***Trustees’ Archives Committee***

GSO Archives Audiovisual Preservation Project: “Part A” of Phase 1 of the Audiovisual Preservation Project, which was approved at the committee’s October 2023 meeting to commence in January 2024, has been delayed due to extenuating circumstances and is now scheduled to commence in February 2024. “Part A” encompasses the conducting of an inventory of media materials not digitized nor cataloged.

GSO Archives Deaccession Form: was initially approved in 2009. After discussion, the committee accepted the GSO Archives Deaccession Form changes. The committee denied the request for photographs of Bill W., in accordance with GSO Archives Posthumous Anonymity Policy.

New business: The GSO Archives Department introduced three new items for committee consideration as follows:

* Review and update the Archives Deed of Gift Form.
* Discuss recently processed unpublished manuscript collections in conjunction with classifying these materials within the Archives Classification system.
* Reexamine the Archives Classification schema with the intent of updating the categories as applicable.

**Trustees’ General Service Conference Committee**

Subcommittee on Equitable Distribution of Workload (EDW): The subcommittee chair noted their activities focused on a final report that summarized each pilot year’s work, summarized survey results of Conference members, and presented considerations and recommendations from the three-year pilot for the 2024 Policy and Admissions Conference Committee to consider at the 74th General Service Conference.

Subcommittee on Conference Improvements: The committee noted activities focused on improvement opportunities based on the 73rd General Service Conference evaluations and efforts to control costs. The committee noted improvements to daily workflow and end times to improve the Conference Week Schedule and that the 2024 General Service Conference evaluation questionnaires will include opportunities for Conference members to provide feedback on the schedule. The committee noted the cost savings of approximately $112,000 to the Conference Week Schedule. The committee also reviewed the new format of the 2023 Conference evaluation summary.

Subcommittee on Inventory: The committee expressed their gratitude to the Inventory Subcommittee for their work on the GSB Inventory and the plan for a conference inventory to take place at the 75th GSC.

Rebalancing first-year and second-year delegates on Conference committees: The committee reviewed a proposed plan that balances the assignment of new delegates to a Conference committee to allow for a more even rotation of panels on each committee in response to consideration from the 2023 Conference Committee on Corrections. The committee agreed to adopt the plan to commence with the Conference Committee Selection of panel 75 delegates and looks forward to an update from the Conference Coordinator at the October 2025 meeting.

Delegate Chairs feedback on quarterly communications: The committee requested a clarification to address questions about the purpose of the October feedback call be included in the handout “Information and Suggestions for Conference Committee Chairpersons.”

Conference actions with Simple Majority but failed to have substantial unanimity: The committee thoughtfully discussed concerns raised by Conference members and A.A. members about the section in the Final Conference Report, "Recommendations Passed by Simple Majority.” The committee noted that this section comes from a 1986 Report and Charter Advisory Action, “If a committee recommendation does not receive the two-thirds vote required to become a Conference Advisory Action, but has a majority of votes, it automatically becomes a suggestion and will be duly noted in the Conference Report.” The committee felt that sentiment within the Fellowship may have shifted since the 1986 Advisory.

Site selection memo from the General Manager:

The committee reviewed the background forwarded to the 2023 Conference Committee on Policy and Admissions, which included sample information about the General Service Conference potentially meeting outside of New York City.

General Service Conference Banquet The committee received an update from the General Manager on suggested changes to the invite list, noting their focus on fiscal responsibility and concerns that the number of attendees at Sunday’s GSB A.A. banquet could limit the potential hotel venues. Feedback will be sought through the evaluation form from Conference members at the 74th General Service Conference on replacing the banquet dinner with coffee and dessert.

Conference Communications Plan:The committee recognized the communications timelines and sequence had shifted due to COVID-19 and the EDW pilot. The committee agreed that a review of the plan annually at the July meeting of the TCGSC would be beneficial. The committee also noted the importance of the communications about the Conference agenda items as follows: preliminary list of agenda items provided to all conference members following the Q4 GSB meeting, a final list of agenda items to follow after the Q1 GSB meeting, and the list of all PAIs not forwarded to Conference including comments regarding why they were not forwarded to follow.

Pre-Conference Committee Meetings: The committee noted that the frequency of Conference committee meetings has increased and raised concerns about budget, staffing resources, and escalating demands on Delegates. The committee also discussed concerns about responsibility to the Conference as a whole and how these additional meetings are reported back to the General Service Conference.

The committee requested that a delegate chair orientation occur prior to the assignment of new delegates to conference committees and that this topic be included. The committee agreed that the development of best practices is needed and requested information on how vendors and office resources are used to support Conference committees.

74th General Service Conference Contingency Plan: The committee reviewed the proposed contingency Plan for the 74th GSC and expressed support for the plan to ensure Conference members, who cannot be physically in the main session room, are able to participate in a discussion and a vote through a “fourth-floor microphone,” via videoconference meeting space and felt this was sufficient.

**RECOMMENDATIONS:**

The committee **recommended** to the General Service Board that the request for the General Secretary and Chair of the General Service Board of Great Britain be approved to attend the 2024 U.S./Canada General Service Conference as observers.

The committee **recommended** to the General Service Board that the Equitable Distribution of Workload plan be implemented for the 2024 General Service Conference

***Trustees’ Cooperation with the Professional Community/Treatment/Accessibilities Committee***

CPC Service Cards are live on our aa.org website and are being downloaded by local committees.

Review of 2024 Budget: The committee reviewed the revised 2024 trustees’ Cooperation with the Professional Community committee budget noting 25% reductions in projected expenditures for national exhibits and travel.

Review effectiveness of CPC videos on aa.org: The committee requested that the term “pre-professionals” be replaced with “para-professionals” to ensure that we are including those who work alongside the professionals in supporting roles, members of the professional staff, offices, etc. along with students, and other future professionals as part of the target audience. The committee noted the estimated production costs appear reasonable.

CPC Exhibits Update: The committee discussed a CPC Exhibits updated report, reflecting that four events are scheduled in the first quarter of 2024. At the request of the AAWS Board, the remainder of the 2024 exhibit calendar is under review to reduce costs and to focus on identifying effective expenditures. The committee agreed on the concept of attending professional events as presenters or workshop leaders to inform professionals more effectively about our program of recovery and Traditions. Short-term goals are to focus on presenting to corrections professionals in the second half of 2024 in a coordinated effort with the trustees’ Corrections Committee.

The committee suggested that that the staff secretary develop presentation materials that include graphics without narrative as a template that can be adapted to present to other professional groups.

Review progress report on LinkedIn: An update from the GSO Communications Project Coordinator that the department has explored resources that will expand our account’s reach, using the tools LinkedIn offers, mindful of our A.A. Traditions and how we present our message to professionals was shared. The committee noted in Q3 the LinkedIn page increased by 1000 followers. The department is meeting the minimum cadence of two posts per month. The committee looks forward to a progress report at the July 2024 meeting.

Update on development of a pamphlet for Mental Health Professionals: The committee reviewed the update on the development of the pamphlet for mental health professionals, noting a working title, and the effort across the multiple departments to move this closer to publication. The committee looks forward to a progress report or draft pamphlet at the July 2024 meeting.

Review updates to CPC Committee Kit and Workbook: The committee received an update on the CPC Kit and Workbook, noting that the revisions submitted by the 2023 Conference Committee on CPC have been forwarded to AAWS Publishing and are in the process of being translated into French and Spanish.

The committee reviewed the F-2 “Information on Alcoholics Anonymous” and discussed if it is a relevant and effective piece for professionals. The committee noted that the overall appearance of the one-pager seemed cluttered and inconsistent; and suggested that consideration be given to adding graphics and developing a more modern appearance. The committee also noted that other A.A. Conference-approved literature has similar messaging, and that consideration should be given to whether the piece should be repurposed or retired

**Part III – Treatment:** Staff Report:The committee accepted the staff report as presented.

**Part IV – Accessibilities :**

Military Outreach Project:The staff secretary is developing a timeline workflow to edit and post the remaining twelve interviews to aa.org.

ACM Search Status Report: The committee was updated on the search for two appointed committee members (ACMs). The committee approved the direction of the search and looks forward to an updated report at the July 2024 meeting.

Quebec Sign Language (LSQ) Announcement Video to LSQ-Translated pamphlet “Access to A.A.: Members share on Overcoming Barriers” (P-83): The committee expressed support for the creation of a press release and LSQ video announcement to communicate the existence of this translated pamphlet on our website to the Fellowship.

***Trustees’ Corrections Committee***

The staff secretary highlighted an audio format completion rate on Corrections tablets that is 200-300% higher than the completion rate of e-books.

Service Piece on Facilitating Online Meetings in Correctional Settings: The committee discussed the following drafted service material: a piece for the Fellowship sharing collected experience, a letter from a Corrections professional to a facility administrator, and a letter from a Class A Trustee explaining the benefits of online meetings in Corrections institutions. The committee provided additional edits to the staff secretary with the understanding that the finalized service pieces will be included in the Corrections Kit.

Report from Corrections Working Group: The Corrections Working Group is planning a final meeting prior to Conference and does not foresee a need to be reconstituted in July. In collaboration with the CPC coordinator, the Corrections Working Group suggests prioritizing participation by the Trustee Chair at the August 2024 ACA Conference in Nashville, TN.

Tablet Distribution: What We Know, What We Need to Know, and How Can We Help: The committee reviewed a December snapshot of user interface across the Edovo, Securus, and Orijin platforms, as well as a recap from the January 22, 2024 tablet demonstration provided by Market Partners International. The committee discussed how to effectively communicate to the Fellowship through the development of service material and an FAQ. The staff secretary was asked to develop questions for a survey through the National Warden’s Association around facility-level availability of AAWS and A.A. Grapevine literature.

Update on memo to AAGV: AAGV agreed to run a call for stories in the July 2024 prison issue with a focus on women with long-term, extended sentences. It was also noted that stories from persons in custody can be considered for inclusion in other issues throughout the year. The staff secretary will include a call for stories in the next Corrections Activity Update.

Review “Carrying the Message Behind These Walls” DVD for content and format: The committee reviewed the Corrections video "Carrying the Message Behind These Walls" for relevance and usefulness. The Trustees’ Committee on Corrections recognized wider efforts to review DVD formatting through relevant committees. The committee noted that the video addresses multiple audiences over an extended duration; and that shorter, targeted presentations could be more effective. The committee considered that the videos “A New Freedom” and “A.A. For Legal and Corrections Professionals” address topics and audiences which overlap with the “Carrying the Message Behind These Walls” video.

***Trustees' Finance and Budgetary Committee***

AAWS/GSB 2023 Preliminary Financial Report: The committee reviewed the GSO unaudited financial results for December 31, 2023. As in prior years, Paul Konigstein, CFO, reported only unaudited 2023 revenue information. Unaudited 2023 financial statements including expenses are scheduled to be completed the week of February 5, 2024, and will be distributed to all Board members at that time.

Gross literature sales for 2023 are $14,489,002 (93% of budget). This is $1,092,998 lower than the budgeted amount of $15,582,000. Cost of goods sold for 2023 was $7,297,877, making the Literature Gross Margin $7,191,125 (90% of budget). This is $758,875 lower than the budgeted amount of $7,950,000.

Contributions for 2023 are $10,872,239 (104% of budget). This is $372,239 more than the budgeted amount of $10,500,000. December 2022 contributions were $1,712,195. This is a record-breaking year for Contributions.

Total revenue for 2023 was $18,515,501 (99% of budget), This is $275,819 less than the budgeted amount of $18,791,320.

AAWS/GSB 2024 Budget Presentation: The work started in September 2023 with some financial strategic planning and documenting a timeline to tell a story of the budget process and how we got here. Included in the background is a budget that shows the different phases of the budget process starting from the first iteration and cuts made along the way. An itemized list of reductions and deferred projects are included as well.

Paul reported that the budget is an iterative process and explained how that works. In budget 6.0 total operating revenue is $19,642,359. Operating expense before depreciation and before GSB support of La Viña is $19,025,113 after a change to the Regional Forums budget made by the Trustees’ International Convention and Regional Forums Committee this weekend. GSB support of La Viña is projected to be $569,512. The bottom line is a surplus of a little less than $50,000.

Gross Literature Sales are $16.817M and this is based on unit sales remaining the same as 2023, however the dollars increased to reflect sales for the entire year after the literature price increase in April 2023. This doesn’t include the selling of any new items. That will be addressed at the time of the reforecast in July if needed.

Contributions are being budgeted as flat at $10.5M.

The Trustees’ Finance and Budgetary Committee **recommended** that the General Service Board approve the 2024 AAWS/GSB Budget with Contributions Revenue of $10,500,000, Gross Margin on Literature Sales of $8,492,759, Operating Expenses of $19,025,113, Support for La Viña of $569,512 and a net income before depreciation of $47,734. Deducting depreciation of $1,020,000 and the budgeted distribution from the International Literature Fund of $30,000, the net budgeted deficit for 2024 is $1,002,266.

Review 2023 Reserve Fund: As of December 31, 2023, the reserve fund balance net of Grapevine subscription liability is $12,630,862 which is 7.3 months of 2023 GSO/GV operating expenses.

Grapevine 2023 Preliminary Financial Report including La Viña: the unaudited year end results for the period ending December 31, 2023 were reported. Only revenue was reported. Total circulation of the Grapevine magazine and app was 55,412. This compared with a budget of 52,056 and 2022 actual of 59,070.

Total revenue for the year was $2,562,978 which is $50,978 more than budgeted and $83,882 less than the $2,646,860 achieved in 2022.

Total gross margin for the year was $1,230,869 which is $42,474 more than budgeted and $192,859 less than the $1,4523,728 achieved in 2022.

La Viña results: For the unaudited results for December 31, 2023, total circulation for La Viña was 6,484 compared to 6,732 budgeted and 6,415 in December 2022. Total revenue sales from the magazine and app were $247,356 compared with a budget of $209,755. Total gross margin was $144,316 compared with a budget of $110,694.

The Trustees’ Finance and Budgetary Committee, based upon updated subscription data, approved the adjustment in the calculated amount of the subscription liability to be held in the Reserve Fund from $573,012 to $540,000, allowing for $33,012 in excess funds to be withdrawn from the Reserve Fund and provided to Grapevine. The Funding percentage of this liability at 34% did not change.

Grapevine and La Viña 2024 Budget Presentation: David Steward reported on the GV budget process. This budget significantly lowers the shortfall for Grapevine and La Viña. It also provides the resources to expand the sales of magazine subscriptions, app subscriptions, books, audio books and other products. Highlights of this year’s budget include the following: Cut back on travel, subscription price increase and efforts to increase subscriptions to “GV Complete.” There are three new products this year, Prayer and Meditation audio book in February, Our Twelve Steps in April, Emotional Sobriety audio book in September. Current staff is to take on Director of Operations duties upon retirement, and an additional Digital Engagement Editor would start in the second half of year. Reductions include less freelance help and more work to be done in-house.

Work continues on long-term plans to get La Viña loss to pre-pandemic levels by increasing print and complete subscriptions and lowering costs.

The Trustees’ Finance and Budgetary Committee **recommended** that the General Service Board approve the 2024 Grapevine (excluding La Viña) budget with Gross Margin on Literature and Subscription sales of $1,907,115, Operating expenses of $2,499,287, Expected interest on unearned subscription receipts invested in the Reserve Fund of $9,600, resulting in a net budgeted deficit of $582,572.

The Trustees’ Finance and Budgetary Committee **recommended** that the General Service Board approve the 2024 La Viña Budget consisting of Gross Margin on Literature and Subscription sales of $118,861, Expenses of $688,373, and funding from the General Service Board, per Advisory Action, in the amount of $569,512, resulting in a net result of $0.

In the recently formed subcommittee they are going to be looking at the allocations of how intercompany balances are determined and how it is presented to this committee. They will help develop a process to be fully aware of how the allocations are charged to La Viña.

The Trustees’ Finance and Budgetary Committee **recommended** that Liquidity Update: The chair reported that the budgets for the three boards have been discussed and AAWS/GSB is budgeted to be cash flow positive, however GV/LV is not. The Grapevine shortfall is expected

and was highlighted in the five-year plan when investing in the app. The five-year plan also showed the need for more reserve fund withdrawal to continue to support the app for years 1, 2, and 3 of the plan. The cash position for AAWS and GSB is better now than it has been in months. However, there is still a backlog in paying vendors. Kevin listed the different obligations coming up such as Conference costs in April. Kevin provided an Excel sheet showing the budgets, which have all been updated to reflect the changes of the different Trustees’ committees, cash flow projections and a roll forward of the Reserve Fund. A reserve fund drawdown will be necessary to convert to the digital age with Grapevine and to emerge from Covid with AAWS.

It was stated that AAWS was monitoring cash position on a weekly basis and if cash was needed for an imminent need and would have been able to group together for a meeting if needed. AAWS really wanted to complete their efforts in expense reductions and finish the work of the 2024 budget process to prepare for the year ahead before recommending a Reserve Fund withdrawal.

AAWS report on self-support subcommittee: reported that the subcommittee requested that the address for Canadian currency contributions be clearly stated since many members are confused. A communication went out to the Fellowship to clarify the mailing address information to members. This now needs to be updated on the website. In addition to the monthly acknowledgements sent, the subcommittee suggested that the year-end acknowledgements be slightly different and if possible, could state cumulative totals. The SMF-203 7th Tradition fact sheet has been distributed at Regional Forums and appreciated by the Fellowship. The committee secretary and other subcommittee members are collecting material that can be used for the next revision. The subcommittee asked that this piece be updated on a more regular (yearly) basis to share with the Fellowship current examples of how 7th Tradition contributions are being used. The committee discussed the need for a discussion with the Communication Services Department to discuss creating A.A. specific QR code for 7th Tradition contributions. A separate ad-hoc committee was formed to create some infographics to show how our 7th Tradition dollars are being used and out into publication like the SMF-203.

About quarterly contribution reports to delegates and DCMs and how they have not received those reports, Paul explained that these reports were suspended during the Pandemic and returned in 2022 to delegates only. In 2023 these reports were sent to delegates and DCMs. There were several issues that arose, the biggest one being that inactive groups were included in the final percentage of groups contributing and giving a skewed number. Resolving those issues has delayed the report for the 4th quarter, but the 3rd quarter has gone out. Fourth-quarter reports will be delayed as we are working with our third-party vendor to correct the issues before they are sent out.

Report from TFC Subcommittee on financial strategy: reported that this subcommittee has met twice since its inception. It has worked on scope and intercompany finances. The scope of this subcommittee is to define the flow and impact of AAWS/GSB/GV intercompany payments, to compile information about the current efforts and future opportunities for cost containment/revenue enhancements and lastly to discuss fiscal opportunities with an ultimate eye toward sustaining services and strengthening the Reserve Fund and reviewing the investment policy of the Reserve Fund. A thank you was given for the creation of a schedule of Payment between the Grapevine, GSB and AAWS, which is something we have not seen before. The committee accepted the report of the subcommittee.

Proposed Quarterly Financial Report to Fellowship Q4: The committee had a robust discussion on this item. It was explained that the 4th quarter financial report will have the revenue numbers but there is always the potential of an audit adjustment. Expenses are still being worked on and can change when the audit is finalized. The committee decided that they will provide a Revenue based Financial Report with the budget draft and an explanation document detailing the budget process and the reductions made during said process. A final report including expenses will be provided at the Conference.

**Recommendations**:

The Trustees Finance and Budgetary Committee **recommended** that the General Service Board Authorize the withdrawal of $1,064,652 from the Reserve Fund, to be allocated as follows:

$500,000 to the General Service Board to ensure sufficient cash on hand to meet liquidity requirements in the second quarter of 2024, which includes $1.1 million of Conference expenses. This is in response to the cash on hand deficiency carried over since the end of 2022 that was not fully mitigated by positive cash flow results in 2023 that resulted from the generous commitment to self-support from the Fellowship that exceeded both the previous annual record and 2023 reforecast budget for contributions, close management of expenses, and collections of receivables. This draw plus expected positive cash flow in the first quarter of 2024 will fully fund the expenses expected to be paid in the second quarter of 2024.

$564,652 to Grapevine to fund year three of the Grapevine 5-year plan covering the period January 1, 2022 to December 31, 2026. This five year plan, reviewed by the Trustees Finance and Budgetary Committee at its January 2023 meeting, called for capital investment and operating support of approximately $1.1 million in year 2 (2023) and operating support of approximately $565k in year 3 (2024), with the expectation that Grapevine operations would be cash flow positive and not require operating support starting in year 4 (2025).

The Trustees’ Finance and Budgetary Committee **recommended** that the General Service Board approve the 2024 AAWS/GSB Budget with Contributions Revenue of $10,500,000, Gross Margin on Literature Sales of $9,142,359, Operating Expenses of $19,025,113, Support for La Viña of $569,512 and a net income before depreciation of $47,734. Deducting depreciation of $1,020,000 and the budgeted distribution from the International Literature Fund of $30,000, the net budgeted deficit for 2024 is $1,002,266.

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***Trustees’ International Committee***

Licensing and Translations Activity Report: The committee accepted the AAWS literature Translations and Licensing report regarding A.A. literature licensing and translations activity.

International Literature Fund and World Service Meeting Fund reports: The committee accepted reports on the International Literature Fund and World Service Meeting Fund and observed that recent Seventh Tradition contributions to both funds reflect the awareness of countries of the need to assist each other to assure access to the A.A. message and support the World Service Meeting. The committee noted the effectiveness of suggestions from the 27th World Service Meeting, Policy, Admission and Finance committee to encourage countries that are able to contribute funds to the World Service Meeting Fund.

International Trips: The committee received reports on the following international trips, followed by questions and discussion:

International event reports:

|  |  |
| --- | --- |
|  |  |
| October 6-13, 2023 | Meeting of Americas (REDELA) Medellin, Colombia |
| October 20-22, 2023 | European Service Meeting, York, England |
| November 8-11, 2023 | V International Meeting on “Lifestyles v/s toxic Habits,” Guantanamo City, Cuba |

Tentative international trips:

|  |  |
| --- | --- |
|  |  |
| March 22-24, 2024 | 2nd Virtual International AA Hispanic Convention (Virtual)  |
| March 28-30, 2024 | *41st AA Central America Convention* San Salvador, El Salvador |
| July 12-14, 2024 | *AA National Meeting*, Kaposvár, Hungary |
| August 16-18, 2024 | AA Poland 50th Anniversary, Poznań, Poland |

Discuss International Data Map project: The committee discussed the International Data Map project and agreed that due to current financial constraints the project and its budget be deferred to 2025. The committee recognized the significance of having information on global A.A. activity available for countries seeking to sponsor countries without A.A. presence. The committee noted the ongoing update of worldwide A.A. contact information at the International desk.

Virtual trip reports: The committee asked the secretary to create a dedicated report form for virtual event participation.

***Trustees’ International Conventions/Regional Forums Committee***

**Part ll—Regional Forums**

Discuss evaluation questionnaire summaries from 2023 Southwest and East Central Regional Forums: The committee reviewed the summary of the evaluation questionnaires for the 2023 Southwest and East Central Regional Forums. Common feedback across the forums included appreciation for additional sharing sessions and requests for presentations on current topics.

Report and Recommendations from IC/RF Subcommittee: The subcommittee **recommended** that the subcommittee be reconstituted in July to continue the work identified in the scope. The committee suggested that the following work be included:

* Provide bullet points identifying the content that each presentation should cover to avoid duplication.
* Consider the length of each session and the placement on the program.
* Ask the trustees’ ICRF Committee to consider if any of the Regional Forum content would be better delivered virtually and subsequently forward the discussion to the 75th GSC Committee on ICRF for consideration and feedback.
* Consider all possible cost-saving options.

Review the 2024 Board/Staff Scheduled Assignments: The committee received and accepted the revised schedule reflecting a reduced Board/Staff Attendance. The staff secretary presented a revised Regional Forum budget for consideration.

**Part lll—International Conventions**

International Convention (IC) Budget review and adjustments: The committee secretary shared that the Alcoholics Anonymous World Services, Inc. Board forwarded a revised 2025 International Convention budget reflecting an increase in overhead costs from $150,000 to $522,165 and resulting in a deficit budget. AAWS requested the trustees’ Committee on International Convention-Regional Forums revisit the previously approved registration fees set at the October 2023 GSB meeting to address the deficit.

2025 International Convention Consultant Q4 update:

Review Talley Management Group (TMG) report on a digital option, providing anonymity-protected, encrypted, digital access to the three Big Meetings: TMG provided a report on developing a video product, anonymity-protected, encrypted, digital access of the three Big Meetings. It is planned that the product will be available for purchase by members through the Convention registration process.

The total cost of production is $58,000, including the anonymity protection editing and the hosting on A.A.’s Vimeo Channel at $2.00 per viewing and a $6,000 cost of converting the sale of the product to the A.A. Web Store at some point post-Convention. The committee’s discussed the following suggestions:

1. Adding a participatory virtual program session like “A.A. Around the World” as part of the purchase of a three Big Meetings product.
2. Making audio recordings available for purchase of the main sessions, separate from the three Big Meetings.
3. Consider having non-anonymity protected video recording from the 2025 International Convention for archival purposes.

The committee requested the staff secretary to set up an interim meeting by February 7, 2024, to continue the discussion of these ideas. The committee is requesting information regarding sales and projections of the options and how these ideas can be completed for the interim meeting.

Discuss Site Selection Guidelines for 2040 International Convention: The committee reviewed and discussed updates to the goals and objectives in the site selection guidelines for the 2040 International Convention. The committee accepted the site selection guidelines with suggested edits.

.2030 International Convention Consultant Selection process: The committee reviewed and discussed updates to include in the 2030 International Convention Consultant Selection process. The committee suggested that the next bidder’s question and answer day should provide guidelines to participants of when and what to share at this event, to allow for an equal experience for all bidders. The committee requested the staff secretary to complete a final pass of Convention consultant’s vendors to ensure it includes any new strong players in the field. The request for information be improved to ensure AAWS gains the information needed to select those to bid. GSO should consider whether a non-disclosure agreement should be signed by these vendors. The committee accepted the site selection guidelines with suggested edits.

2025 International Convention Souvenir Book: The committee reviewed and accepted an update on the 2025 International Convention Souvenir Book. Publishing is going reach out to members who can provide sharing and stories from the Vancouver area regarding the growth of A.A. in that region. Further discussion is also needed by the committee about the option of a souvenir bag and Stadium guidelines (i.e., stadium entrance restrictions), and report back to the committee at a future meeting for additional discussion.

Discuss an anonymity-protected photograph of the flag ceremony to be taken at the 2025 International Convention: The committee agreed to forward to the 2024 Conference Committee on International Conventions/Regional Forums discussion of an anonymity-protected photo of the flag ceremony to be taken at the 2025 International Convention.

Discuss a broadcast of an encrypted, anonymity-protected, delayed Internet broadcast of the Convention Flag Ceremony: The committee agreed to forward to the 2024 Conference Committee on International Conventions/Regional Forums the discussion of an anonymity-protected, delayed Internet broadcast of the Convention Flag Ceremony for the 2025 International Convention.

Discuss producing anonymity-protected video footage with highlights of the 2025 International Convention: The committee agreed to forward to the 2024 Conference Committee on International Conventions/Regional Forums the discussion of the production of anonymity-protected videos of other highlights of the Convention as a way of sharing the spirit and enthusiasm of the 2025 International Convention with A.A. members.

Review tentative program titles for 2025 International Convention: The committee reviewed and accepted a tentative list of Program titles for the 2025 International Convention with minor revisions.

Review sample for 2025 International Convention stationery: The committee reviewed a sample of the 2025 International Convention stationery and agreed on option number two of the envelope presented. It was noted that the stationery will be used by the General Service Office beginning in March 2024

Discuss Housing/Registration Business Rules for 2025 International Convention: The committee reviewed and accepted a housing/registration business rule for 2025 International Convention with minor revisions to add a date for compassionate allowance of time for cancellations as well as allow a two-room maximum per registrant to manage control over our room block.

Discuss IC 2025 Mobile App Requirements related to messaging and anonymity: The committee discussed the International Convention 2025 Mobile App requirements related to messaging and anonymity. The secretary shared that technology and functionality of mobile devices have advanced significantly since 2015 and 2020, so it’s important that we clarify specific requirements for the 2025IC App.

The following questions were submitted by Technology Services for consideration:

* Is it a specific requirement that we do not allow participants to do this in the 2025IC app? Please note that it will not be possible to turn off picture taking, social media access/sharing, and other current mobile device functionality external to the app on the device itself.
* Should the 2025IC app allow, at a minimum, for location tracking to be optional as with most modern-day applications; however, 2025IC app will not be able to turn off location tracking on the mobile device itself - only the device owner can do that with the native device settings - and attendees will be able to leverage other mobile device functionality that uses this location information.
* What level of sharing should be possible in the 2025IC app? For example, should attendees be able to share a link to, or screenshot of, session information via text, email, etc.? Should the app restrict the ability to take a screenshot?

**Recommendations – Trustees’ ICRF Committee**

1. The committee **recommended** to the General Service Board that the 2025 International Convention Pre-Registration fee be increased from $155.00 to $160.00 (USD) per attendee and that the Full Registration fee be increased from $180.00 to $185.00 (USD) per attendee to correct the deficit budget.

***Trustees’ Literature Committee***

*The A.A. Service Manual*: It was reported by the secretary to the 2024 Conference Committee on Report and Charter that suggested revisions from all three boards have been included in the draft of *The A.A. Service Manual* and will be forwarded to the 2024 Conference Committee on Report and Charter.

Plain language Big Book draft manuscript: The committee reviewed the draft manuscript and requested additional copyediting by the Publishing Department.. The committee agreed upon one of the three titles appearing on the draft manuscript that is being forwarded to the 2024 Conference Committee on Literature.

A “letter of understanding” outlining the confidentiality guidelines related to the review of the manuscript (to ensure A.A.’s legal rights in the registration of the approved final draft of the manuscript with the U.S. Copyright Office, maintain the integrity of A.A. literature and ultimately our most valued asset which is A.A. unity) will need to be signed by all Conference members. The letter of understanding was agreed on the following timeline and logistics:

Pre-Conference

* 1. March – Joint meeting will be held via online platform wherein the agreed upon review process and logistics will be presented and discussed with the Conference Committee on Literature members.
	2. Prior to April 13: Conference Committee on Literature members sign letter of understanding, agreeing to adhere to confidentiality guidelines.
	3. Saturday, April 13: Conference Committee on Literature members will convene in the hotel from 9am – 5pm. This will allow a focused review and discussion of the draft manuscript which will be provided at that time for this purpose. After discussion and review, the committee will either be prepared to submit a recommendation or a committee consideration to the General Service Conference.

Conference Week

1. Sunday, April 14: Conference members sign a letter of understanding, agreeing to confidentiality guidelines, as a condition to review the manuscript.
2. Reading Room will be set up and Conference members will have the opportunity to review the manuscript in their allotted time. The reading room will be open Sunday through Thursday, 7am – 8:30 am each day.

Feasibility of a workbook to accompany *Alcoholics Anonymous*: The committee discussed a proposal to develop a workbook to accompany the book *Alcoholics Anonymous* to “facilitate Big Book learning” and took no action. The committee noted that it may be premature to consider a workbook at this time, given the fact that the plain language Big Book currently under development is designed to facilitate understanding of the book *Alcoholics Anonymous*.

“Questions and Answers on Sponsorship”:

“Twelve Steps Illustrated”: The committee reviewed the progress report on the revision to the pamphlet “Twelve Steps Illustrated” and agreed to forward to the 2024 Conference Committee on Literature with the understanding that the Publishing Department will revise the updated report to reflect the current guidance requested by the Publishing Department.

“A.A. for the Native North American”: The committee discussed the progress to date on the revision to the pamphlet “A.A. for the Native North American.” The project is moving along apace with a limited increase of submitted stories. Given that the original deadline of December 31, 2023, has passed, the committee agreed to extend the deadline to April 30, 2023 to give time for further story submissions. The staff secretary will revise the call out for stories with the new deadline and distribute accordingly.

Fellowship input regarding changes to co-founders’ writings: The staff secretary provided an update to the committee. As of January 25, a total of 1,171 responses have been received via online and postal mail. The breakdown by region:

 Online (region/area unknown) 263

 East Central 80

 West Central 15

 Western Canada 6

 Eastern Canada 13

 Southeast 264

 Northeast 154

 Pacific 247

 Southwest 94

 International\* 35\*

\* Received a response explaining that the correspondence was directed to members in the U.S./Canada structure

It was noted that approximately 2/3rds of the responses came from individual members, with the remaining representing sharing from group, district, or Area discussions.

The committee discussed and agreed to develop and distribute another letter to be sent to the Fellowship to clarify the intent of the original letter (e.g., designed to help inform area discussions – through Conference process/delegates, not a survey). The committee also discussed and agreed to distribute to the Regional Trustees the sharing received to date so that they can distribute to the respective Area delegates.

Matrix of recovery literature: The committee reviewed the annual matrix of recovery literature and agreed to forward to the 2024 Conference Committee on Literature.

“Too Young? video project: The committee reviewed three art samples designed to show the direction of the graphics for the “Too Young?” video project. The committee discussed that the designs should stay clear of stereotypes and that obtaining feedback from young people (the targeted audience) may be beneficial. The committee agreed to forward the art samples to the 2024 Conference on Literature as an addition to the updated report.

Fifth Edition, *Alcoholics Anonymous*: The Fifth Edition *Alcoholics Anonymous* subcommittee chair advised that the office is working on updating the tracking sheet to correctly reflect the current status of stories received, stories read, and stories remaining to be processed. It was also reported that the goal is to have 150 viable stories.

Fourth Edition, *Alcohólicos Anónimos:* The Fourth Edition, *Alcohólicos Anónimos* working group chair advised that the project is moving along apace with the monthly working group meeting.

“Do You Think You’re Different?”: The “Do You Think You’re Different?” subcommittee chair advised that the project continues progressing apace. It was requested that a future discussion on outreach to the underserved members be held. For example, focused methods like online writing workshops. It was also discussed that consideration should be given to revamping the “call out for stories” announcements to make them less dense, and more reader friendly.

***Trustees Nominating Committee***

Status of Appointed Committee Members: The committee reviewed an update on the status of appointed committee members serving on trustees’ committees of the General Service Board for the year 2024-2025.

Calendar of Events: The committee reviewed and accepted the Calendar of Events of the trustees’ Nominating Committee through the 2024 General Service Conference.

Trustee Emeriti: The subcommittee met multiple times since October, continuing their diligent work to develop guidelines and a role description for Trustee Emeriti. The subcommittee will continue work on this vital project.

Review Procedure No. 14 – Selection of Chairperson of the General Service Board:

The committee reviewed and discussed the subcommittee’s proposed revision to Procedure No. 14. Current version:

**PROCEDURE No. 14**

**PROCEDURE FOR SELECTION OF**

**CHAIRPERSON OF THE GENERAL SERVICE BOARD**

1. The trustees’ Nominating Committee (TNC) serves as the search committee for the position of Chair of the General Service Board.
2. NC conducts interviews of an agreed upon number of candidates from which two or three candidates are forwarded to the General Service Board (G.S.B.) for interviews.
3. The full G.S.B. interviews the two or three candidates received from the TNC in an Executive Session.
4. After the interviews, the G.S.B. members have the opportunity to discuss the candidates prior to voting.
5. A motion to end discussion and move onto a vote needs a second and then a simple majority;
6. When ready to vote, the final selection is made by Third Legacy Procedure.

It is suggested that the trustees’ Nominating Committee conduct their agreed upon interviews during the Summer Quarterly Board meeting during an Executive Session of their committee. Following the interviews, they select a minimum of two or a maximum of three candidates to forward to the General Service Board for interviews at the Fall Quarterly Board meeting. These candidates are then interviewed and a chairperson selected during an Executive Session of the General Service Board on Sunday of the Fall Quarterly Board weekend. The report of this process and the new Chair’s name would be reported at the next General Service Board meeting following this Executive Session.

Revised version:

**PROCEDURE No. 14**

**SELECTION OF CHAIRPERSON OF THE GENERAL SERVICE BOARD**

1. The trustees’ Nominating Committee (TNC) serves as the search committee for the position of Chair of the General Service Board.
2. TNC conducts interviews of an agreed upon number of candidates from which two or three candidates are forwarded to the General Service Board (GSB) for interviews.
3. TNC may utilize an outside consultant with referencing who will provide a report to the full Board and be presented virtually for any questions the full board may have prior to the final interviews.
4. The full GSB interviews the two or three candidates received from the TNC in an Executive Session.
5. After the interviews, the GSB members have the opportunity to discuss the candidates prior to voting.
6. A motion to end discussion and move onto a vote needs a second and then a simple majority.
7. When ready to vote, the final selection is made by Third Legacy Procedure.

Suggested timeline: While circumstances may necessitate a different schedule and the use of remote interviewing, it is suggested that the TNC conduct their agreed-upon interviews during the Summer Quarterly Board meeting in an Executive Session of their committee. Following the interviews, TNC will select a minimum of two or a maximum of three candidates to forward to the General Service Board for interviews at the Fall Quarterly Board meeting. These candidates are then interviewed by the full Board and a Chairperson is selected in an Executive Session of the GSB during the Fall Quarterly Board weekend. Reporting of this process and the new Chair’s name is then provided at the General Service Board meeting on the Monday of the Fall Quarterly Board weekend.

Review slates of General Service Board, Officers, AAWS, and Grapevine boards: The committee reviewed the slates submitted and agreed to recommend each slate as presented to the General Service Board for approval.

Resumes of candidates for election as regional trustees were reviewed in Executive Session: The committee reviewed all candidates submitted for West Central and Western Canada regional trustees and found all candidates eligible for election in April 2024.

Review slates of General Service Board, Officers, AAWS, and Grapevine boards: The committee reviewed the slates submitted and agreed to forward each slate as presented to the General Service Board for approval.

PAI #77:  The proposal was submitted for consideration by the 74th General Service Conference. The proposal reads:

*Consider changes to the General Service Board that 3 of the 7 Class A Trustee positions transition to 3 Class B Trustee positions. The General Service Board would be comprised of 21 Trustees, 4 Class A (nonalcoholic) Trustees and 17 Class B (alcoholic) Trustees.*

On page 117 of the *A.A. Service Manual combined with the Twelve Concepts for World Service by Bill W.*:

The Charter and Bylaws of the General Service Board, or any amendments thereto, should always be subject to the approval of the General Service Conference by a two-thirds vote of all its members.11

The #11 footnote on page 118: The approval of the Bylaws by the Conference is a matter of tradition, rather than a legal requirement.

The committee approved the recommendation from the trustees’ committee on Public Information that Kirk H. appointed for an additional one-year term to serve as an Appointed Committee Member beginning with the July 2024 General Service Board weekend.

The committee approved the recommendation from the trustees’ committee on Literature that Gerry R. be appointed for an additional one-year term to serve as an Appointed Committee Member beginning with the July 2024 General Service Board weekend.

The committee approved the recommendation from the from the trustees’ committee on Literature that Cesar F., California be appointed for an additional one-year term to serve as an Appointed Committee Member beginning with the July 2024 General Service Board weekend.

**Recommendations:**

The committee **recommended** to the General Service Board that the revised Procedure No. 14 – Selection of Chairperson of the General Service Board be adopted.

The committee **recommended** to the General Service Board that PAI #77 be considered by the General Service Board.

The 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:

***Trustees’ Public Information Committee***

Comprehensive Media Plan: The committee agreed to forward to the 2024 Conference Committee on Public Information the *2024 Comprehensive Media Plan*, which had been reviewed by the trustee’s Public Information committee prior to this meeting through electronic mail.

Public Information media platforms: The committee agreed to forward to the 2024 Conference Committee on Public Information the following reports, which had been reviewed by the trustee’s Public Information Committee prior to this meeting through electronic mail:

* 2023 Meeting Guide App report
* 2023 Meeting Guide analytics report
* 2023 aa.org Website Yearly Summary report
* 2023 aa.org Website Analytics Report
* 2023 Online Business Profiles Yearly Summary report
* 2023 GSO Podcast progress report
* 2023 Google Ads report
* d2023 Analytics Working Group report

Development of a GSO podcast: The committee reviewed and accepted a quarterly update report on the GSO Podcast. The committee noted the importance of delivering a podcast in the spirit of the 2021 Advisory Action.

AAWS YouTube Channel report: The committee reviewed and accepted a quarterly update report on the AAWS YouTube Channel. The committee also discussed the Additional Committee Consideration from the 2023 Conference Committee on Public Information, which suggested the trustees’ Public Information Committee consider ways to better use the YouTube channel for public information. The committee offered a number of suggestions for the YouTube channel, which the staff secretary will share with the Communication Services Department.

Google Ads report: The committee reviewed and accepted the fourth quarter Google Ads report. The committee noted that additional professional guidance may be needed to improve GSO’s participation in the Google Ads for nonprofits program.

AAWS Meeting Guide App report: The committee reviewed and accepted the fourth quarter Meeting Guide app report.

Quarterly report on GSO’s A.A. Website: The committee reviewed and accepted the GSO 2023 fourth quarter GSO A.A. Website report. It was noted that the large increase in website traffic from Q3 to Q4 was largely a result of reporting problems in Q3.

The committee highlighted the following from the report:

* The most frequently visited pages on aa.org are Daily Reflections and “Have a problem with alcohol?”
* The committee noted that this affirms the importance of effective “carry the message” tools for those who have yet to find us.
* In addition, it is clear that large numbers of A.A. members appreciate the opportunity to make a daily connection with the A.A. message. -

Quarterly report on AAWS Online Business Profiles: The committee reviewed and accepted the GSO 2023 fourth quarter AAWS Online Business Profiles report.

AAGV/La Viña Website, Marketing, Podcast and App report: The committee reviewed the AA Grapevine/ La Viña Website, Marketing, Podcast and App report.

The AA Grapevine Publisher offered a verbal report on the progress of the AA Grapevine and La Viña apps, the Grapevine Instagram channel, the Grapevine YouTube channel, and the AA Grapevine podcast.

Working group on Analytics Reporting: The committee reviewed the Working Group on Analytics report. There was a discussion of the potential advantages of a new tool, including the ease of creating regular basic reports in three languages.

Public Information pamphlets:

Speaking at Non-A.A. Meetings: The committee **agreed to forward** to the 2024 Conference Committee on Public Information *“Speaking at Non-A.A. Meetings”* (with a new working title), which had been previously reviewed by the trustee’s Public Information committee.

“A.A. at a Glance”: The committee reviewed the draft flyer “A.A. at a Glance”.

“A Message to Teenagers”: The committee discussed a progress report on the flyer “A Message to Teenagers.” The committee offered suggestions for additional revisions and redesign of the graphics and text, which the staff secretary will forward to the Publishing Department. The committee requested that if further clarification is needed by the Publishing Department that they communicate this with the trustees’ PI Committee so that an interim meeting could be scheduled.

Addressing anonymity on social media: The committee reviewed the progress report on the draft questionnaire addressing anonymity on social media and made some editorial suggestions. The staff secretary will update the questionnaire before it is made available to PI trusted servants and Conference members.

Public Service Announcements (PSAs):

Feasibility study on paid placement of PSA videos on streaming platforms: The committee discussed the progress report on the feasibility of paid placement of PSA videos on streaming platforms. The committee affirmed their perspective that no charge broadcast media airing of PSAs should be a priority.

A request was made for the staff secretary to research whether our former PSA distribution vendor could provide current reporting on continued broadcast of GSO’s PSAs.

The committee suggested that the staff secretary continue to encourage PI Chairs to work with local broadcasters to have PSAs aired in their communities.

The committee agreed to forward to the 2024 Conference Committee on Public Information the Progress Report on Feasibility of placing PSAs on streaming platforms. The committee looks forward to a progress report at the July 2024 meeting.

Progress report on the Mesmerize Point PSA distribution project: The committee agreed to forward to the 2024 Conference Committee on Public Information the report on Mesmerize Point video PSA distribution in pharmacies and medical facilities.

Membership Survey Pilot using Convenience Samples: The committee reviewed and accepted a progress report on the Membership Survey Convenience Sample Pilot. The committee asked the staff secretary to consult with survey methodologist Dr. Cooper to identify ways of structuring future surveys to avoid data collection challenges identified with this project. The committee discussed the Fellowship responses to the survey and the impact of communications to general service structure trusted servants on engagement.

Young People’s Video Project: The committee reviewed the progress report on the GSO Young People’s Video Project. The project continues to accept video submissions. The staff secretary reported that two of the video interviews conducted at the 2023 ICYPAA convention have been selected and the post-production work by the external vendor has begun.

The committee discussed the scripts of the two interviews and expressed enthusiasm for the direction of the project. The committee requested that the staff secretary convene an interim meeting when the video production has been completed and is ready for review.

PI Kit and Workbook: The staff secretary reported that work to update the PI Workbook is ongoing.

***Trustees Planning and Sharing Session***

The Trustees Planning and Sharing Session included reporting from AAWS and Grapevine Board Chairs, Financial updates, correspondence received, updates from the following AdHoc Committees Participation of Online Groups in the U.S./Canada General Service Structure Committee, Locations Plus Committee, Centennial Commemoration Committee, Policy Review Committee, and the selection of officers for the 2024-2025 General Service Board through a third legacy procedure.

**GSB Trustees’ Ad Hoc Committee on Participation of Online Groups in the U.S./Canada General Service Structure 2023 Progress Report**

The genesis of the ad hoc committee’s work began immediately post COVID with multiple

requests coming from the Fellowship to the office, to the Group Services desk, and through the

Conference, seeking some clear direction from the General Service Board in terms of how we are going to facilitate participation of online groups. A report has been forwarded to the 74th GSC.

**General Service Board Location Plus Ad hoc Committee update**

A Final Report will be included in the 74th General Service Conference background.

Relocation Studies of the General Service Office have been conducted approximately every ten years to determine if it is the most viable venue for its operations and provide recommendations on fact-based relocation analysis, as well as subjective considerations that could impact GSO’s ability to effectively render services to the A.A. Fellowship.

In advance of the expiration of the current lease cycle on December 31, 2025, the concept of a location plus ad hoc was introduced at the third quarterly GSB meeting in 2021 and the ad hoc began its work in January 2022. A final report will be in the background for the 74th General Service Conference.