**2021 Montana AFG Fall Assembly Reports**

September 17-19, 2021

Hotel information

Copper King Hotel and Convention Center

4655 Harrison Avenue Butte MT 59701

Reservation phone number 406-565-5001

Group Account is MT Al-Anon AFG

Zoom Information

Zoom ID: 83552359437

Password: MTAFG

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**Archives Thought Force Report to Fall Assembly 2021**

This is the compiled report of the Thought Force regarding the chosen content of the Montana Archives. The intent of this Thought Force is to provide the Assembly with the necessary information to make an informed decision regarding the articles of collection in the Montana Archives and to view the necessary means of rolling forward the paper and electronic records in the future.

We have brought this forward to the Assembly to assure their understanding of the accumulating volume of records and the necessity to address whether we want to continue saving materials that are duplicated at the WSO and/or do not pertain to Montana Al-Anon. Other concerns are the proper storage of compiling records and making the records easily accessible to all Al-Anon members.

The results of the Archives Survey taken in the Fall Assembly of 2019 are as follows:

Forum (with only articles from Montana Authors )     News and Views     Minutes of past Assemblies

Area Highlights    Delegate Reports     Correspondence    Long Time Members Stories

Flyers from Al-Anon and Al-Anon participation      WSO Books and Pamphlets ( one copy)

Scrapbooks     Tapes and CDs

The remaining question is what to do with the stored records that we do not want to keep? Suggestions were to allow Jeanne H. to have some, pass them forward or destroy them. Recordings that cannot be reproduced to throw away.

The information gathered from the Archive Workshops has already been incorporated into our Archives by past Archivists and will be continued in the future. The points of interest included the cataloging of records, electronic records being moved forward to new updated electronic records, keeping paper copies, and the materials being stored as environmentally safe as possible. Members do have access to the Archives with appropriate prior arrangements. We do have an Archive Vision and Mission Statement.

We are looking to the future and working on a Montana Al-Anon Poster for each group with pertinent and fun Al-Anon information displayed. The audible records are being cataloged and some are recorded for lending purposes.

Reviewing the goal of this committee: to streamline the Montana Area 32 Archives to reflect the Montana Assembly decision on content.  Decide what to do with articles we choose to take out of our Archives. Those materials will then be removed. Keep abreast of the budget and means to store and move information forward in electronic format. Lastly, to roll the Archivist and Archives Coordinator into one Area Coordinator position.

Respectfully submitted, Chris Ketchum Archives Coordinator.

**Area Laptops for Officers Maintenance Committee**

Term length: 3 years (beginning January 1, after elections)

3 Positions (One position being a Montana AFG, Inc. Board member)

Duties - Maintain Laptops purchased for Area Officers when not in use

* Store any laptops in a safe area when not in use
* Allow software updates
* Any repairs and/or maintenance as needed
* Record and maintain Usernames and Passwords for the laptops, corresponding software and maintain the email account
* Order a laptop from Techsoup.com when one is needed by an Area Officer (The Area is not to have ownership of more than 1 laptop per Officer at any given time)
* Make certain that laptops are in working order when one is needed by an Area Officer
* Update software subscriptions when applicable
* Make arrangements with the requesting officer to provide the needed equipment

(Cords, batteries, software cards when applicable, carrying case, etc…)

* Perform yearly updates with Techsoup.com and Microsoft verification of eligibility for Techsoup.com

**Communication Task Force:**

Members: Montana AFG Inc. Board, Pennie K. Carol S. Pam C. Cindy C. Deb L. Connie W.

Charge: Finding a communication channel that would keep members of the Montana AFG Assembly informed.

When looking at all of the past surveys, we see that Assembly members want a way to give and receive information. They also want a way to communicate with other GR’s, DR’s, Coordinators, and Area Officers. Someplace that members could go to get information on upcoming events, copies of minutes, agendas, workshops, and skits. The members also asked that it be protected.

Montana AFG Inc. has had a couple of discussions on this topic which became a Task Force. Most Areas voiced the same concerns we need effective communication. We went to a workshop that South Dakota put together and think we have found the answer. Groups.io

What is Groups.io:

Groups.io provides people with common interests with an ad-free platform for communication through email groups and group websites.

Groups.io provides three levels of plans a free basic level and two paid levels. The paid levels are Premium and Enterprise.

* Basic Free
* Premium = $20.00 per month ($240.00 per year)
* Enterprise = 200.00 per month ($2400.00 per year). If you are a not-for-profit, you can get a 50% discount.

Subject to the level of the group and the features and permission enabled by the group’s owner, members of a group can:

* Send messages to the group thru the group website or by email
* Use the group web-based collaboration features:
	+ Calendar
	+ Chats
	+ Files
	+ Databases
	+ Polls
	+ Wiki

The Montana AFG Inc Boards’ recommendation is to purchase the Premium level.

After discussion at the AWSC Meeting on September 12th, the Board will bring the following motion for approval to the Assembly.

**To move that, MT AFG Inc pays for the premium groups.io subscription of $20 per month ($240 per year) to be used on a three-year trial basis.**

The Montana AFG Inc Board will sign up for the 30-day free trial so they can give a detailed report of all the features at the assembly. If the Assembly votes for this communication platform we will pay at the end of the free trial.

INSURANCE THOUGHT FORCE

The members of the group, Connie W, Shannon S, Eric G and Libby G have had two meetings to discuss various ideas about how to proceed with this matter.  It was decided to reach out to groups in the Area to see if anyone has a connection to an insurance agent with prior experience with insurance for non-profits.

One person did recommend an agent to whom they had a connection.  Libby got in touch with him, Jade Boggs, and had a productive conversation.  He said he knew about Al-Anon, had experience with non-profits and agreed to help.  Libby was sent a form to complete to get an idea of what the cost would be for liability insurance and insurance for officers.

At this point, some challenges arose in obtaining all the requested information.  Recently it has been obtained and it is to be hoped that a response will be forthcoming soon.

Yours in service,

Libby G

Fundraising Task Force

We met on August 22, 2021.  We discussed ideas for fundraising for the next year.  We came up with three suggestions:

* Calendars
* Bumper stickers with Al-Anon slogans
* Car magnets with Al-Anon slogans

The calendars would have to be done by the end of the year and mailed out if they would be viable for 2022.  Our thoughts are that for Spring Assembly we might do the bumper stickers or car magnets so they could be brought to Assembly.  If we are to do calendars, we could gather the information at the Spring Assembly so the calendars would be available at the Fall 2022 Assembly.

We are open to other suggestions.

Respectfully submitted,

Donna Eubank

Chair, Fundraising Task Force