



XI. Trustees: Monday - Tuesday

General Service Conference - Conférence des Services généraux -
Conferencia de Servicios Generales

Apr 15, 2024 9:00 AM - Apr 16, 2024 12:00 PM EDT

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2024 Conference Committee on Trustees

ITEM A: Review resumes of candidates for West Central and Western Canada Regional Trustee.

Background:

1. West Central Regional Trustee
2. Western Canada Regional Trustee

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2024 Conference Committee on Trustees

ITEM A1: Review resumes of candidates for West Central Regional Trustee

Background:

1. Voting Sheet – West Central Regional Trustee
2. Voting Members – West Central Regional Trustee
3. Resumes of Candidates – West Central Regional Trustee (mailed to Conference Committee on Trustees members only)

Voting Sheet
WEST CENTRAL REGIONAL TRUSTEE
April 2024

	<u>Votes</u>
Trustees' Nominating Committee	4
Conference Committee on Trustees	4
Delegates from Region	8
TOTAL:	16
2/3 Needed	11
1/3 of Total	6
1/5 of Total	4

Trustee Candidates (Four Successive Annual Terms)

<u>Area No.</u>	<u>Area Name</u>	<u>Name of Candidate</u>
24	Iowa	Sheryl F.
35	Northern Minnesota	Michael J.
36	Southern Minnesota	Brooke C.
40	Montana	Gerry R.
41	Nebraska	Charles H.
52	North Dakota	Sherri P.
63	South Dakota	John T.
76	Wyoming	Greg B.

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Voting Members
WEST CENTRAL REGIONAL TRUSTEE
April 2024

Area Delegates (8 votes)

All eight (8) Delegates from the West Central Region will vote in this election.

<u>Area No.</u>	<u>Area Name</u>	<u>Name of Delegate</u>
24	Iowa	Julie S.
35	Northern Minnesota	Diane R.
36	Southern Minnesota	Meg H.
40	Montana	Kacie N.
41	Nebraska	Nick K.
52	North Dakota	Rachel M.
63	South Dakota	Dave D.
76	Wyoming	Steve M.

Trustees' Nominating Committee (4 votes)

Four members of this committee will be selected randomly as voters in this election:

Tom H.	Debra K.
Reilly K.	Andie Moss +
Sister Judith Ann Karam +	Ken T.

*nonalcoholic

Conference Committee on Trustees (4 votes)

Four members of this committee will vote in this election.

Ed A.	Debbie L.	Cary W.
Lynette D.	Steve M.	
Rio D.	Stephen M.	
Debbie H.	Richard O.	

Item A.1.3.0: Review resumes of West Central candidates for Class B Regional Trustees'

Background:

West Central Regional Resumes:

<u>Doc.</u>	<u>Name of Candidate</u>	<u>Area No.</u>	<u>Area Name</u>
1.	Sheryl F.	24	Iowa
2.	Michael J.	35	Northern Minnesota
3.	Brooke C.	36	Southern Minnesota
4.	Gerry R.	40	Montana
5.	Charles H.	41	Nebraska
6.	Sherri P.	52	North Dakota
7.	John T.	63	South Dakota
8.	Greg B.	76	Wyoming

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2024 Conference Committee on Trustees

ITEM A2: Review resumes of candidates for Western Canada Regional Trustee

1. Voting Sheet – Western Canada Regional Trustee
2. Voting Members – Western Canada Regional Trustee
3. Resumes of Candidates – Western Canada Regional Trustee (mailed to Conference Committee on Trustees members only)

Voting Sheet
WESTERN CANADA REGIONAL TRUSTEE
April 2024

Trustees' Nominating Committee	2
Conference Committee on Trustees	2
Delegates from Region	<u>4</u>
TOTAL:	8

2/3 Needed	6
1/3 of Total	3
1/5 of Total	2

Trustee Candidates (Four Successive Annual Terms)

<u>Area No.</u>	<u>Area Name</u>	<u>Name of Candidate</u>
78	Alberta/N.W. Territories	Brad F.
79	British Columbia/Yukon	Gail P.
80	Manitoba	John J.
91	Saskatchewan	No Candidate

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Voting Members
WESTERN CANADA REGIONAL TRUSTEE
April 2024

Area Delegates (4 votes)

All four (4) Delegates from the Western Canada Region will vote in this election.

<u>Area No.</u>	<u>Area Name</u>	<u>Name of Delegate</u>
78	Alberta/N.W. Territories	Karen C.
79	British Columbia/Yukon	Rio D.
80	Manitoba	Alice G.
91	Saskatchewan	Lori R.

Trustees' Nominating Committee (2 votes)

Two members of this committee to be randomly drawn to vote in this election.

Tom H.	Deborah K.
Reilly K.	Andie Moss +
Sister Judith Ann Karam. +	Ken T.

*nonalcoholic 2

Conference Committee on Trustees (2 votes)

Two members of this committee to be randomly drawn to vote in this election.

Ed A.	Debbie L.	Cary W.
Lynette D.	Steve M.	
Rio D.*	Stephen M.	
Debbie H.	Richard O.	

*Committee member Rio D. will vote as a delegate from the Western Canada Region rather than as a member of the Conference Committee on Trustees.

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Item A.2.3.0: Review resumes of Western Canada candidates for Class B Regional Trustee

Background:

Western Canada Regional Trustee candidate resumes:

<u>Doc.</u>	<u>Name of Candidate</u>	<u>Area No.</u>	<u>Area Name</u>
1.	Brad F.	78	Alberta/N.W. Territories
2.	Gail P.	79	British Columbia/Yukon
3.	John J.	80	Manitoba
4.	No Candidate	91	Saskatchewan

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2024 Conference Committee on Trustees

ITEM B: Review slates of trustees and officers of the General Service Board of Alcoholics Anonymous, Inc.

Background:

1. Slates of trustees and officers of the General Service Board of Alcoholics Anonymous, Inc.

**Slates of Trustees and Officers of the
General Service Board of Alcoholics Anonymous, Inc.**

Background Notes:

Excerpt from the minutes of January 27, 2024 meeting on the trustees' Nominating Committee:

The trustees' Nominating Committee reviewed and recommended to the General Service Board the following slate of trustees for election at the annual meeting of the members of the General Service Board in April 2024, following presentation at the 2024 General Service Conference for disapproval, if any:

Class A Trustees +

Sr. Judith Ann Karam, C.S.A.
Dawn Klug
Hon. Kerry Meyer
Al J. Mooney, M.D., FAAFP, FASAM
Anadora (Andie) Moss
Molly Oliver
Kevin Prior, MBA, CFA, CPA

+ nonalcoholic

Class B Trustees (See note below)

Cathi C.
Tom H.
Scott H.
Teresa J.
Reilly K.
Deborah K.
Robert L.
Paz P.
Marita R.
Joyce S.
David S.
Ken T.
Carolyn W.
West Central Regional Trustee-elect
Western Canada Regional Trustee-elect

*Note: West Central and Western Canada
Regional Trustees to be elected at the
April 2024 General Service Conference*

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CONFIDENTIAL: 74th General Service Conference Background

Excerpt from the minutes of January 27, 2024 meeting on the trustees' Nominating Committee:

The committee reviewed and recommended to the General Service Board the following slate of officers of the General Service Board for election at the Second Quarterly Meeting of the General Service Board in April 2024, following presentation at the 2024 General Service Conference for disapproval, if any:

Chairperson:	Scott H.
First Vice-Chairperson:	Deborah K.
Second Vice-Chairperson:	David S.
Treasurer:	Kevin Prior ⁺ , MBA, CFA, CPA
Secretary:	Teresa J.
Assistant Treasurer:	Paul Konigstein ^{**}
Assistant Secretary:	Racy J. [*]

*G.S.O. employees

⁺nonalcoholic

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2024 Conference Committee on Trustees

ITEM C: Review slates of trustees and officers of A.A. World Services, Inc.

Background documents attached:

1. Slate of Directors of A.A. World Services, Inc.

Slate of Directors of A.A. World Service, Inc.

Background Notes:

Excerpt from minutes of January 27, 2024 meeting on the trustees' Nominating Committee:

The committee reviewed and recommended to the General Service Board the following slate of Directors of A.A. World Services, Inc., for election in April 2024, following presentation at the 2024 General Service Conference for disapproval, if any:

Vera F.
Racy J.*
Reilly K.
Deborah K.
Clinton M.

Ken T.
Carolyn W.
John W.
Bob W.*

*G.S.O. employees

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2024 Conference Committee on Trustees

ITEM D: Review slate of Directors of AA Grapevine, Inc.

Background:

1. Slate of Directors of AA Grapevine, Inc.

Slate of Directors of AA Grapevine, Inc.

Background Notes:

Excerpt from the minutes of January 27, 2024 meeting on the trustees' Nominating Committee:

The trustees' Nominating Committee reviewed and recommended to the General Service Board the following slate of Directors of AA Grapevine, Inc., for election in April 2024, following presentation at the 2024 General Service Conference for disapproval, if any:

Teddy B.-W.
Morgan B.
Chris C.*
Teresa J.

Nikki O.
Molly Oliver⁺
Paz P.
Joyce S.
David S.

**Grapevine employee*
⁺nonalcoholic

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2024 Conference Committee on Trustees

ITEM E: Review progress report on revisions to the pamphlet “Do You Think You’re Different?” +

+Carryover from a previous EDW plan

Background Notes:

Excerpt from the October 28, 2023, trustees’ Literature Committee meeting report:

The committee reviewed a progress report regarding the update to the pamphlet “Do You Think You’re Different?” A call for stories has been distributed to the Fellowship with a deadline for submissions being April 30, 2024. The working group is discussing additional ways to get the word out, including, but not limited to, regional forums, workshops, and member-member conversations. The committee **agreed to forward** to the 2024 Conference Committee on Trustees a progress report, which will be updated by or before November 15 to reflect the working group’s scheduled meeting on November 13, 2023.

Excerpt from the July 29, 2023, trustees’ Literature Committee report:

The committee reviewed the 2023 Conference Committee on Trustees consideration regarding the pamphlet “Do You Think You’re Different.” The committee chair requested that committee member, Vera F., establish a working group and lead the implementation of a process for the pamphlet update. The chair also requested committee members Teddy B., and Joyce S. to serve on the working group. The committee looks forward to reviewing a progress report at the October 2023 meeting.

2023 Conference Committee on Literature consideration:

The committee reviewed an update regarding the pamphlet “Do You Think You’re Different?” The committee requested that a draft pamphlet or progress report be brought back to the 2024 Conference Committee on Trustees.

2022 Conference Advisory Action:

The trustees’ Literature Committee revise the pamphlet “Do You Think You’re Different?” to update the stories to represent greater diversity and bring back a draft pamphlet or progress report to the 2023 General Service Conference. *(Note: As a result of the 2021-22 Equitable Distribution of Workload plan, this item was on the agenda of the Conference Committee on Trustees.)*

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Background:

1. November 2023 progress report
2. Current pamphlet “Do You Think You're Different?” available on GSO A.A. website <https://www.aa.org/do-you-think-youre-different>

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**2023-24 Trustees' Literature Committee
Work group for implementation and update of the pamphlet
"Do You Think You're Different?"
Progress Report November 2023**

Vera F., chair, Gerry R., Joyce S., Teddy B. and Sandra W., interim secretary.

Background

At their July 29, 2023, meeting, the trustees' Literature Committee chair appointed a workgroup to continue work on the update to the pamphlet "Do You Think You're Different?" as per the 2022 Conference Advisory Action.

Progress Report

The work group met on Aug. 24, 2023; Sept. 7, 2023; Oct. 6, 2023; and Nov. 13, 2023.

August 24, 2023: The working group reviewed the 2022 Conference Advisory Action: The trustees' Literature Committee revise the pamphlet "Do You Think You're Different?" to update the stories to represent greater diversity and bring back a draft pamphlet or progress report to the 2023 General Service Conference. The work group also reviewed the January 2023 progress report.

The group discussed its scope and the current pamphlet's contents. The members observed that although each of the stories in the current pamphlet offer a wide diversity of topics currently addressed in other A.A. pamphlets, an update could include stories from members from diverse populations whose experiences are not reflected in current A.A. pamphlets.

The group reviewed and discussed possible evaluation tools and created a timeline. Deadline for story submission is April 30, 2024.

September 7, 2023: The working group completed and submitted a draft for Call for Stories, which is scheduled for release Oct 1, 2023. The work group finalized its scope and asked the secretary to present a draft for the story evaluation tool to be considered at the next committee meeting.

October 6, 2023: The working group reviewed and approved the evaluation tool with the suggested revision to include "other factors" text box above the "share comments" text box. The working group also discussed methods of outreach to the Fellowship as it relates to story submissions. Methods / Avenues discussed include:

- Announcements at Regional Forums (up to the story submission deadline of April 30, 2024, including providing copies of the announcement, and discussion during the “Who’s Not in the Room” workshop).
- Distribute the announcement widely including, but not limited to, *Box 4-5-9*, aa.org, *What’s New*, AAGV website, meeting guide app, AAWS highlights distribution list, all area committee chairs including accessibility and remote community chairs.
- Article in AA Grapevine and/or podcast edition.
- Include discussion in talks at service events.
- Development of flyer that can be easily distributed.
- Personal one-to-one requests to members.
- Writing workshops at service events (e.g., PRAASA, NERAASA, International Women’s Conference, West Central Regional Service Assembly).

November 13, 2023: The working group discussed the newly revised rating tool to ensure that current iteration fully aligns with the stated aim to seek stories from A.A. members that reflect multicultural backgrounds; those who have multiple alienating factors; and those from diverse populations not addressed in current A.A. literature. After a thoughtful discussion, the group agreed that the current tool aligns with the purpose of the pamphlet. However, the committee did agree that it would be more useful, for review purposes, to move up the category “alienating factors” toward the top of the question list. The group also discussed the many layers involved when addressing accessibility challenges, including how do you sponsor those members with accessibility needs, as well as the importance of looking at the challenges through the lens of those with accessibility needs.

Regarding outreach: The group requested that the secretary re-distribute the call for stories to ensure that the newly rotated chairs, etc., are in the loop.

Gerry reported being interviewed by GV and will provide the draft to the working group (scheduled for February 2024 publication). He was also interviewed for the GV podcast (set to air on November 18). The announcement regarding the pamphlet will also be noted in the Winter issue of *Box 4-5-9*. Flyers will be distributed at the East Central Regional Forum and the SSAASA – both events taking place the weekend of November 17. Additionally, a slot has been made available during the upcoming PRAASA. Will approach upcoming assemblies, etc., regarding offering writing workshops (in person and/or online). Will approach the chair regarding NERAASA.

All in all, the project is moving along apace. Anticipating that the stories will start to come in soon, the working group will meet next on January 17, 2024, at 2 pm Eastern.

###

2024 Conference Committee on Trustees

ITEM F: Consider guidelines and parameters regarding the deadline to submit Conference agenda items.

Background:

1. Request from a past General Service Trustee asking the General Service Board to affirm the September 15th deadline for proposed agenda items does not include motions to censure or reorganize the General Service Board.
2. GSO Archives Department's research and response.

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Proposed Agenda Item Submission

Diana L.

From: William N
Sent: Wednesday, April 19, 2023 8:29 AM
To: Conference
Cc: William N
Subject: Agenda Item / 74th GSC / 2024

Follow Up Flag: Follow up
Flag Status: Flagged

Please submit this to the Trustees' Committee on the GSC/Agenda Item:

Confirm the September 15th deadline for Conference Agenda items does not apply to motions for censure or reorganization.

Background:

As a past Trustee I have stayed out of the issue regarding the GSB chair resignation, but in relation to this issue I have to speak up and inform the Fellowship, but I am doing it through the proper channel.

This date was never meant to apply to motions to censure or reorg. The GSB using it now as a way to stop these from going to the current Conference is a major abuse of power and not in line with the GSC Charter or the 12 Concepts. We discussed this very issue at the GSB level when we moved the date to December 15th.

There was never an intent to create a safe neutral harbor where the GSB could do whatever it wanted between September 15th and Conference, and delegates would have to wait a year or longer to bring it to the GSC.

Thanks,

Billy N.

Past GSR / West Side Young Peoples Group
Past Delegate / Panel 49
Past General Service Trustee / AAWS Director

Diana L.

From: Archivist
Sent: Thursday, August 3, 2023 1:55 PM
To: Conference
Cc: Staffcoord; Staffcoordsa
Subject: RE: Agenda Item / 74th GSC / 2024
Attachments: AttachmentA_2012_10_28_GSBMinutes.pdf; AttachmentB_2013_PolicyAdmissionsBackground.pdf; AttachmentC_2018_TCC.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

Thanks for the question.

First, I am addressing the past trustee's claim that ***"This date was never meant to apply to motions to censure or reorg. ...We discussed this very issue at the GSB level when we moved the date to December 15th."***

This is a testimony of events from the audio recording of the GSB meeting: During the GSB Monday session, the recommendation to change the date was read, that was followed by one trustee speaking in favor of the recommendation and no further discussion followed. The chair called for a vote of "Yays" and then called for "Nays." There were no "Nays" expressed, then the chair said, "motion carries."

The date of this meeting described above was October 28, 2012, and the recommendation being referred to was:

"Following a motion and second, the Board recommended that the following agenda item be approved and forwarded to the 2013 Conference Policy/Admissions: Consider changing the deadline for submission of Conference Agenda Items from January 15th to December 15th." (Reference Attachment A).

To reiterate, there was no discussion recorded either in the minutes, or the audio recording about excluding any motion submitted to censure the board from the PAI deadline process.

Next refer to Attachment B, the background reviewed by the Policy/Admissions Committee, which resulted in the 2013 Advisory Action:

"The deadline for the submission of Conference Agenda Items be changed from January 15 to December 15, beginning in December 2014 for the 65th General Service Conference."

Note there were no discussions around excluding motions to censure/reorg the board recorded.

Furthermore, in October 2018, the Trustees' Committee on the General Service Conference considered the following proposed agenda item and **took no action:**

“Agenda item for censure or reorganization: The committee considered a proposed agenda item that ‘All agenda items for censure or reorganization be forwarded directly to the Conference Committee on Trustees’ and took no action. The committee agreed that it is important to follow our proposed agenda item process.”

I also searched the GSB Actions and Resolutions document.

In conclusion, this is all I am finding in the written record.

Please feel free to reach out if you have questions.

Best,
MM

Michelle Mirza
Archivist

In-Office: Tuesday - Friday
Remote: Monday

From: Conference
Sent: Wednesday, August 2, 2023 6:12 PM **To:** Mirza, Michelle
Cc: Staffcoord
Subject: FW: Agenda Item / 74th GSC / 2024

Hi Michelle,
Would please confirm in the GSB Minutes any discussion at the GSB level that the proposed agenda item submission deadline does not apply to any motions to censure or reorg the Board? See email below from a past trustee.
Thanks.

forwarded message:

From: William N
Date: April 19, 2023 at 8:29:29 AM EDT
To: Conference
Cc: William N
Subject: Agenda Item / 74th GSC / 2024

Please submit this to the Trustees Committee on the GSC.

Agenda Item:

Confirm the September 15th deadline for Conference Agenda items does not apply to motions for censure or reorganization.

AttachmentA_2012_10_28_GSBMinutes Excerpt

General Service Board of Alcoholics Anonymous, Inc.
October 28, 2012

Following a motion and second, the Board recommended that the following agenda item be approved and forwarded to the 2013 Conference Committee on Policy/Admissions:
"Consider changing the deadline for submission of Conference Agenda Items from January 15th to December 15th."

CONFIDENTIAL: 63rd General Service Conference Background

Attachment B_2013_PolicyAdmissionsBackground

POLICY/ADMISSIONS

Agenda Item E
Cover Sheet

Conference Committee on Policy/Admissions

AGENDA ITEM E: Consider changing the deadline for the submission of Conference Agenda Items from January 15th to December 15th_

Background documents attached:

1. 11-5-12 Memo from the trustees' Committee on the General Service Conference requesting a change of date for the submission of Conference Agenda Items.
2. History of Agenda Item Submission and Background Dates
3. Recent Deadlines for Preparation and Mailing of Conference Background

CONFIDENTIAL: 63rd General Service Conference Background

POLICY/ADMISSIONS

Agenda Item E
Background Doc. 1**Memorandum**

November 5, 2012

To: Rick W., secretary
2013 Conference Committee on Policy/Admissions

From: Eva S., secretary Trustees'
Conference Committee

RE: Item pertaining to eligibility of Conference Committee Chairpersons and
Alternate Chairpersons

This memorandum is to forward a recommendation from the trustees' Conference Committee that was approved by the General Service Board at their October 29, 2012 meeting. The following is from the minutes of the trustees' Conference Committee, which includes the recommendation for placement on agenda for the Conference Policy/Admissions Committee. Attached you will also find background.

"The committee discussed the January 15th deadline for submission of Conference Agenda Items in conjunction with the "by February 15" mailing deadline for Conference committee background. The committee recommended to the General Service Board that the following agenda item be approved and forwarded to the 2013 Conference Committee on Policy/Admissions: "Consider changing the deadline for submission of Conference Agenda Items from January 15th to December 15th." The committee agreed that this would allow more time for preparation and review of background material for the General Service Board's First Quarter Meeting. This would also allow more preparation time to meet the February 15th background mailing deadline to Conference members."

CONFIDENTIAL: 63rd General Service Conference Background**POLICY/ADMISSIONS**

Agenda Item E

Background Doc. 2

History of Deadlines for Conference Agenda Items and Background

The deadline for submitting Conference agenda items and distribution of background has evolved over the span of the Conference. Delegates have always received the background for the Conference committee on which they serve. In 1968, the Conference recommended that when questions of importance for the Conference could not be sent to the areas in advance, consideration be given to an oral presentation early in the Conference sessions, with discussion and voting to be taken at a later date during the Conference.

In 1967, the recommendation was that delegates send agenda items to G.S.O. before October and in 1971, it was recommended that agenda for all Conference committees be mailed to all delegates before the Conference. In 1972, there was a recommendation that all Conference committee agendas continue to be sent to all delegates, as they give an overall insight into the Conference.

The 1973 Conference Committee on Agenda/Admissions suggested that all delegates try to get suggestions for the 1974 agenda to the Conference secretary by November 15, 1973.

The 1974 Conference recommended that "this recommendation from the Committee on Conference Policy be considered that as many Conference agenda items as possible be finalized for approval at the October Policy Committee and board meetings, so the November *Quarterly Report* will reflect this approval and allow for early assembly discussions, and that further agenda items be forwarded to the delegates as soon as the items have been approved."

Again in 1975, the Conference recommended that the delegates make every effort to send to G.S.O., no later than October 1, their suggestions for the 1976 Conference agenda and those of their G.S.R.s and area committee members for consideration. The 1975 Conference also recommended that the delegate receive only the agenda pertinent to his or her committee, but may receive any others on request.

In 1992, the Conference recommended that Final Conference Committee agendas be automatically sent to all Conference members no later than March 15 each year.

In 1993, the Conference recommended that in order for groups/districts/areas to fully participate in the Conference process, the following steps be taken:

- a) Conference agenda items be submitted as early as possible but no later than January 15 each year.
- b) Final Conference committee agendas be automatically sent to all Conference members by February 15 each year.

- c) Background material for each specific committee be sent to its members by February 15 each year, with other committees' background material available upon request.

The 1994 Conference Policy/Admissions Committee considered suggestions for changing the deadline for proposed Conference Agenda items and "in order for groups/districts/areas to fully participate in the Conference process" reaffirmed the above 1993 Advisory Action (a-c).

Following the 1993 action, there was a gradual increase year-to-year in the number of requests for all background material, and delegates began to distribute background material more widely in their areas. The 1993 recommendation is the most recent action regarding the deadline for submission of Conference agenda items.

In 2011, the Conference Policy/Admissions committee discussed a request to change the deadline for the submission of Conference Agenda items. The following is from the committee's Additional Committee Considerations:

The committee had lengthy discussion on a request to change the deadline for the submission of Conference Agenda items and took no action. Acknowledging the challenge of communicating about agenda items within a short time frame, the committee noted that many delegates are taking advantage of current technology in order to facilitate timely distribution of background within their areas.

Currently, the list of Preliminary Agenda Items is included in the Conference Communications Kit that is mailed to all Conference Members by December 26 and is posted on the Conference Dashboard. Committee agendas are finalized following the 1st Quarter meeting of the GSB* when the trustees committees meet for Board weekend, which takes place late-January or early-February*. The delegates are sent the background they have requested by February 15.

*Note: Scheduling of the first GSB Quarterly meeting is not flexible; per GSB Bylaws, the first, third and fourth quarterly meeting shall be held the 5th Monday following the close of the calendar quarter.

CONFIDENTIAL: 63rd General Service Conference Background

POLICY/ADMISSIONS
Agenda Item E
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Recent Conference Background Preparation and Mailing Dates

Agenda Items for Conference committees are approved no later than the 1st Quarterly Meeting (January/February) of the General Service Board (GSB). Some Agenda Items are submitted well before the January 15th deadline and are reviewed and forwarded from trustees' committees at prior GSB quarterly meetings for placement on the Conference agenda.

The following chart illustrates preparation time involved in compiling the Conference committee background to meet the "by February 15th" mailing deadline (2010-2014):

<u>Agenda Items Received on</u>	<u>Preparation Time for 1st Qtr GSB Meeting</u>	<u>1st Qtr GSB Meeting</u>	<u>Background Preparation & Production Time for Mailing</u>
Jan. 15	10 business days	Feb. 1, 2010	9 business days*
Jan. 15	9 business days	Jan. 31, 2011	10 business days
Jan. 15	9 business days	Jan. 30, 2012	11 business days
Jan. 15	9 business days	Feb. 4, 2013	8 business days
Jan. 15	12 business days	Feb. 3, 2014	9 business days

Note: Background for Conference can range from 800-1500 pages and documents for each agenda item vary. Conference Committee Staff secretaries meet on Tuesday morning following the 1st Quarterly GSB meeting to finalize the List of Conference Agenda Items. Preparations following this meeting include and are not limited to: research, writing, editing, formatting documents, setting nomenclature, collating, final review of documents, digital/CD production, copying for hard-copy sets, mailing/distribution preparations, etc.

*In 2010, February 15th fell on a Monday; thus, background was sent on Friday, February 12th.

