

In Preparation
For Assembly October 6-8, 2017

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

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

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

2. Hotel Reservation Information is listed on the Area website, on the October Assembly Page. Please encourage GRs to make reservations early. Cut off is September 18. Since the hotel is under renovation I may not be able to help get rooms after that cut off date.

3. Officers, Coordinators, Past Delegates and Event Chairs do not need to make hotel reservations, but you do need to let me know your arrival date and roommate information as soon as possible.

4. District Reps: Please send me the following information by September 22:

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

5. Coordinators: Please send the following information by September 22:

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

6. Turnover Lunch. Current Panel 55 members will be welcoming the new Officers and Coordinators. Area positions will be exchanging contact information to schedule individual turnover logistics. You do NOT have to prepare to turn over your materials at this time! Panel 55 does not end until December 31, 2017 and many of us have plenty to do to finish out the year. But we can begin the transitions based on the service position.

7. **Email Transition.** Our Technology Coordinator will prepare some information for us about how to make our Area email accounts ready for the next person. You might begin thinking about deleting personal information from the email and what you would like to leave for the next trusted servant.

8. **Coordinator Displays.** Coordinators will have displays set up in break out rooms on Friday and Saturday. This is a great opportunity for you to give information to others about your position and encourage members to stand for it. This will be similar to the displays we used at the TEAM event in May.

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

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

I will be getting an Agenda on the website in the next week or so. Be sure to let me know if you have any questions, concerns or suggestions.

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

Very truly yours,

Cindy J.
Panel 55 Area Chairperson
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