBC) was very interesting and I would encourage all Intergroups to send delegates to the conference. This is a great way to serve and give back to the program. Service has kept me coming back for over 38 years.

Chair Nancy and I had an orientation meeting, over dinner in Albuquerque, and Nancy informed me about future R2 Board meeting dates and our trip to attend the Mexican Congress. I was assigned as liaison to the R2 Intergroup Outreach Committee. My co-chair is Natalie and the committee has been working on getting unaffiliated groups to register. If you need additional information, please let me know. My job is to serve you.

Nancy and I returned from the Mexican Congress in Leon which took place from August 12 to August 14, 2016. I was pleasantly surprised about the enthusiasm of our Mexican members. About 100 members participated in this event. Nancy and I had a question and answer session and presented a workshop on Tradition 9. I made many new friends and am already looking forward to seeing them again next year.

## R2 Committee Reports

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### ByLaws

In the Spring the Bylaws Committee consisted of all new members. Half were heavily involved in working the convention, so the only activity taking place was familiarizing themselves with the Bylaws and Policies and Procedures Manual (P & P). They did add document copies to Google Docs for group use (including the Parliamentarian). An overarching motion is being proposed for revamping the financial information as presented in the P & P (in this packet).

#### Committee Goals

- Read both Bylaws and Policies & Procedures manual
- Schedule conference calls/e-mails to discuss plans/outcomes
- Set up Google Docs with copies of documents for live-editing (DONE!)
- No ongoing projects at this time

#### Agenda for Fall Assembly

- Pass out hard copies of “ruling” documents to existing & new committee members
- Spend time word-smithing potential motions

### Intergroup Outreach

One of our goals was to contact each unaffiliated intergroup to find out how we might support them. We used 2 documents we developed in the last year (a resource list and a questionnaire).

During this time:

One committee member resigned, and the assigned calls were distributed to the remaining 4 committee members. The committee co-chair made 2 outreach calls to groups in Mexico. One group was no longer meeting. A second group in Mexico stated that they had sent donations to their Intergroup in Mexico and followed up with phone calls. The meeting is still not listed on the Intergroup roster.

The Region 2 Trustee traveled to the Mexican Congress, scheduled for August 12 and 13 and scheduled a meeting with group representatives. The trustee asked members

to get the information to their meetings so that unaffiliated groups can be registered. No additional information has been received from the Mexican groups.

2 reps did not respond to the latest co-chair's email requesting a progress report, and one rep responded that she was making it a priority to contact the people on her list. The co-chair will send out a reminder email to remaining committee members in September to continue their efforts.

## Diversity

### Committee Goals:

- Develop Spanish Language Newcomer Packet
- Sell packets at 2016 R2 Convention
- Distribute packets to R2 Reps at Fall Assembly
- Request additional funding from the Assembly
- Packet includes these pamphlets in Spanish:
  - 15 Questions
  - Many Symptoms/One Solution
  - To the Newcomer
  - Tools of Recovery
  - Dignity of Choice
  - Questions and Answers

### Current Projects Under Way:

- Promote Spanish community within OA
- Create Spanish Newcomer Packet
- Coordinate literature sales at R2 Convention

### Agenda for Next Assembly:

- Distribute Spanish Language Newcomer Packets to representatives for consideration and use at home groups
- Discuss next/additional project
  - Follow-up Spanish focus
  - Diversity in program styles
  - Men in OA

### Action Items:

- Sylvia will work with Sherrie to get the literature ordered
- Sylvia will pick up the order when she is at the WSBC
- Sylvia will get the southern California members (Joe, Tom, Alison, Sylvia) together to create the packets
- Sylvia will bring the packets to R2 Convention

## Young Persons

Since the 2015 Region 2 October Fall Assembly, the Young Persons (YP) committee has been busy with efforts to communicate the wealth of recovery information and resources available for youth and others through Overeaters Anonymous.

The YP committee is excited to share the following 2016 YP committee successes and on-going efforts:

1. A young persons' panel/workshop, ***“Finally Fitting In”*** was presented at Region 2's June 2016 Convention, and OA's Young Persons' information packet provided as a handout.
2. A 2016 ***“Fact Sheet/Resource Guide”*** identifying some of the resources available to youth through OA was developed and provided at the Convention, and will be updated for future distribution.
3. A young persons' ***“Speakers/Outreach List”*** for Region 2 is *in-the-works* and expected to be available by year-end 2016.

We look forward to continuing to reach out to youth at the 2016 October Fall Assembly, and in the coming year. Region 2 carries the message!

## 12 Step Within

The Region 2 TSW Committee has been working several projects in 2016 that include:

- Review the TSW Speaker List for the R2 Website - Update and consolidate
- Distribute the TSW R2 Brochure Packet via the TSW Quarterly Email
- Create a Welcome Back R2 TSW Sponsor Sign Up Sheet for Outreach Calls
- Email a Quarterly TSW -Suggestions for Intergroup Newsletters.
- Work on a Spanish Translation of the TSW Quarterly Email.
- Investigate the use of the QR Code as a means of fast email links to TSW information.

In 2017 we look forward to developing new ideas to help carry the message of recovery to those who still suffer within our OA Community.

## Public Information

At present, the PI Committee is working on a report to share with doctors who perform any type of stomach surgery to help Compulsive Overeaters to lose weight and become physically healthier, that we hope will share with them the importance that Overeaters Anonymous can play in the long term recovery of their patients.

## The Twelve Concepts of OA Service

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1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to World Service Business Conference the active maintenance of our world services; thus, World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
  - a) No OA committee or service body shall ever become the seat of perilous wealth or power;
  - b) Sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
  - c) No OA member shall ever be placed in a position of unqualified authority;
  - d) All important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
  - e) No service action shall ever be personally punitive or an incitement to public controversy; and
  - f) No OA service committee or service board shall ever perform any acts of government, and each shall always remain democratic in thought and action.



**June 9 - 11, 2017**

**Hilton Orange County  
Costa Mesa, CA**

**3050 Bristol Street, Costa Mesa, CA**

**<http://www.oar2.org/convention/upcoming>**

# Appendix

## Table of Contents

### Minutes

- 2016 Spring Assembly Minutes (submitted for approval)

### Board Elections

- R2 Board Position application form
- R2 Board Member Duties and Responsibilities  
(Pages 1-5 of the BOM - Section II)

### Motions

- Form to submit a motion
- How motions are presented at the assembly  
(Page 2 of the P&P - Section III)
- How and when to make a motion to amend the ByLaws  
(Page 13 of the ByLaws - ARTICLE XVIII subpart A.)

Region 2 Spring Assembly  
Minutes  
Saturday, April 9, 2016  
8:30am to 5:30pm

Prepared by R2 Secretary – Thomas Firpo

**Called to Order:** Meeting called to order 8:37 by Chair Nancy Jensen

- Opened with the Serenity Prayer, 2-minute meditation, announcements

**Introductions:**

- Board members, R2 trustee and parliamentarian introductions
- RRs attending assembly for the 1<sup>st</sup> time (Green Dots) were introduced and paired with mentors.

**Readings:** Concepts of service read by Meg. Assembly Rules read by TennieBee.

**Roll Call:** A quorum was established with 22 intergroups, 31 RRs were present, 6 voting board members, no alternates and 1 trustee.

**Adoption of previous minutes:** The minutes were approved as corrected with 2 editorial modifications:

1. The Parliamentarian's name was changed from "Tennie Bee" to "TennieBee"
2. A sentence was changed in the Chair's Report  
From: "A major concern in that region is the lack of qualified servants."  
To: "A major concern in that region is the lack of qualified trusted servants."

**Ice Breaker:** an ice-breaker activity was conducted.

**Board Reports:**

Vice-Chair: Q: Do we name people in our reports? A: Not whole names. Q: Are STC Workshops open to everyone? A: Everyone. Also explained what an STC is and how to request one?

Secretary: Requested people do their evaluation form.

Events Coordinator: Introduced Tina (convention Chair), Announced upcoming Convention. Shared 2017 Convention Chair = Zeta.

Publications Coordinator: Highlighted pamphlet. Gave report on Website and promoted newsletters. Talk to a board member about the open PC position later this year. Answered a question about electronic donations. Answered a question about getting the newsletter link.

Treasurer: Is the money that we donate to OA tax deductible? R2 and WS are Tax deductible, not to your meetings. Gave report addendum on the online donations fees and contributions. Shared Convention money will be with Tablets and Square technology. Using Xero software.



Chair: No addendum, no questions.

R2 Trustee: Promoted Concepts Pamphlet. Promoted OA.org website upgraded. She has served 7.5 years as a Region 2 Trustee. Explained she is leaving in a month and shared gratitude and asked us to welcome and support her replacement. Marjorie presented flowers.

**Introduction to committees:** Met for 12 Minutes

**Ask-it Basket:**

- Q: Since it seems like it would be helpful for committees to retain members from assembly to assembly; couldn't whoever assigns committees re-assign attendees from assembly to assembly? A: Our admin resigned suddenly and this is usually handled by her. We will try to take it into account next time.
- How long can an intergroup operate without an elected Vice-chair and Secretary? A: It depends on if you have Federal 501(c)(3) Status. Then you need to get a secretary to take minutes for meetings, but they can be paid(non-members) or substitutes. Vice Chairs are not a mandatory position for a 501(c)(3). So a vacancy would not have an impact. For a 501(C)(3) there needs to be at least 3 board members: Chair/President, Treasurer and Secretary. If your intergroup is not a 501(c)(3), then there is no impact to operating without those positions.
- Is there anyone in the region (or maybe this is a WSO question)who might be able to create an Ap for members to find sponsors? A: Web-tech committee at WSO.
- Q: The region 2 website allows you to put your name in as a speaker but apparently there is no application to review available speakers or request a speaker. Is this correct? A: There is an online form to fill out to get on the speakers. You can request a copy of the speakers list from Carolina to get a copy of the Speaker list. Is there no Ap to get a speaker's list.
- Q: How long is the commitment for representatives? A: Nominally 2 Years. It is up to IG group conscience/bylaws.
- Q: What is the Procedure to change info in Convention P&P? A: When the Convention Committee comes up with a change... they present it to the board. The board discusses and takes action on their request.
- Q: Dogs, Member want to bring "service Dogs" to meetings- even Delegates meeting! I love dogs but, do they belong at meetings? Is there a policy? A; There is no policy. They are not legally denied. But Dogs must be maintained in buildings that allow them. Consider that people in Meetings may be allergic to animals. Be respectful of each other's needs.
- Q: An OA member recently says that there is an OA web application to get a sponsor. Is this true? A: No. there is not an Ap. One may be in work at the WSO level. The best way to get a sponsor is at a face to face meeting, however if these are not an option for you, Phone and on-line meetings can be attended and used.
- Q: Can region reps have access to a copy of the R2 Board Bylaws? A: There are no R2 Board Bylaws. There are R2 Bylaws and a Policy & Procedure manual. These are available on the R2 website. There is an R2 Board Operation Manual that is only available to board members.
- Q: How is a new intergroup launched? I am relocating to an area that is under-represented at current IG meetings because of location -25 Miles away. Can we start a new IG? A: if there are 2 or more meetings, you can start an intergroup.

There is some work to do to be recognized by the WSO and the Region, which can't be expressed here, but contact the outgoing Trustee for the details.

### **Intergroup Concerns:**

- North coast IG : Isolated, STC and chat with chair has helped her a lot. Facilitated a health fair with 6500 attendees.
- South Bay IG: Shifted from mentality of perceived deprivation to one of abundance. Up'd budgets for outreach and PI. Mail blast for outreach.
- East-Bay IG: has a workshop every 4<sup>th</sup> IG meeting.
- LA IG: Pitch Gratitude \$3500 profit from B-day party.
- San Joaquin IG. Getting speakers to come is tough. FtoF and with telecom speakers. Outreach with Tear-off to doctors and store breakrooms.
- Sacramento IG: Stopped selling literature meeting. Talked about state sales tax now needed to be paid by the meetings.
- UDDI needed workshops and developed a format for them with high attendance.
- Mid-peninsula IG. If there is an assembly close by they pay for visitors to assembly.
- Sonoma County combined with Marin to do a speaker workshop.

**Convention Committee Presentation:** Theme: Joyful Journey, Stepping into Freedom. A presentation was made.

### **Lunch Break:**

### **New Business:**

Proposed Motion #1 was adopted.

### **Move to amend Policy & Procedure Manual, Section VIII. Operating Policies and Procedures, A. Business Meetings, as follows:**

#### **A. BUSINESS MEETINGS**

- 1.The group conscience is more important than the technicalities of the actual motion.
- 2.All motions should be submitted in writing, in triplicate, to the Secretary. Motions by the R2 Board or an R2 Committee may be presented in the assembly packet.
- 3.Robert's Rules of Order will be followed except when to do so would conflict with VIII, A, 1 above.
- 4.A copy of the previous R2 Assembly Minutes will be published in the assembly packet **and on the R2 website**.~~and distributed as required.~~
- 5.A parliamentarian will be at each assembly, whenever possible.
- 6.Registration of RRs to attend Assemblies:
  - a) RRs will pre-register to attend R2 Assemblies a minimum of 30 days prior to an assembly. Registrations "on-site" will be subject to space availability.
  - b) A transferable registration fee will be charged, which includes a Speaker/Buffer lunch on Saturday of the Assembly.
  - c) Registration forms, to be provided by the R2 Publications Coordinator, will be included in the assembly packet and be posted on the website under Assembly info.

**7. Assembly packets will be distributed by electronic means, e.g., e-mail, where possible, and posted on the Region 2 website. Regional Representatives are responsible for obtaining a copy for use during Assembly.**

**Submitted by: Region 2 Board**

Proposed Motion #2 was adopted.

**Move to amend Policy & Procedure Manual, Section VIII. Operating Policies and Procedures, D. Funding Assistance Programs, 1. Intergroup Funding Assistance Program (IFAP) as follows:**

- l) In the event that an intergroup eligible for IFAP funding does not have a checking account, the reimbursement check will be made out to the individual RR. Documentation of this fact, lack of an intergroup checking account, needs to be received along with the IFAP application and signed by the intergroup chair.**

**Submitted by: Region2 Board**

Proposed Motion #3 was adopted.

**Move to amend Policy & Procedure Manual, Section VIII. Operating Policies and Procedures, D. Funding Assistance Programs, 2. WSBC Delegate Assistance Fund, item f), i. as follows:**

f) Check for assistance will be made out to the Intergroup after the end of the Conference and will be mailed within 30 days, following receipt of:

- i. A detailed R2 reimbursement form, signed by the intergroup's chair, with ~~original~~ detailed receipts attached. ***This form may be sent through regular mail or electronically via e-mail with scanned receipt copies and the intergroup chair's signature. Expenses without an associated receipt will not be reimbursed.***
- ii. Reimbursement may not exceed the amount approved by the R2 Board, nor shall it exceed actual expenses after they have been reduced by World Service funding assistance.

**Submitted by: Region2 Board**

Proposed Motion #4 was adopted.

**Move to amend Policy & Procedure Manual, Section VIII, B. Financial, 6 as follows:**

6. R2 shall fund at most three (3) **R2** Trustee candidates to attend the WSBC at which elections for that position are to take place. R2 shall fund the candidates meeting the following conditions:

- a) The candidate is among the three (3) people receiving the highest number of

votes for the R2 Trustee nominee.

b) The candidate has received a majority of the votes.

c) The candidate is neither the incumbent Trustee nor a delegate to the WSBC representing an Intergroup.

**Submitted by: Region 2 Treasurer**

Proposed Motion #5 was adopted.

**In accordance with Policy & Procedure Manual, Section VIII, B. Financial, 12, move to increase the following budgeted line item:**

Legal & Accounting Experience                      Increase from \$300 to \$350

**Submitted by: Region 2 Treasurer**

**Committee Sessions and Reports:**

- Bylaws Committee
- Public information Committee
- Intergroup Outreach Committee
- Young Persons Committee
- Twelve-Step-Within Committee
- Diversity Committee

**New motion was approved**

Move that the board seek proposals from a minimum of three accountants/tax preparers for Region 2 OA before the next tax season.

**New motion was approved**

Twelve-Step-Within committee requests that a budget override of \$100 be added to the Twelve-Step-Within committee so that Welcome Back packets may be provided to attendees at the 2016 Region 2 convention.

Impact:

50 x \$2.50 = \$125.00- Welcome Back Packet

50 x \$0.50 = \$25.00- Members in Relapse Pamphlet

\$150.00 Total

Rationale: Many OA members have never seen Welcome Back Packet. This will allow taking back to meetings and Intergroup.

**New motion was approved**

The diversity committee requests an additional funding of \$300 for a total of \$350 in order to create 100 Spanish language Newcomer Packets for distribution to all Intergroups at Fall Assembly and for sale at R2 convention 2016.

Rationale – There is currently no Spanish Language Newcomer Packet available to our members.

**Workshop on Unity**

**Closing:**

- Thank you for retiring RR
- Green Dot Ceremony
- Announcements 7<sup>th</sup> tradition = \$180.70
- Card presentation to outgoing Trustee
- Closed with Rozanne's promise.

**Assembly Adjourned at 5:37.**

# Region 2 Board of Directors Application

Region 2 of Overeaters Anonymous, Inc.

4733 Torrance Blvd., PMB 335

Torrance, CA 90503

Submitted for consideration at the R2 Assembly on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I am applying for a position on the Region 2 Board of Directors as:

(Candidate may apply for more than one position)

___	Chairperson	___	Treasurer
___	Vice Chairperson	___	Publications Coordinator
___	Secretary	___	Events Coordinator

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Years in OA: \_\_\_\_\_

Number of years of service above the group level: \_\_\_\_\_

*I have read the general qualifications for R2 Board of Directors which are listed on the bottom of this form. I have also read the duties and responsibilities for the specific position(s) for which I am applying, as more fully listed in the Policies and Procedures Manual (p. 9-15). As a candidate for a position on the R2 Board of Directors, my signature affirms adherence to the general qualifications and my ability to perform the specific duties and responsibilities.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Candidates must be present at assembly to be considered for election.)

## **Requirements as stated in the R2 Bylaws, Article IX, Section F**

To be eligible for election to the R2 Board, a person must, at the time of election:

1. Be a member of Overeaters Anonymous for at least three (3) years.
2. Be regularly attending OA meetings within R2.
3. Have current abstinence from compulsive overeating of at least two years, each person being the sole judge of his or her abstinence, and taken Steps 4 and 5 of the Twelve Steps.
4. Declare himself as practicing the Twelve Steps to the best of his ability and as committed to the Twelve Traditions of OA.
5. Upon election, each R2 Board member shall make a commitment of adherence to the Twelve Steps and Twelve Traditions, and continual maintenance of abstinence throughout the entire term(s) of office.
6. Have at least two (2) years of service above the meeting level.
7. Be serving, or have served, as an RR or Alternate to at least two (2) two Assemblies, as a member of the R2 Board, or as a member of World Service Board of Trustees.

**List of my OA Service responsibilities:**

**Group level:**

**Above group level:**

**I can bring the following business, professional or other experience to the Board:**

**I would like to be a member of the R2 Board of Directors for the following reasons:**

**R2 SERVICE RESPONSIBILITY PLEDGE**

**I commit to physical, emotional and spiritual recovery, one day at a time, while serving on the Region 2 Board. As a board member I pledge to provide support and encouragement to the recovery of my fellow board members, and to talk honestly about my perceptions of relapse or denial with kindness and love.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

***(Please keep it simple, use this page only)***

# **Region 2 of Overeaters Anonymous, Inc.**

## **Board Operating Manual**

### **Section I - General Responsibilities and Duties of the R2 Board**

Please refer to Region 2 Bylaws Article VIII – R2 Board

Further, it is the responsibility of the R2 Board to implement and carry out the wishes of the membership, as specified in the R2 Policy & Procedure Manual.

### **Section II – R2 Board Member Duties and Responsibilities**

- A. All R2 Board members must submit a written report to each Board member at each Board meeting and to the Secretary at R2 Assembly.
- B. It is the responsibility of the designated Board member to see that a profit and loss statement be submitted to the R2 Board following each R2 event.
- C. The R2 Board shall develop and renew long and short term goals annually.
- D. Board Member duties and responsibilities:

#### **Chair**

- 1. Represent R2 in all matters involving outside enterprises.
- 2. Propose an agenda of business items for R2 Assemblies and R2 Board meetings.
- 3. Chair R2 Assemblies and R2 Board meetings in accordance with the R2 Bylaws.
- 4. Develop and present activity reports at R2 Assemblies and R2 Board meetings.  
(Note: R2 Assembly report must be written and delivered to the R2 Secretary before the R2 Assembly begins.)
- 5. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
- 6. Schedule Parliamentarian for R2 Assemblies.
- 7. Act as liaison to the R2 Committees as assigned.
- 8. Function as a fiduciary in matters requiring allocation and disbursement of the funds provided for R2 business.
- 9. Attend R2-sponsored activities, as directed, to represent R2 interests and support the activity.
- 10. Draft all correspondence from R2 directed within the fellowship of Overeaters Anonymous on matters affecting R2 as a whole.
- 11. Draft all correspondence between R2 and outside enterprises.



12. Serve as R2 delegate to the World Service Business Conference and provide a written report to the R2 Board and R2 Assemblies, including updated changes in the policies and procedures and bylaws.
13. Develop with the R2 Board the annual schedule for R2 Assemblies and R2 Board meetings.
14. Appoint R2 Committee Chairs and the R2 Representative to the Worlds Service Business Conference Reference Committee.
15. Sign R2 Assembly and R2 Board-approved legal contracts between R2 and outside enterprises as required.
16. Co-sign financial documents as requested by the R2 Treasurer.
17. Investigate and report to R2 Assembly on any Intergroup-raised issue affecting R2 as a whole.
18. Interact with other Region Chairs to continually seek improvements in R2 service.
19. Provide a written report to each Board member at every Board meeting.
20. Attend three annual meetings as part of the Regional Chairs Committee as follows:
  - a) One meeting with World Service Board of Trustees (date to be determined each year).
  - b) One meeting the day prior to the World Service Business Conference.
  - c) One meeting at a Regional Service Event (location/date to be determined each year).
21. Facilitate Service, Traditions & Concepts Workshops as needed.
22. Coordinate entertainment for assemblies with the Hosting intergroup.
23. Other duties as may be required by the R2 Assembly.
24. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.

## **Vice Chair**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Chair R2 Assemblies and R2 Board meetings in the absence of the Chair, in accordance with the R2 Bylaws.
3. Assume the position as Chair in an orderly manner in the event of an absence or vacancy.
4. Act as liaison to all R2 Intergroups.
5. Act as liaison to the R2 Committees as assigned.
6. Maintain a supply of R2 Board of Director applications.
7. Maintain and distribute nametags for all RR's, Alternates and Visitors at R2 Assemblies.
8. Prepare and distribute newcomer packets for RR's at R2 Assemblies.
9. Update and distribute R2 speaker/leader list annually.
10. Coordinate Service, Traditions and Concepts Workshops.
11. Coordinate workshops and committee presentations at R2 Assemblies.
12. Facilitate R2 fund-raising efforts other than those under the responsibility of the Events Coordinator, i.e. Conventions and Special Events.
13. Co-sign financial documents as requested by the R2 Treasurer.
14. Provide a written report to each Board member at every Board meeting.
15. Provide a written report and present activity report at R2 Assemblies.
16. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
17. Maintain Master Calendar for events held within R2.
18. Provide the R2 Master Calendar to the Newsletter Editor 60 days prior to the R2 Assembly.
19. Oversee the R2 Display Board, scheduling use by requesting Intergroups, facilitated by the R2 administrative assistant.
20. Facilitate Service, Traditions and Concepts workshops as needed.

21. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.
22. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.

## **Secretary**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Record and transcribe minutes of all R2 board meetings and R2 Assemblies.
3. Record roll call of R2 Assemblies.
4. Act as liaison to R2 Committees as assigned.
5. Provide Ask-it-Basket, Speed-Memos (for motions), committee rosters, and voting ballots at R2 Assemblies.
6. Maintain R2 Committee logs.
7. Prepare an interim report, as well as the minutes, agenda, motions, etc. and deliver it to the Publications Coordinator for inclusion in the Assembly Packet.
8. Distribute and solicit responses to the R2 Assembly Evaluation forms at each assembly. Compile information and inform R2 Board of opinions and suggestions included in responses. Include information in report to next assembly.
9. Provide forms for the R2 Assembly and R2 Board, as needed.
10. Type and submit all correspondence to Intergroups and Committee Chairs.
11. Draft correspondence to any routine matters covered by existing policy and procedure.
12. Maintain a record of approved minutes of all assemblies and board meetings.
13. Act as liaison between legal counsel and the R2 Board.
14. Co-sign financial documents as required by R2 Treasurer.
15. Sign (with the Chair) R2 Assembly, R2 and R2 Board-approved legal contracts between R2 and outside enterprises as required.
16. Provide a written report to each Board member at every Board meeting.
17. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
18. Administer the R2 Audio library.
19. Send welcome letter with enclosures to all new Intergroups.
20. Facilitate Service, Traditions and Concepts Workshops as needed.
21. Draft operating policies and procedures as directed by the R2 Assembly, the R2 Board, or as required by business operations.
22. Administer the R2 history and archives.
23. Update the R2 Policy and Procedures manual and make it available as specified in the R2 Policy and Procedures Manual, Section VIII, K.
24. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.

## **Publications Coordinator**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Develop and supervise communications to RRs and intergroups via website, mailing, emails, etc. Communications will convey information on assemblies, conventions, financial assistance, news and education about Region 2, and other information requested by the R2 Board.
3. Prepare content of two mailings prior to each assembly, including one preregistration mailing and the packet mailing (to include cover letter and other enclosures listed in administrative assistant guidelines).
4. For each assembly, develop Assembly Packet to include copies of minutes, agenda, board reports, motions to amend the Bylaws or P&P manual, etc. and supervise distribution to all Intergroups, RRs and Unaffiliated Groups no later than 45 days prior to assembly as mandated in the Bylaws and/or Policy and Procedures manual.

5. Email RRs assembly information prior to assemblies; with RR listings and other information, as needed, post-assembly.
6. Maintain current R2 and RR addresses and phone numbers.
7. Provide Board Members with the current listing of RR's and Alternates after each assembly.
8. Act as liaison to the webmaster to the Region 2 website, including overseeing updates to ensure effectiveness and consistency of content (See Appendix A of this manual for specifics).
9. Act as liaison to R2 Committees as assigned.
10. Perform duties of R2 Newsletter Editor, developing R2 Newsletters as needed, Including board approved content, working with volunteer RRs on its design, coordinating with printer, etc.
11. Co-sign financial documents as requested by R2 Treasurer.
12. Provide a written report to each Board member at every Board meeting.
13. Provide a written report and present activity report at R2 Assemblies.
14. Submit interim report to be included in the Assembly Packet.
15. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
16. Facilitate Service, Traditions and Concepts Workshops as needed.

### **Treasurer**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Maintain checking, savings and other accounts established in the name of "Region 2 of Overeaters Anonymous, Inc."
3. Be the guardian of all funds received and disbursed.
4. Act as liaison with the R2 Intergroup Funding Assistance Program (IFAP) and other committees as assigned.
5. Provide the most recent full period report to the R2 Newsletter Editor 60 days prior to the R2 Assembly.
6. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
7. Co-sign documents for R2 expenditures, as specified in the R2 Bylaws.
8. Submit a complete account of R2 funds at each meeting of the R2 Assembly.
9. Submit "Income From All Sources Treasurer's Report" annually, either at an R2 Assembly, in the R2 newsletter, or by mail.
10. Oversee the Administrative Assistant in matters relating to mail and financial procedures.
11. Draft correspondence for all financial matters including donations, invoices and requests for reimbursements.
12. Act as liaison with the accountants, insurance companies, and the IRS. Notify accountants of name/address of current Treasurer.
13. Maintain appropriate records showing all fiduciary transactions.
14. Create the annual Budget Subcommittee and chair the meeting.
15. Oversee the current R2 Convention Accounts, and other accounts. The following applies to the Convention accounts:
  - a. There will be two (2) Convention checking accounts. One for odd-numbered year conventions and one for even-numbered year conventions.
  - b. Each convention checking account will have \$1,000.00 'seed' money provided initially.
  - c. An additional \$2,000.00 in 'seed' money will be made available to the next convention 60 days after the current convention is held.
  - d. Each account will be reduced to \$1,000.00 after it's convention is completed.
16. Provide a written report to each Board member at every Board meeting regarding all contributions, disbursements and Board expenses.
17. Provide the R2 Assembly with the R2 donations report once yearly provided at the first assembly of the year with the information from the

previous fiscal year (which is the calendar year).

18. Other duties as may be required by the R2 Assembly or delegated by the R2 Chair.
19. Facilitate Service, Traditions and Concepts Workshops as needed.
20. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.

### **Events Coordinator**

1. Attend all R2 Board meetings, R2 Assemblies and R2 Conventions.
2. Attend all R2 sponsored activities or arrange for alternate Board representation.
3. Make all meetings room space arrangements for R2 events, including Board meetings, R2 Assemblies and Conventions.
4. Act as a liaison to R2 Events and Convention committees.
5. Act as hotel and on-site liaison for the Region.
6. Co-sign R2 Assembly and R2 Board-approved contracts with the facilities.
7. Prepare e-mails concerning matters that involve R2 Convention Committees or other matters delegated by the R2 Chair.
8. Organize suggested changes from Convention Chairs for the R2 Convention Policy and Procedure Manual and submit them to the post convention subcommittee including incoming and outgoing Convention Chairs and a Board member (usually Events Coordinator) to implement changes to the Convention P&P.
9. Co-sign financial documents as requested by the R2 Treasurer.
10. Provide a written report to each Board member at every Board meeting.
11. Provide a written report and present activity report at R2 Assemblies.
12. Submit interim report to the Publications Coordinator to be included in the Assembly Packet.
13. At R2 Assemblies, be responsible for the following:
  - a. Verify all meeting room space, set-up and materials.
  - b. Obtain additional items needed for R2 Assembly on site, as available. (Requests to be made in advance when possible.)
  - c. Coordinate with hotel staff and oversee all beverage/meal service ordered for meeting rooms as well as temperature of meeting room.
  - d. Oversee hotel (sleeping) rooms for Board members and reps from Mexico and Hawaii.
  - e. Review bill with R2 Treasurer at end of R2 Assemblies and Conventions to verify charges.
  - f. Work with hotel to expedite restaurant staffing/service and airport pick-up during R2 Assemblies and Conventions.
14. At R2 Conventions, oversee hotel sleeping rooms for Board members, retiring Board members, and the next R2 Convention Chair. Arrange for a Master Account with the hotel.
15. Other duties as may be requested by the R2 Assembly or delegated by the R2 Chair.
16. Facilitate Service, Traditions and Concepts Workshops as needed.
17. Assist in maintaining Region 2 website, as specified in Appendix A of this manual.



### **Section III. REGION 2 ASSEMBLY RULES**

1. In all deliberations, the group conscience is more important than the technicalities of the actual motion.
2. Roll call will be taken at the beginning of each business session in order to establish a quorum.
3. Rules for Limited Debate
  - a) Present the matter to be voted upon. This can be a motion, an amendment, or any piece of business. Motions must be in writing. Three (3) copies – all to the Secretary.
  - b) Pro and con will be limited to three speakers for each main motion and two speakers for each substantive amendment.
  - c) All speakers must speak from the front of the room and will be limited to one speech of three minutes to each main motion or substantive amendment.
  - d) The purpose of each proposed amendment to the bylaws or proposal is to be clearly verbalized by the proposing body.
  - e) To provide the opportunity for as many different Representatives as possible to speak during the assembly, a Representative may not speak on two consecutive motions if there are three others who wish to speak on any main motion or two on any other.
  - f) If more than three people wish to speak on one side of an issue, they will select among themselves the three to represent them.
  - g) The Chair will call on people in order, first pro and then con. Pros will line up on one side of the room with the Cons lined up on the opposite side of the room.
  - h) One pro and one con speaker will be heard before questions are asked on business motions.

### **Section IV. R2 BOARD DUTIES AND RESPONSIBILITIES**

Please refer to Region 2 Bylaws Article VIII – R2 Board

Further, it is the responsibility of the R2 Board to implement and carry out the wishes of the membership, as specified in the R2 Policy & Procedure Manual.

Specific duties of board members, with the exception of the R2 Trustee shall be as specified in the R2 Board Operating Manual.

### **Section V. R2 REPRESENTATIVES**

#### **Duties and Responsibilities**

1. Attend Regional Assemblies – Representatives and/or Alternates should be present during all business sessions.
2. Verify that the Region has the correct names and addresses for RR's. Inform the Region of any changes of RR, Alternate or Intergroup mailing address, and phone number(s).

## **ARTICLE XV - Delegates to World Service Business Conference**

Each year R2 shall send the Board Chair (or alternate) as the R2 Delegate to the World Service Business Conference. Other R2 Delegates may be allowed per WSO Bylaws Subpart B, Article X, Section 3. (All R2 delegates must meet the WSO qualifications specified within Section 3.)

## **ARTICLE XVI - Dissolution**

Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provisions for payment of all debts and liabilities of this corporation shall be distributed to the World Service Office of Overeaters Anonymous, Inc. or another duly registered OA service body. In the event no other Overeaters Anonymous service body exists, the remaining assets shall be distributed to another non-profit group organized and operated exclusively for educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal revenue Code.

## **ARTICLE XVII – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order, newly revised, shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order which Region 2 may adopt.

## **ARTICLE XVIII- Amendments to Bylaws**

- A. Except for the Twelve Steps, Twelve Traditions, and Twelve Concepts listed under Article III, A, these Bylaws may be amended at any time by two-thirds (2/3) of the RR's present and voting at any regular R2 Assembly. A copy of the amendment must be submitted to the R2 Secretary at least sixty (60) days prior to the assembly at which action is to be taken on the amendment. Written notice shall be prepared by the Publications Coordinator and communicated by mail or by electronic transmission to each Intergroup Office, Unaffiliated Group contact, RR, Alternate and R2 Board member at least forty-five (45) days prior to the date of the assembly. Proposed amendment(s) shall be posted on the R2 website in PDF format, prior to written notification. The written notice of proposed amendment(s) shall indicate the availability of the content of such amendment(s) on the R2 website.
- B. The Twelve Steps, Twelve Traditions and The Twelve Concepts of Service listed under Article III, A, shall conform to the Bylaws of Overeaters Anonymous, Inc. Subpart B. Articles I, II, and III.