

**NATIONAL
ALCOHOLICS ANONYMOUS
ARCHIVES WORKSHOP**

**WORKSHOP
PLANNING
GUIDELINES**

By the

**National Alcoholics Anonymous Archives Workshop
Board of Directors**

Adopted August 2016

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A. INTRODUCTION

The National Alcoholics Anonymous Archives Workshop ("NAAAW") began in 1996 with a Workshop held in Akron, Ohio at the Mayflower Hotel. The Workshop grew out of the desire of a group of Archivists to have a Workshop for the Archivists operating within the General Service, Intergroup, and Institutions structures. These Archivists are found all across North America as well as the rest of the world. We take our inspiration from the first General Service Archivist, Nell Wing, and all of the subsequent General Service Office Archivists. Our Co-founder, Bill W., told us why we need Archives and Archivists:

WE ARE TRYING TO BUILD UP EXTENSIVE RECORDS WHICH WILL BE OF VALUE TO A FUTURE HISTORIAN....IT IS HIGHLY IMPORTANT THAT THE FACTUAL MATERIAL BE PLACED IN OUR FILES IN SUCH A WAY THAT THERE CAN BE NO SUBSTANTIAL DISTORTION....WE WANT TO KEEP ENLARGING ON THIS IDEA FOR THE SAKE OF THE FULL LENGTH HISTORY TO COME... .

Bill W., 1957

B. MISSION STATEMENT

The National Archives Workshop is committed to helping Alcoholics Anonymous Archivists working within the service structure of Alcoholics Anonymous who are also bound by the spiritual principles of our Fellowship.

C. SCOPE

These Planning Guidelines are based on prior National Archives Workshop experience. These Guidelines are meant to be suggestive only except where specific requirements are noted. In the spirit of Unity and Service, the Twelve Traditions, the Twelve Concepts, and the Guidelines of Alcoholics Anonymous also guide the Workshop.

D. NATIONAL AA ARCHIVES WORKSHOP STATEMENT OF PURPOSE

The National AA Archives Workshop is an open, service-oriented, educational Workshop hosted on an annual basis by a Host Committee chosen through an open bidding Process. The Guidelines, Agendas, and overall direction of the Workshop are determined by the Board of Trustees and Officers of the National AA Archives Workshop. The individual workshops are conducted in an AA Forum format, with a specific focus on the open sharing of the experience, strength and hope of Archivists, attendees and members of the NAAAW. Each Workshop seeks to renew and energize our efforts and foster enhanced communications between AA Archivists and Archives Committee members. We share information, methods, procedures, ethics, and our enthusiasm at each Workshop.

Consistent with AA's primary purpose, AA Archivists and National A.A. Archives Workshop attendees try to help the still suffering alcoholic by preserving the integrity of the AA message and the history of the Fellowship for current and future members

As our A.A. unity, spirit, and support for AA Archives efforts continues to grow, develop and prosper, our service encourages further study, attraction and participation in AA and archival related matters to help carry the AA message to the still suffering alcoholic.

WORKSHOP OFFICERS, COMMITTEES AND RESPONSIBILITIES

A. CHAIR AND CO-CHAIR

1. The Hosting Committee shall choose a Chair. The Chair: Selects Workshop Co-Chair.
2. Uses the "Group Conscience" decision making process in all Workshop Committee actions.
3. If conflict arises, the Workshop Chair has the Final Decision," subject to the National A.A. Archives Workshop Board of Directors.
4. Decides which presenters and participants may be provided with a paid package, including registration, room, and meals in collaboration with the Officers of the NAAAW Board of Directors. The Chair and Co-Chair will meet with the Chair and Treasurer of the NAAAW Board of Directors to finalize any reimbursements. As per the February, 2016 Board of Directors meeting, it was unanimously voted that "The Host Committee has the right to invite presenters with the understanding that they come on their own funds and if funds are available they may be reimbursed".
5. Makes sure NO items, books, etc. are sold within the parameters of the Workshop.
6. Hires a recorder to record the Workshop. The recorder may sell other tapes which relate to Alcoholics Anonymous. Recorder may be provided with a room, registration, and/or banquet tickets at the discretion of the Chair and Co-Chair in collaboration with the Officers of the NAAAW Board of Directors. Advise the recorder of the need to record multiple sessions simultaneously. The recorder is responsible for any recording expenses incurred, including equipment set up, etc. Recorder will provide a set of recordings to the host committee and provide or send a set to the NAAAW Archivist.
7. Select Workshop Committee Chairs.
8. Choose Workshop site.
9. Prepare Preliminary Budgets.
10. Determine quantity of flyers and programs needed.
11. Invite Guests, Host Area Delegate, GSO Archivist, Regional Trustee, Trustees Archives Committee, and Conference Archives Committee members to participate.
12. Host Committee provides Registration and Banquet for General Service Archivist.
13. Closely monitor the progress of each Workshop Committee.
14. Are ex-officio members of all Workshop Committees.
15. That the Chair of Host Committees meet with the Officers on the Officers Conference Call Business Meeting to review the progress of the workshop, when invited.
16. That in accordance with the current Bylaws the Host Chair provide a monthly status report and minutes of their meetings to the Secretary, with the Secretary.
17. That the Host Chair submit the proposed hotel contract to the assigned Board Hotel Liaison for review and suggestions prior to the Host Committee signing the contract. No verbal agreements should be assumed to be binding.
18. Chair is responsible for shipping NAAAW banner and other materials to next workshop chair.

B. SECRETARY

1. Takes minutes of all Workshop Planning sessions of the Workshop Host Committee.
2. Sends meeting notices to all Committee members.
3. Sends Workshop dates and contact information to the Grapevine and Box 459, five (5) months before the event.
4. At Workshop end, gathers and copies all records, exhibits, CDs, computer generated files, etc.

and forwards to National AA Archives Workshop Archivist.

C. TREASURER

1. Determines location of Workshop P.O. Box in relation to Workshop site.
2. Opens Workshop checking account with seed money from previous Workshop. Checks require at least two signatures. Treasurer appoints persons for second signature with approval of the Workshop Chair. (We suggest at least two second-signature people be appointed).
3. Keeps records of registrations and meals.
4. Deposits all monies received from registrations, etc., on a timely basis.
5. Pays bills, and records all debits and credits for Workshop.
6. Prepares Final Financial Report after the Workshop and forwards it to the Treasurer of the NAAAW, and Archivist. (within 60 days of end of workshop)

D. PROGRAM COMMITTEE

1. Develops theme for the Workshop.
2. Plans a format that includes presentations on the theme.
3. Flyers heading shall state ____th Annual National AA Archives Workshop.
4. Flyers should include information about Presenters, hotel rates, applicable taxes, registration fee, Banquet cost, non-smoking information, Workshop site, directional map, telephone contact numbers, registration cut-off date, early bird date, and a note that all Workshop attendees must be registered to attend any part of the Workshop, including the Banquet. The flyer should also designate a refund cut-off date.
5. Uses first name and first initial of last names on the flyers.
6. Forwards flyer to the Program Chair on the Board of Directors for approval. Upon approval, Program Chair for the Workshop shall forward flyer to GSO Archives and General Service Conference, with hosting Area's Delegate carrying Flyer to the Conference.
7. Makes plans for the Trustee to give a report on GSO Archives developments. Schedules a Friday evening session for the GSO Archivist on a topic of his/her choosing.
8. Workshop Chair and Program Committee determine the Presenters. When choosing the Presenters, it must be kept in mind that this is a teaching Workshop. Attendees of the Workshop should be strongly considered as Presenters.
9. Makes early contact with chosen Presenters and confirms availability.
10. Follows up and confirms with Presenters. Also, informs the Presenters of the expenses the Workshop may reimburse. Expenses may include travel, room, meals, and registration.
11. Informs the Workshop and Registration Chairs and Treasurer of the Presenters chosen.
12. We suggest the following Guidelines for Presenters:
 - a. Long-Timers Panel - Should consist of members from the Host Committee Area as well as attendees who can speak to history and not just "tell stories or give a lead.
 - b. Keynote Speaker- Must speak on a subject concerning AA History, Archives, or Alcoholism. In keeping with the Workshop Mission Statement, the Keynote Speaker should not give a traditional A.A. lead.
13. Designs Opening and Closing formats for each session, including the Serenity Prayer, Anonymity Statement, Lord's Prayer, and other details.
14. Contacts Host Area volunteers for Panel Chairs or Presenters. Makes sure each Presentation or workshop has a Chair.
15. We suggest the following Program Agenda based upon past experience:

THURSDAY – Optional. If Thursday is used, include information on flyers.

7:30 p.m. – 8:00 p.m. – Opening.

8:00 p.m. – 9:15 p.m. – Speaker Meeting.

FRIDAY

7:00 a.m. – 8:00 a.m. – AA Meeting.

9:00 a.m. – 12 noon – Presentation – Archives Basics and Archives Workshop.

1:00 p.m. - 4:30 p.m. – Preservation/Conservation techniques.

6:30 p.m. - 7:00 p.m. – Kickoff Session by Chair.

7:00 p.m. - 8:00 p.m. – GSO Archivist Presentation.

8:00 p.m. - 9:00 p.m. – Long-Timers Panel.

SATURDAY

7:00 a.m. – 8:00 a.m. – AA Meeting.

9:00 a.m. – Bids to host Workshop 2 years out and Announcements. As per the NAAAW By-Laws, these bids will have been submitted to the Board and will have already been approved.

10:15 a.m. – Two multi-track sessions. Host Committee chooses subjects. Each multi-track session shall have presentations for folks with all different levels of experience on archives or history

11:45 a.m. - 1:15 p.m. – Lunch

1:30 p.m. - 3:00 p.m. – Two multi-track sessions.

3:15 p.m. - 5:15 p.m. – Annual Business Meeting State of the Workshop

6:30 p.m. – 7:45 p.m. – Banquet. (If desired)

8:00 p.m. - 9:15 p.m. – Keynote Presenter(s).

SUNDAY

7:00 a.m. – 8:00 a.m. – AA Meeting.

9:00 a.m. – Additional Information/Presentations as necessary

10:00 a.m. – Passing of Gavel and Closing.

**We suggest all sessions be designed to teach and educate AA Archivists or present something about the history of AA. We also suggest all multi-track sessions contain content designed for beginner, intermediate, and advanced levels of archives preservation or AA history. Choice of Presenters and subjects is up to the discretion of the Host Committee if it follows these guidelines.*

As per the February 2016 NAAAW Board of Directors meeting, it was unanimously decided that “Only the Board of Trustees, Officers and Advisory Council can vote on issues affecting the National AA Archives Workshop. Therefore the Board has the final authority and decision making in all areas of the NAAAW Workshop.

The following motion passed with substantial unanimity in August 2016:

“The Host Committee be allowed to spend up to \$1,000 in expenses, from their proceeds, for any presenters and/or speakers”.

E. REGISTRATION COMMITTEE

1. Prepares a schedule for volunteers at Registration Desk.
2. Prepares and distributes Registration packets.
3. Helps NAAAW Registrar register and keep track of all registrations and banquets from walk-ins.
4. Distributes Workshop materials.
5. Deposits with the NAAAW Treasurer all monies received from registration action.
6. Emails flyers to previous workshop attendees, all Intergroup offices, Area Delegates, and Area Archives committees.
7. Assembles and passes out Registration list on Sunday. Registration list should include name, address, Archives affiliation, phone number and email address. Forward copy to NAAAW Registrar.

F. DISPLAY / LITERATURE COMMITTEE

1. Obtains existing Archives from the National Alcoholics Anonymous Archives Workshop Archivist for exhibition.
2. Provides tables for participating Archivists and Archives Committees to set up their Area's Archives Displays (4x6 tables are suggested).
3. That all archives displays be from General Service, Intergroup/Central Office, Area, District, Al-Anon, Young Peoples' Committees, or other A.A. service entities. No private displays are permitted.
4. Sets work schedule for volunteers to set up Archives Display tables, to attend during the Workshop, and to tear down Archives Display tables after the Workshop closes.
5. Makes copies of local Archives available when possible.
6. Chair shall only allow participant authors to bring order forms and place them, with permission of the Host Committee, on the Registration Table, or handout at their session. Allowances may be made if these authors wish to sell books out in central hallways. It is understood the Host Committee has no control over, for example, an author renting a room for a book signing.
7. In addition, no commercial displays, book signings, etc. are permitted within the parameters of the Workshop. However, if a presenter or participant offers something from his Service Committee or Archives, they are permitted to ask for a voluntary Tradition Seven contribution to cover their Committee's cost of materials.
8. Returns Archives to each respective Archivist.

G. HOSPITALITY COMMITTEE

1. Assigns greeters for each major Workshop session.
2. Hospitality Chair obtains plastic ID Badges with clip-on/pin-on holders.
3. ID Badges should provide the name, city and Archives affiliation if room.
4. Pre-printed badges should be made for pre-registered participants. Walk-up registrants will fill out their badges. Have pens available.
5. Provides non-smoking hospitality room.
6. Provides volunteers for the hospitality rooms which have coffee and other refreshments available.
7. If Hospitality Committee makes its own coffee, buys necessary supplies, borrows urns, etc.
8. If hotel furnishes coffee, Coffee Committee must sign for, verify payment arrangements. (Make sure hotel understands only authorized persons may sign for or order coffee).
9. Turns off phones in hospitality rooms to prevent unauthorized charges.
10. Oversees good housekeeping practices. KEEP IT CLEAN.
11. All meetings must be non-smoking.

BANQUET COMMITTEE

1. Meets with hotel and sets menu for Banquet, keeping in mind a reasonable price for the Banquet.
2. Sells Banquet tickets and keeps track of total Banquet tickets sold.
3. Collects money for Banquet tickets and gives to Treasurer.
4. Sets total amount of Banquet tickets available in coordination with the Workshop Chair.
5. Chooses cut-off time for Banquet ticket sales in coordination with Hotel and Workshop Chair.
6. Assigns banquet seating and accommodates non-smoking requests if possible. Arranges ushers to assist with seating if possible.
7. The Workshop Committee decides if a Banquet Head Table is desirable.
8. Each banquet attendee must be registered for the Workshop.

COFFEE AND TEA COMMITTEE

1. If the Host Committee decides it is financially reasonable, they may decide to provide coffee.
2. If coffee is provided, the Workshop Chair designates a person who is responsible to sign for all coffee or tea deliveries from hotel service personnel. If necessary, have another person assist with signing for any deliveries. Make sure hotel understands only authorized persons may sign for coffee or tea. Make sure hotel understands that under no circumstances will the Workshop be responsible for any coffee or tea deliveries which are not signed for by an authorized signer.
3. Each authorized signer must keep each receipt he or she signs and then turn it into the Coffee Committee Chair as soon as possible after signing for a coffee or tea delivery.
4. Coffee Committee members keep an eye on the Coffee and Tea Station(s) and advise hotel personnel when supplies are low and need refilling.
5. Matches signed receipts with hotel Master Bill to make sure Workshop is not charged for any coffee or tea deliveries it did not sign for.
6. Note: In determining the approximate quantities of coffee for the Preliminary Budget, the following historical data is provided: 5 oz. cups -- 25 per gallon, 6 oz. cups -- 21 per gallon. Allow approximately 7 cups of coffee per Registrant during the Workshop, excluding the Hospitality Rooms.

DECORATIONS COMMITTEE

1. Provides decorations for Workshop.
2. Provides decorations for Banquet.
3. Responsible for hanging the NAAAW banner that will be centered behind the Speaker's Platform.
4. The Decorations Committee, in conjunction with the Workshop Chair, makes sure the hotel does not use "A.A." in any of its printing, including the room signs for the various meetings, and anything else in public areas of the hotel.
5. Chairperson is responsible for mailing the NAAAW banner to the chair of the upcoming workshop.

SECURITY COMMITTEE

1. Protect all Archives materials and make sure all Attendees are registered.
2. Assists Workshop Chair with security needed for any other areas of the Workshop, including, but not limited to, the Hospitality Rooms, Archives Display Rooms, other exhibits, and functions of the Workshop.

READY SQUAD

1. Has around 5-10 committee members available at all times during the Workshop.
2. Assists Workshop Chair with any needed assistance.
3. Helps out with any opportunities to grow or any unexpected contingencies which arise.

TRANSPORTATION COMMITTEE

1. Has around 5-10 committee members available at all times during the Workshop.
2. Assists with transportation of incoming and outgoing Presenters, participants and Attendees whenever possible.
3. Coordinates rides to the airport for attendees with other attendees whenever possible.
4. Helps Ready Squad out with any opportunities to grow or any unexpected contingencies which arise.

ARCHIVES WORKSHOP BIDDING INFORMATION

See bid Guidelines at www.aanationalarchivesworkshop.com

Appendix I – The Archivist Code

The Archivist's Code, presented below, was developed by the National Archives in 1955 to guide staff in making professional decisions. For many years, it was the only written guidance on this topic for the archival profession in the United States. Although the guidance remains sound even today, as archival issues increased in complexity the profession saw the need for a fuller code of ethics. Accordingly, in 1992, the Council of the Society of American Archivists adopted the Code of Ethics for Archivists, since modified in 2012 and preceded by their Core Values Statement in 2011. See archivists.org for these lengthy documents.

- The Archivist has a moral obligation to society to take every possible measure to ensure the preservation of valuable records, not only those of the past but those of his own times, and with equal zeal.
- The Archivist in appraising records for retention or disposal acts as the agent of future generations. The wisdom and impartiality he applies to this task measure his professionalism, for he must be as diligent in disposing of records that have no significant or lasting value as in retaining those that do.
- The Archivist must protect the integrity of records in his custody. He must guard them against defacement, alteration, or theft; he must protect them against physical damage by fire or excessive exposure to light, dampness, and dryness; and he must ensure that their evidentiary value is not impaired in the normal course of rehabilitation, arrangement, and use.
- The Archivist should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any proper restrictions on the use of records. He should work unremittingly for the increase and diffusion of knowledge, making his documentary holdings freely known to prospective users through published finding aids and personal consultation.
- The Archivist should respond courteously and with a spirit of helpfulness to reference requests. He should not place unnecessary obstacles in the way of researchers but should do whatever he can to save their time and ease their work. He should not idly discuss the work and findings of one researcher with another; but where duplication of research effort is apparent, he may properly inform another researcher.

- The Archivist should not profit from any commercial exploitation of the records in his custody, nor should he withhold from others any information he has gained as a result of his official duties-either in order to carry out private professional research or to aid one researcher at the expense of another. He should,
 - However, take every legitimate advantage of his situation to develop his professional interests in historical and archival research.
 - The Archivist should freely pass on to his professional colleagues the results of his own or his organization's research that add to the body of archival and historical knowledge. He should leave to his successors a true account of the records in his custody and of their organization and arrangement.
- Wayne C. Grover, Archivist of the United States 1948-1965