



# Area 79 BC/Yukon April 2026 Pre-Conference Assembly **AGENDA COVER LETTER**

Area Service Committee  
PO Box 42114  
Vancouver, BC, V5S 4R5  
604-435-2181  
[info@bcyukonaa.org](mailto:info@bcyukonaa.org)  
<https://bcyukonaa.org>

April 4, 2026

Hello, trusted servants, I'm an alcoholic, my name is Paul T., and I'm honored to serve as your Panel 75 Area 79 Chair.

## Contents of this Agenda Package

The agenda package combines two important documents:

- This **cover letter**
- A **detailed agenda** for the event

I've greatly reduced the size of the agenda package by adding a **Links & Resources** section at the end of this letter. Please review those links carefully. **If you prefer the full 20+ page version of this package, you'll find it as the first item in that section.**

This package has been sent to all registered District Committee Members (DCMs) and General Service Representatives (GSRs). **DCMs**, please forward it to your district's trusted servants—they may receive it twice, but better twice than not at all!

## Registration

Everyone must register for this hybrid event. **Please register ASAP** if you haven't done so already. After registering, you'll receive a unique meeting link—**please do not share it.**

 [Click here to register](#) 

**GSRs, Alt GSRs, Alt DCMs, and District Committee Chairs (DCCs):** Please register as soon as possible. Within 48 hours of registering, you'll be assigned to a specific Conference Committee. Receiving your assignment early provides the necessary time to review agenda items and background materials with your group. This ensures you are fully prepared for our **online committee breakout sessions on Tuesday, April 14.**

We have a new Registration Q&A document that we hope will be helpful, too – [check it out.](#)

## Location

The in-person portion will be at: [Nikkei National Museum & Cultural Centre](#), 6688 Southoaks Cres, Burnaby, BC, V5E 4M7

Our [Accommodations and Restaurants document](#) lists nearby hotels, several with discounted room blocks. That document also has restaurants and transportation contacts.

You asked us to tell you where the ASC will be staying: the Best Western Burnaby Plus.

## For those attending in person

If you've got a poster for an upcoming event, instead of printing copies and distributing to all of the tables in the room, save your money and leave a poster on a new **Event Table** that we'll set up. You can leave a single copy at the table for people to take a picture of. And be sure to submit a copy to our BC/Yukon website using [these instructions](#).

And while you're here in person, a request from our feedback forms asks that you please refrain from wearing strong perfume or cologne.

Our host committee is providing a **BBQ lunch**. \$12 for a Beef Burger with toppings, Drink & Dessert. Vegetarian and Gluten Free by request and reserved for those with dietary restrictions. Look for the lunch poster at the Event Table.

## Online Naming Convention

To save time, when you arrive on Tuesday or for the online portion of our weekend, please rename yourself in Zoom with the following naming convention: *Role, Name, District*

Some examples:

- GSR, John D., D99
- AltGSR, Jane D., D99
- DCC-PI, John D., D99
- Guest, John D., D99

If you don't know how to rename yourself, no trouble, we have techs in the meeting that can help you and we'll have a slide we display to show you examples. Plus we have this new [Zoom Basics guide](#), too.

## Event Purpose

Our service structure is built on trust, communication, and shared responsibility; it only functions effectively when the connection between the groups and the Conference is alive and active.

Our Pre-Conference process is designed to help shape the Delegate’s thinking for each of the General Service Conference (GSC) agenda items, rather than instructing the Delegate on how to vote at the conference. As an Area, we do this by bringing forward each group's voice via the General Service Representative.

GSRs, your role is to help your group understand what’s being discussed and to gather their feedback to bring to this event. In the **committee breakout sessions that we hold online on Tuesday, April 14**, members will discuss agenda items to get a feel for what our Area thinks about these topics and what is best for A.A. as a whole.

The Delegate then takes these ideas and adds them to the conversations from other Areas to find the group conscience of all of A.A. In essence, our Delegate carries an understanding of the important discussion points from our Area to the GSC to vote on policy affecting all of A.A..

## Event Highlights

Why should you attend this event? Why NOT, more like it!

- ❖ **Pre-Conference 101** (formerly known as *First Timer’s Orientation*) – Tuesday online, before the Assembly formerly begins. Great for new and seasoned trusted servants alike. We’ll review some service basics and discuss the important purpose of this event and what to expect. ALL ARE WELCOME!
- ❖ **Committee Breakouts** - Tuesday evening each committee discusses their Conference agenda items. THIS IS A KEY COMPONENT OF THE WEEKEND
- ❖ **Friday Night GSR Sharing Session** – Topic: “Service Sponsorship. Being a service sponsee and service sponsor”
- ❖ **Committee Report-backs** – a vital part of this entire event, we get to hear what each committee discussed in their breakouts.
- ❖ **DCM Rollcall**
- ❖ **Bidding for 2027 Area Events** – Districts will have an opportunity to bid on the following [2027 Area events](#):
  - January Quarterly January 12, 15-16
  - April Pre-Conference March 30, April 2-4
  - July Assembly July 6, 9-11
  - October Voting & Election Assembly October 12, 15-17

Be sure to review the *Bidding Guidelines* and *Checklist* in the Resources section below

- ❖ **Area Service Committee reports** – hear what exciting work our ASC members and their committees have been involved in.

- ❖ **WRAASA 2027 Update** – we’ll hear from the WRAASA (Western Regional A.A. Service Assembly) Chair, Arnie G.
- ❖ **GSO Guest** – General Service Office Staff Coordinator, Racy J. will be joining us Tuesday and for the weekend.
- ❖ **Updates from ad hoc committees** – Two Area 79 ad hoc committees will report on their ongoing research and discovery efforts related to the following topics:
  - Land Acknowledgements
  - ASC Code of Conduct document
  - Area 79 Voting Procedure changes (presented at the Friday night Area Committee Meeting)

**DCMs**, please note that there will be no *verbal* DCM reports at this event; it will be a **DCM roll call only**. You are asked to submit your written report to [secretary@bcyukonaa.org](mailto:secretary@bcyukonaa.org) no later than April 26; those reports will be included in the April edition of Grassroots Forum, the BC/Yukon Area 79 Newsletter.

**See you soon!**

This is one of the most important events of our year, and as you can see, we pack a LOT into our Pre-Conference Assembly. I look forward to seeing you in-person or online in April.

**Links & Resources** on next page →

## Links & Resources

- [This agenda package plus resources in one big file](#)
- [2026 Agenda Items and Summary Package](#)
- [The General Service Conference page](#) on our website  
One-stop-shopping for agenda items, summaries, and background materials
- [Pre-Conference DCM Committee Assignments](#)
- [April Pre-Conference Registration Poster](#)
- [Pre-Conference Checklist & Timeline](#)
- [Area 79 Business Procedures](#)
- [Motions Guide & Motions Form](#)
- [Bidding Guidelines](#) and [Bidding Checklist](#)
- [Area event attendance records](#)
- [2025/2026 Area 79 Calendar of Events](#)
- [2027 Area 79 Calendar](#)
- [Minutes from our last event](#)
- [Accommodations & Restaurants](#) near the venue, plus billeting and transportation

Looking forward to seeing you at the event, either in person or online! 🙏

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In love and service,

**Paul Tansey** (name not for publication)

**Chair**, Panel 75, BC/Yukon Area 79

[chair@bcyukonaa.org](mailto:chair@bcyukonaa.org)



# Area 79 BC/Yukon April 2026 Pre-Conference Assembly DETAILED AGENDA

Area Service Committee  
PO Box 42114  
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<https://bcyukonaa.org>

## Hybrid Event - Registration/Location

Please register for the event using [this link](#). After registering, you'll receive your own personal link to the meeting. Please do not share the link you receive. If you wish to attend Friday/Saturday/Sunday online, use the same link.

The in-person portion of our hybrid event will be held at : [Nikkei National Museum & Cultural Centre](#), 6688 Southoaks Cres, Burnaby, BC, V5E 4M7.

## Tuesday, April 14, 2026 – Online Only

5:30pm (Pacific)	Virtual room opens <ul style="list-style-type: none"><li>Not the start of the event, just “doors open”</li><li>Optional virtual training/assistance</li></ul>
6:00	<b>Pre-Conference 101</b> (formerly known as <i>First Timer's Orientation</i> ) <ul style="list-style-type: none"><li>What is the purpose of the April Pre-Conference? New and seasoned trusted servants are encouraged to attend.</li><li>Facilitated by Treasurer – Spencer &amp; Treatment Chair - Caleb</li></ul>
6:50	<b>Pre-Conference Assembly Begins</b> <ul style="list-style-type: none"><li>Welcome and housekeeping (Chair – Paul T.)</li><li>Opening remarks (Delegate – Drew W.)</li></ul>
7:00	<b>Pre-Conference Committee Breakouts</b>
9:30	There will be no closing remarks tonight. Attendees are free to log off when their committee has finished ASC, please return by 9:30 for a debrief

## Friday, April 17 – Hybrid

5:00pm (Pacific)	<b>Doors open</b> (virtual and in-person) <ul style="list-style-type: none"><li>Not the start of the event, just “doors open”</li><li>In-person registration</li></ul>
6:30	<b>Pre-Conference Assembly Continues</b> <ul style="list-style-type: none"><li>Welcome and housekeeping (Chair – Paul T.)</li><li>Opening remarks (Delegate – Drew W.)</li><li>Opening remarks (GSO Guest: Staff Coordinator, Racy J.)</li><li>Ratification of Sandi P. as Area 79 Secretary</li></ul>

7:00	<b>Committee Report Backs</b>
8:15	Break
8:30	<p><b>Area Committee Meeting</b> (Alt Chair – Joanne C.)</p> <ul style="list-style-type: none"> <li>• DCMs &amp; ASC move to the Intergenerational Room</li> </ul> <p><b>Main Room Sharing Session</b></p> <ul style="list-style-type: none"> <li>• Facilitated by Archives Chair – Pauline D. &amp; Corrections Chair – Eileen M.</li> <li>• GSRs, Alt GSRs, Alt DCMs, Guests: in person/virtual stay in large room</li> <li>• Topic: <i>Service Sponsorship. Being a service sponsee and service sponsor</i></li> </ul>
10:00	<p><b>Closing Remarks</b></p> <p>Responsibility Statement &amp; Serenity Prayer</p>

## Saturday, April 18 – Hybrid

8:00am (Pacific)	<p><b>Doors open</b> (virtual and in-person)</p> <ul style="list-style-type: none"> <li>• Not the start of the event, just “doors open”</li> </ul>
8:30	<p><b>Pre-Conference Assembly Continues</b></p> <ul style="list-style-type: none"> <li>• Housekeeping</li> <li>• Reading of the 12 Traditions (Short Form) (District 40 GSR – Hunter S.)</li> <li>• Concept 3 Presentation (District 40 DCM – Tannis R.)</li> <li>• Introduction of Guests and Past Delegates</li> <li>• Introduction of new GSRs, DCMs and Alternates</li> <li>• Reading of Business Procedures (Host Committee Chair – Joanna S.)</li> <li>• Approval of the minutes from the January 2026 Quarterly Reports</li> <li>• Chairperson’s Report</li> <li>• Treasurer – Financial Statements</li> <li>• Delegate’s Report</li> </ul>
10:15	Break
10:30	<b>Committee Report Backs</b> (continued)
11:45	Lunch
1:00pm	<p><b>Ad hoc Committee Updates</b></p> <ul style="list-style-type: none"> <li>• Land Acknowledgements (Alt Chair – Joanne C.)</li> <li>• ASC Code of Conduct (Chair – Paul T.)</li> </ul> <p><b>Western Canada Regional Forum</b></p> <ul style="list-style-type: none"> <li>• Presentation by Western Canada Regional Trustee – Gail P.</li> </ul>
1:30	<b>Committee Report Backs</b> (continued)
2:45	Break
3:00	<b>Committee Report Backs</b> (continued)
3:50	Break
4:00	<b>District Committee Member Roll Call</b> (no verbal reports given at this event, please have your written report to <a href="mailto:secretary@bcyukonaa.org">secretary@bcyukonaa.org</a> by April 25, 2026)

5:30	Dinner
7:00	<b>WRAASA 2027 Update</b> (WRAASA Chair – Arnie G.)
7:15	<b>GSO Guest:</b> Staff Coordinator, Racy J.
8:45	<b>Ask-it Basket Questions</b>
	Responsibility Statement & Serenity Prayer

## Sunday, April 19 - Hybrid

8:00am	Doors open (virtual and in-person) <ul style="list-style-type: none"> <li>• Not the start of the event, just “doors open”</li> </ul>
8:30	<b>Pre-Conference Assembly Continues</b> <ul style="list-style-type: none"> <li>• Housekeeping</li> </ul>
	<b>Bidding for 2027 Area 79 Quarterly and Assemblies</b> <ul style="list-style-type: none"> <li>• October Voting &amp; Election Assembly      October 12, 15-17</li> <li>• April Pre-Conference Assembly              March 30, April 2-4</li> <li>• July Assembly                                      July 6, 9-11</li> <li>• January Quarterly                                January 12, 15-16</li> </ul>
10:00	Break
10:10	<b>Notice of Motion:</b> ASC Travel to WRAASA 2027 (Chair – Paul T.)
10:20	<b>First-Timer Sharing</b> 🎉
	<b>Closing Remarks by Guests</b>
12:00pm	<b>Motion to Adjourn</b> Close with the Responsibility Statement, followed by the Serenity Prayer

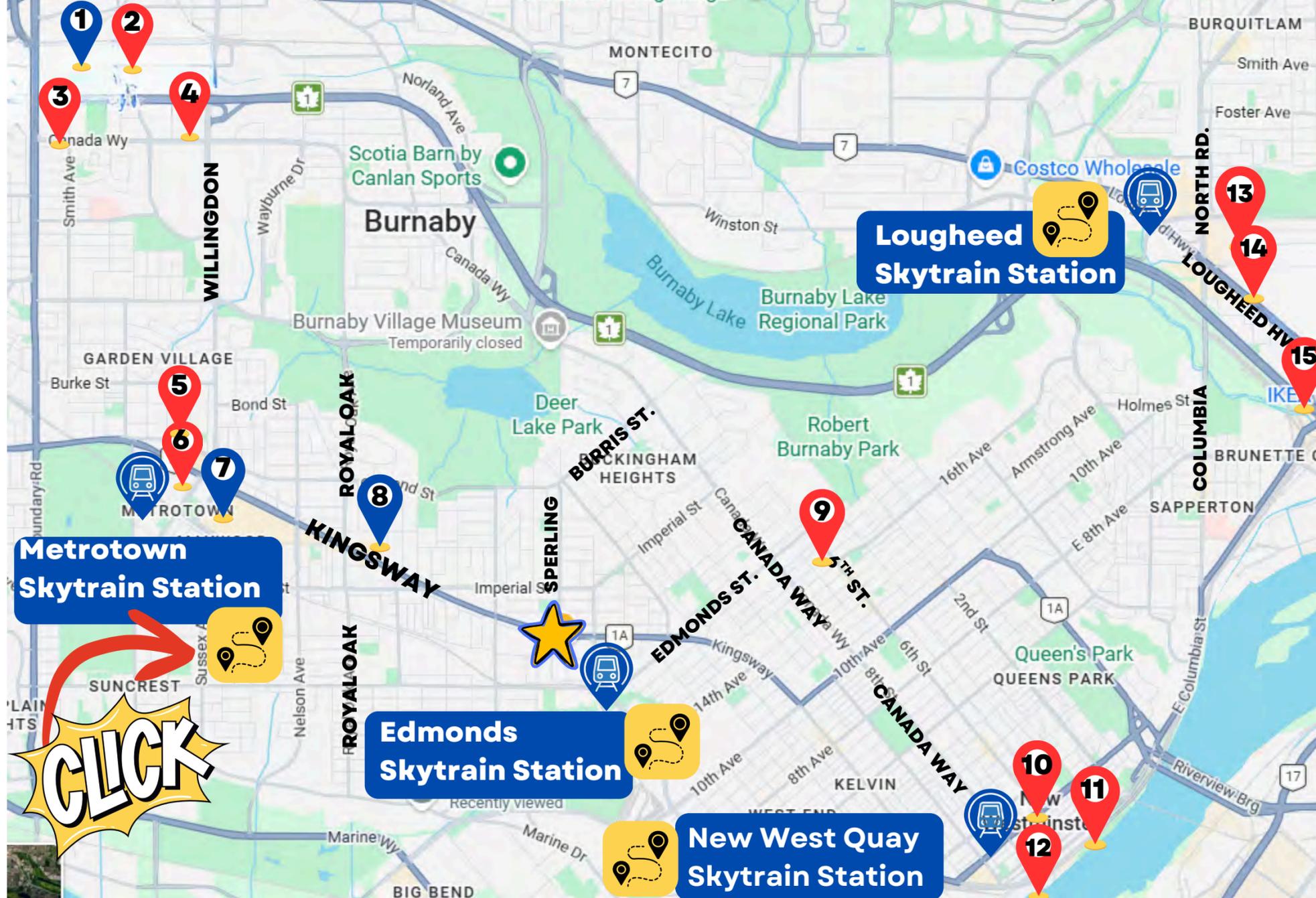
### Declaration of Unity

*“This we owe to A.A.’s future: To place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives and the lives of those to come.”*

### Responsibility Statement

*“I am responsible, when anyone, anywhere reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.”*

*Last updated: April 4, 2026 (Friday ratification and Saturday Regional with Gail)*



- 4 **Delta Hotels Burnaby**
- 5 **Element Vancouver Metrotown**
- 6 **Hilton Vancouver Metrotown** - ★
- 7 **Holiday Inn Express Metrotown Bby** - **Block \$265+ tax**  
**3.4 km - Reserve by March 12th.** ★ ★
- 8 **Best Western Burnaby Plus Hotel** - **Block \$215+ tax**  
**1.7 km - Reserve by March 15th.**
- 9 **Happy Day Inn** ★ **7min (2.5 km)**
- 10 **Arundel Mansion Hotel** ★ **12min (5.1 km)**
- 11 **Inn at the Quay** ★ **13min (5.3 km)**
- 12 **The Met New Westminster Hotel** ★ **13min (5.4 km)**
- 13 **Executive Plaza Hotel** ★ **16min (7.7 km)**
- 14 **Ramada by Wyndam Coquitlam** ★ **16min (8.1 km)**
- 15 **Sure Stay Plus by Best Western Coquitlam** **13min (11.4 km)**

**Nikkei Museum & Cultural Center**  
6688 Southoaks Cres, Burnaby

1 **Accents Inn Burnaby** - **Block \$229+ tax. \$249**  
**8.2 km - Reserve by March 17th.**  
Phone: 1-800-663-0298.  
Email: group@accentinns.com

2 **Executive Suites Hotel** ★

3 **Coast Metro Vancouver Hotel**

**Group Rate Booking Details**  
Group Name: AA - Area 79 BC/Yukon  
Group Event: AA Pre-Conference Assembly

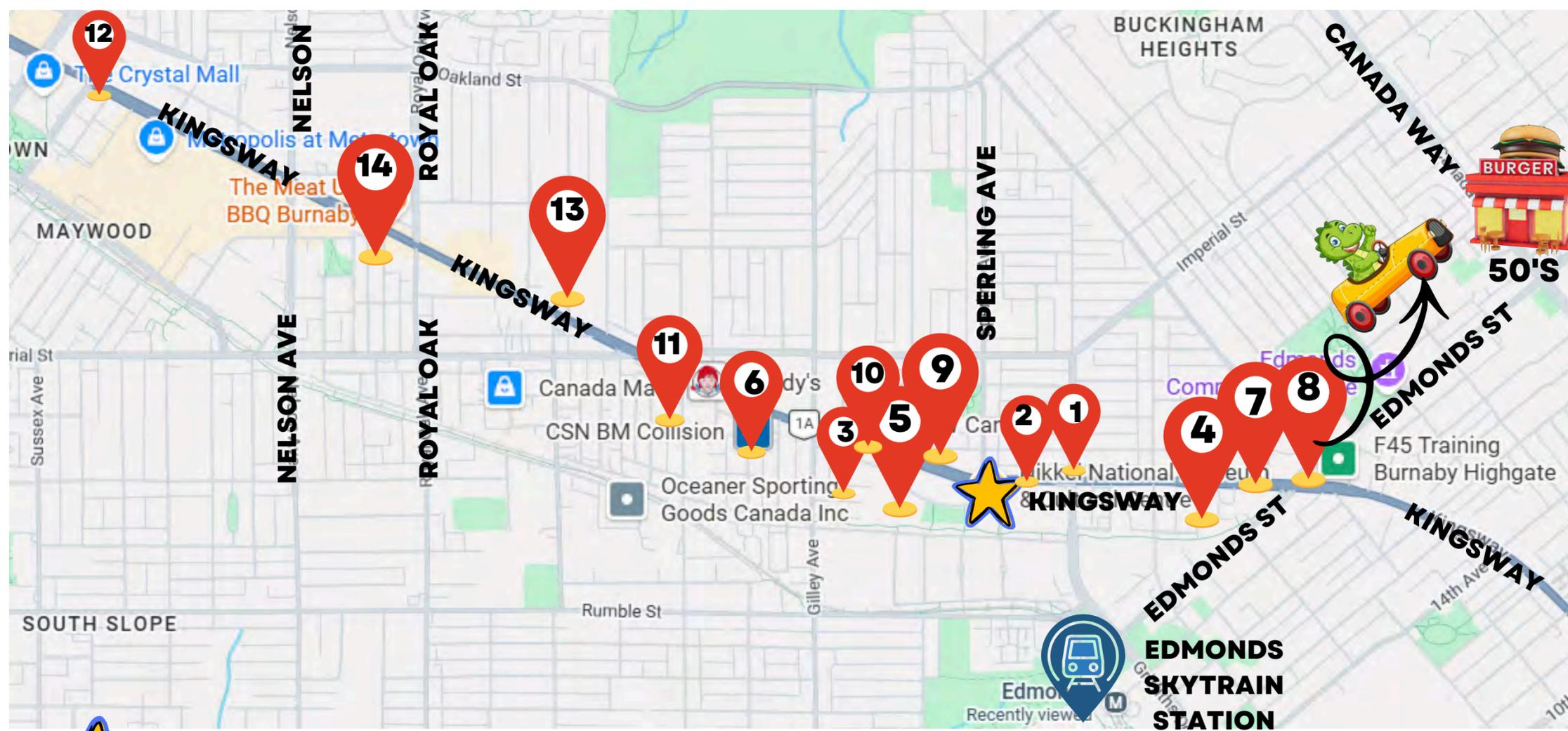
**Beside Shopping/ SkyTrain**  
 **Pet Friendly** **Breakfast Included**

**CLICK**

**CLICK**

**CLICK**

# WALKING DISTANCE (3-15 MINUTES)



- 1** Singapore Hawker - 6630 Southoaks Cres.
- 2** Mr. Ho Wonton House - 6640 Southoaks Cres.
- 3** Vassilis Greek Taverna - 6558 Kingsway
- 4** Pho Century Vietnamese - 7150 Kingsway
- 5** Sushi Garden - 6611 Kingsway
- 6** Triple O's (White Spot) - 6038 Kingsway
- 7** McDonald's - 7229 Kingsway
- 8** Pizza Art Burnaby - 7239 Kingsway
- 9** Tim Horton's - 6641 Kingsway
- 10** A & W - 6535 Kingsway

# SHORT DRIVE (5-10 MINUTES)

 **Nikkei Museum & Cultural Center**  
6688 Southoaks Cres, Burnaby



 **50's Burgers - 7745 Edmonds Street**  
Drive-In/Take-Out/Dine-In

- 11** Wendy's - 5970 Kingsway
- 12** Trattoria Burnaby - 4501 Kingsway
- 13** Denny's - 5605 Kingway
- 14** KFC - 5094 Kingsway



*Follow the yellow car for more dining options on Edmonds at Canada Way, including Burnaby's own 50's Burgers and their vintage drive-in dining experience!*

**AA - Area 79 BC/Yukon Pre-Conference Assembly April 17-19**

**Burnaby Hotel Accomodations**

**Hosted by Districts 40, 34, 32 & 30**

**Note- Hotel reservation deadline for Payment on arrival.**

**Confirm check-in for either:  
Thursday 3 nights or Friday 2 nights**

	# Rooms Blocked	2 Queen or 1 King	Rate + Tax	Per Night	
<b>Best Western Plus</b>	<b>30</b>	<b>30</b>	<b>\$215</b>	<b>\$249.40</b>	

Reservation required by: **Sunday, March 15th**

Reservations: 1-800-780-7234

Group Name: AA - Area 79 BC/Yukon

Group Event: AA Pre-Conference Assembly

Group Booking Code: [https://www.bestwestern.com/en\\_US/book/hotel-](https://www.bestwestern.com/en_US/book/hotel-)

	# Rooms Blocked	2 Queen or 1 King	Rate + Tax	Per Night	With Kitchenette	Rate + Tax	Per Night
<b>Accent Inns</b>	<b>50</b>	<b>45</b>	<b>\$229</b>	<b>\$265.64</b>	<b>5</b>	<b>\$249.00</b>	<b>\$288.84</b>

Reservations required by: **Tuesday March 17th**

Reservations: 1-800-663-0298 or email: [group@accentinns.com](mailto:group@accentinns.com)

Group Name: AA - Area 79 BC/Yukon

Group Event: AA Pre-Conference Assembly

Group Booking Code:

	# Rooms Blocked	2 Queen or 1 King	Rate + Tax	Per Night	
<b>Holiday Inn Metrotown</b>	<b>55</b>	<b>55</b>	<b>\$265</b>	<b>\$307.40</b>	

Reservations required by: **Thursday, March 12th**

Reservations 1-877-660-8550

Group Name: AA - Area 79 BC/Yukon

Group Event: AA Pre-Conference Assembly

Group Booking Code: <https://www.ihg.com/redirect?path=rates&brandCode=EX>

AA - Area 79 BC/Yukon Pre-Conference Assembly April 17-19

Hosted by Districts 40, 34, 32 & 30

Burnaby Hotel Accomodations

Nikkei National Museum & Cultural Centre  
6688 Southoaks Cres, Burnaby

**Best Western Plus**

5411 Kingsway, Burnaby

Front Desk: (604) 438-1383

Distance to Nikkei Event Centre: **1.7 km** Closest Hotel

**Full Buffet Breakfast**

Mini-fridge, Microwave  
& Coffee Machine

Pool not open

**Accent Inns**

3777 Henning Drive, Burnaby

On corner with Boundary Rd.

Front Desk (604) 473-5000

Distance to Nikkei Event Centre

**8.2 km**

Fitness Facility

Pet-friendly rooms available

**Holiday Inn Metrotown**

4405 Central Blvd, Burnaby

Beside Mall & SkyTrain

Front Desk (604) 438-1881

Distance to Nikkei Event Centre

3.4 km

**Hot Breakfast Buffett**

Mini-fridge, Microwave  
& Coffee Machine

Heated Outdoor Pool  
& Fitness Centre

# TRANSPORTATION

DRIVERS  
AVAILABLE!

APRIL 17-19, 2026



DIRECTIONS & INFORMATION  
HOTEL TRANSFERS  
PICK-UP/DROP-OFF REQUESTS  
ACCESSABILITY SUPPORT

**FOR BOOKING & ENQUIRIES:  
CONTACT: MARC B.  
(778) 558-1800 - CALL OR TEXT  
EMAIL: MARC.BERGEVIN@OPENLANE.COM**



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## Pre-Conference DCM Committee Assignments – Panel 75

2025/2026

Committee	Area Chairperson	DCM's from Districts						
Cooperation with the Professional Community	Michelle B.	4	19	73	39	66		
Corrections	Eileen M.	10	30	46	60	52		
Finance	Spencer P.	12	40	42	45			
Grapevine/ La Viña	Dawnn F.	9	24	51	75	56		
Literature	Monica M.	8	34	44	62	71	15	
Policy and Admissions	Caleb W.	7	28	32	50	59	37	47
Public Information	Joanne C.	6	26	41	54	68	3	
Treatment & Accessibilities	Amy M.	14	36	43	64			
Archives	Pauline D.	1	18	38	61	70		



# Pre-Conference Checklist

Virtual Committee Breakouts - April 14, 2026

Hybrid Event Burnaby B.C. - April 17-19, 2026



## WHEN?

### DATES

Now!

Feb 20th - Mar 4th

Mar 8th



## WHO?

### GSR's

- Register for Pre-Conference  
[REGISTER HERE](#)
- Present the travel budget to your group.
- Make travel arrangements.
- Plan a home group meeting to discuss agenda items.

- Make sure your login information works on the BC Yukon Area 79 Website.
- Begin to Recieve Committee Assignments from the Registrar

- Log on to the BC Yukon Website to view your summarized agenda items for your committee and look at your DCM's committee agenda items.
- Prioritize and plan how to present your committee agenda items to your group for their input.

## WHO?

### DCM's

- Register for Pre-Conference  
[REGISTER HERE](#)
- Present the travel budget to your district.
- Make travel arrangements.
- Plan a district meeting to discuss committee agenda items.

- Ensure GSRs/DCCs have a login to the BC Yukon Area 79 Website.
- Consider booking a delegate report in 2026!

- Inform GSRs that the committee agenda item summaries and background material are on the website.
- Review agenda item summaries with GSRs.
- Consider facilitating a Pre-Conference Workshop.

## WHO?

### Area Service Committee

- Register for Pre-Conference  
[REGISTER HERE](#)

- Summarize the background for the agenda items for the 76th GSC.
- March 4th ASC meets to review the summaries of the 76th GSC agenda items.

- Ensure DCMs have summaries of their committee agenda items.



## DATES

## GSR's

## DCM's

## Area Service Committee

**Mar 8th - April 13th**

Bring group feedback to your next district meeting. Provide any feedback to your DCM for their committee agenda items

Receive group feedback from GSRs on DCM committee agenda items.  
 Work with your ASC chair to plan a short presentation for any agenda items you are leading in the discussion at the breakout committee meeting held April 14, 2026.

Your Panel 75 ASC team will be available with the Pre-Conference Committee agenda items during this time. If you have questions, please contact these members - they are here to help.

Plan the committee breakout meeting with committee DCMs

**April 14th**

**Online Committee Breakouts:** Share any feedback on your agenda items with your committee during the online breakout meeting chaired by an Area Committee Member. This helps inform your Delegate for the 76th General Service Conference.

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**Report Backs:** work with your ASC Chair to summarize the discussion from the committee and provide it to the delegate by April 16th.

**Report Backs:** ensure you work with a member of your committee to summarize the discussion and provide the report back form to the Delegate by Thursday, April 16th.

**April 17, 18, 19**

**April Pre-Conference in Burnaby.** You made it! We can't wait to spend the weekend in service together!

**April Pre-Conference in Burnaby.** You made it! We can't wait to spend the weekend in service together!

**April Pre-Conference in Burnaby.** You made it! We can't wait to spend the weekend in service together!

**April 26 - May 2nd**

**Area 79 Delegate attends the 76th General Service Conference (GSC) in New York City!!**

**July 7th**

**Online Committees:** July Assembly

**Online Committees:** July Assembly

**Online Committees:** July Assembly

**July 10-12th**

**July Assembly in Smithers, BC - Results from 76th GSC to take back to your group.**

**July Assembly in Smithers, BC - Results from 76th GSC to take back to your districts.**

**July Assembly in Smithers, BC - Results from 76th GSC.**



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## BUSINESS PROCEDURES & RECOMMENDATIONS

1. Floor discussion and presentation on any motion will be limited to two minutes. A two-minute timer will appear on the screen.
2. No one will speak for a second time until everyone who wishes to speak has been heard.
3. The Minority voice will always have the opportunity to be heard after the vote has been counted.
4. A show of hands will be sufficient for declaring the outcome of motions, unless it is deemed too close, then a count will be made. Substantial unanimity is sought on all non-housekeeping issues.
5. FOR QUARTERLIES: DCMs or Alternates acting for the DCMs, and the Area Service Committee Members are eligible to vote or present a motion.
6. FOR ASSEMBLIES: DCMs or Alternates acting for the DCMs, GSRs or Alternates acting for the GSRs, and the Area Service Committee Members are eligible to vote or present a motion.
7. All motions or presentations will require a copy (written or electronic) for the Area Secretary to include in records of the meeting.
8. "A Housekeeping Issue" will be defined as any issue not affecting groups in Area 79 or AA as a whole. When there is a disagreement as to whether an issue is a "housekeeping" issue, the matter will be decided by a vote of the Area Committee members present. This vote will be by a show of hands and require a simple majority. This definition of a "housekeeping" issue and the above procedure for handling the designation of "housekeeping" issues shall be read at each Quarterly and Assembly after the Business Procedures are read.

### From A.A. Service Manual

**Area Practices and Procedures:** In the spirit of area autonomy, typical practices and procedures discussed here are in no way obligatory, and, in some instances, may be impractical. It is important for each area to agree for itself on how it will operate. Several areas have developed written procedures for all aspects of area operations. (Pg. 20, The A.A. Service Manual **2024-2026 Edition**)

**Article 6 of the Conference Charter: Area Assemblies, Purpose of:** Area assemblies convene every two years for the election of area committee members, from which are elected delegates to the General Service Conference of Alcoholics Anonymous. Such area assemblies are concerned only with the world service affairs of Alcoholics Anonymous. Footnote: Area assemblies still meet every two years in order to elect a delegate to the General Service Conference, but they typically meet far more frequently in order to conduct on-going area business. (Pg. 124, The A.A. Service Manual **2024-2026 Edition**)



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<https://bcyukonaa.org>

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## MOTIONS GUIDE – BC/YUKON AREA 79

This guide is intended to provide assistance to the Fellowship in drafting motions, it is not intended to be definitive. In keeping with our Traditions and Concepts, there may be motions that are unacceptable for presentation to the Fellowship (for example, a motion that is personally punitive would be contrary to Concept 12, Warranty 5).

The Area Service Committee will work with anyone requesting assistance in the preparation of a motion. All motions must be submitted in a written or electronic form. This form can be found on the login side of the website in the *Service Library*.

Only a voting member may present a motion. The presenter will have an opportunity to speak to it, once the motion has been seconded. That being said, the motion must stand on its own.

### **BEST PRACTICES FOR DRAFTING A MOTION:**

- Needs to be clearly stated and answered with a “yes” or “no.”
- Needs to be understood without reference to any other material, including the background material.
- Present one motion at a time. Two-part motions may fail, if the fellowship supports one part and not the other.
- Consider reviewing the most current BC/Yukon Area Book of Motions for examples.

Ensure the motion does not conflict with our Traditions or Concepts.

Plain language is the most effective.

### **HISTORY OR CURRENT PRACTICES:**

- This is intended to help understand the context of the motion.
- What are we doing now?
- Has this kind of motion been considered before? (See current BC/Yukon Area 79 Book of Motions)
- It is preferable not to refer to what someone in A.A. says or does.
- Are we correcting something inconsistent with past A.A. practice?
- Consult with your group, district and/or area.

### **IF CARRIED:**

- What will change?
- How will A.A. be impacted?
- Is there any negative effect?
- Why should we do this? Why is this motion needed?

### **IF DEFEATED:**

- How will A.A. be impacted?

### **FOR FURTHER CONSIDERATION:**

- Any other useful information. Again, not referring to what any individual says or does.

**Please note:**

Motions must be submitted to the Area Chair at least ten weeks prior to the event in order that they may be included in the agenda package for the upcoming Assembly, giving groups the opportunity to consider the motion.

Motions received after this date will be presented to the Assembly as floor actions. The deadline for submitting a floor action is 11 am on the Saturday morning of the Assembly. Financial matters (other than budgets) exceeding \$2,000.00, related to either spending or reductions, cannot be introduced as a floor action.

Updated October 2025 by Panel 75 ASC



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## MOTION

**Motion:**

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**History or Current Practices:**

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**If passed:**

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**If not passed:**

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**For further consideration:**

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Motion submitted by: \_\_\_\_\_

*Please ensure that the motion is submitted to the Chair no later than 11:00am on Saturday.  
Thanks.*



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## Bidding & Hosting Guidelines — Quarterlies and Assemblies

Thank you for your interest in bidding to host a BC/Yukon Area 79 assembly or quarterly. Please contact the Area Chair at [chair@bcyukonaa.org](mailto:chair@bcyukonaa.org) with any questions.

Bids for the following year's area events are typically heard at the April Pre-Conference.

**PLEASE NOTE:** If no bids are presented for any Area 79 event, the event may default to being held virtually only!

### A. Bidding Procedures

When bidding to host either a quarterly or an assembly, information in the presentation must include:

1. The name of the proposed facility where the event will be held, its size, location, accessibility and general layout, including the second meeting room to be used for the Friday night Area Committee meeting.
2. The accurate cost of the meeting facilities (Including all taxes and contractual service charges and/or gratuities), also including table/chair rental and the use of any audio-visual equipment in the facility.
3. The room rates of the hotels/motels in the surrounding area, with an indication of those that have accessible rooms available. ASC room requirements should be confirmed directly with the Alternate Chair. \*\*\*
4. Whether billets and, where applicable, some transportation (such as pickup at airport or ferry terminal) will be offered.
5. Travel feasibility (road conditions at certain times of the year, ferry schedules, etc.).

Area 79 has a history of "creative" bid formats (including song and dance, skits, etc.), which is a delightful custom, but please note that all bids must include the above information in order for the fellowship to make informed choices.

### B. Presentation Guidelines & Suggestions

1. Please NOTE: The length of a bid presentation should not exceed 5 minutes.
2. Please inform the Area Chair at least 30 days prior to the assembly if you plan to use any audio-visual equipment for the presentation.
3. If you are choosing to have a digital presentation, it would be appreciated if you could submit it prior to the event. (It must be received no later than the Friday evening.)
4. All digital presentations will be displayed by the Technical Team lead through online means.
5. Bring a copy of your digital presentation on a flash drive in case of equipment failure.
6. We also recommend bringing a hard copy or notes of your bid in case of equipment failure.

### C. Submission of Intention to Bid

1. While it is not mandatory to submit intentions to bid in advance, providing a bid to the Chair at least eight weeks before the Pre-Conference ensures it can be included in the agenda package, giving groups time to review and consider it..
2. Intentions to bid can also be accepted from the floor
3. For more information to assist on planning a bid, please refer to the Shared Experience at [bcyukonaa.org](http://bcyukonaa.org) under the chair tab.

### D. Financial Responsibilities

1. Area 79 will pay the cost of the meeting place (table/chair and audio/visual rentals if required). Costs have varied in past years, depending on the venue and the community. Preference is given to venues with the most reasonable rates; often these are church halls, schools and community centers. Venue costs are typically in the range of \$3,000 to \$11,000.
2. The Area Venue Coordinator (an ASC member or past ASC member appointed by the Chair) can assist the district in the preparation of site/venue details. Please note that all contracts and deposits must be completed and signed by the Area Chair. The site inspection must be completed by a member of the ASC prior to the signing of the contract. All visits and/or communication with the venue, once the contract is signed, should be done through the Area Chair or appointed Area Venue Coordinator.

3. A Seventh Tradition basket will be passed at the event and arranged by the Area Treasurer to help offset costs of the quarterly or assembly.

#### E. Physical Requirements

1. A meeting place with: Capacity for: 300 – 325 members (Quarterlies)  
350 – 400 members (Assemblies)  
With tables and chairs to accommodate the same numbers and available for the required times.\*\*
  - a) A second meeting space for the Friday Area Committee meeting (DCMs/ASC) with a seating capacity of 60.
  - b) Designated Smoking Area: must meet venue requirements, be away from main entrance, monitored and cleaned up by the Host District Committee.
2. A total of: 27 - 6-8' foot tables for Area displays
  - 16 of which are set up around the perimeter of the room for the committee displays
  - 5 to be set up on the stage or risers
  - 2 beside the stage (on risers if possible) for the Registrar and Secretary
  - 4 for Registration.
3. Seating at the head table for 12 ASC members, either on a stage, on risers, or a combination of the two.
4. Audiovisual equipment (sound and projection equipment) that may be available for area use within the facility.
5. A podium for the floor mic. Please note that Area will usually use its own audio equipment and microphones to accommodate the online participants and the hearing-assist equipment. ASC members will set this up.
6. Volunteers to set up the tables and chairs with the direction of the Alt. Chair prior to the event, take down tables and chairs and clean up the venue at the end of the event. The ASC will be responsible for the setup and teardown of the sound and projection equipment, the displays on the tables around the room, and the wall displays.  
NOTE: no scented decorations at the tables, please
7. Volunteers to staff the registration table. The Area Alt. Chair will be responsible for providing all materials related to registration (name tags, sign-in sheets, procedures, supplies).
8. Facilities for shredding confidential papers, either on-site or off-site, and a place to collect those papers.
9. A 10' step ladder.
10. Large projector screen preferred in main hall and will be provided by the Area if not available in the venue.
11. Wi-Fi (passwords if necessary). Hybrid format requires significant wifi bandwidth and this should be confirmed with the venue and Area Chair.
12. Wheelchair accessibility – REQUIRED for all areas used by the event. (Tiered venues require wheelchair access to every tier.) Disabled parking availability within close proximity to the venue entrance.
13. Restrooms (number available, including single-stall gender-neutral washroom and wheelchair accessibility).

#### Additional Considerations

- Please advise the Area Chair of any specific venue requirements, e.g. soft footwear due to flooring conditions, paid parking available/cost, restrictions on bringing in snacks, etc.
- Please inform the Area Chair if a Corrections Services Canada inspection of the venue will be necessary in order that an inside member may attend the Quarterly or Assembly.
- Host districts are welcome to present, at their own cost, an AA recovery meeting prior to or following the Area 79 business day.

#### F. Meals

Adequate time will be given for lunch and supper breaks. It is not a requirement for the host district to provide a meal or snacks. If the host district or the facility being used chooses to provide a meal or host a concession, Area 79 will assume no responsibility for financial losses. All expenses and revenue regarding food must be kept separate from the rest of the quarterly or assembly finances.

#### G. The Agenda

1. The host DCM (or another member of the district) is traditionally asked to do a presentation on one of the 12 Concepts.
2. Members from the host district are traditionally asked to read the "long form" of the 12 Traditions and the Business Procedures. At a Voting Assembly someone is also asked to read the Area Voting Procedures.

## H. Hosting Procedures

1. District Committee Members from districts that have placed successful bids to hold a quarterly or assembly will be contacted by the Area Chair within one week after the Pre-Conference Assembly for final confirmations.
2. Host districts will be visited by the Area Venue Coordinator (ASC Member or past ASC member) to tour the facility with a Host District Venue Checklist to assist with planning. This Venue Checklist is a valuable tool and is available on the website to help the host district.
3. In order to have the information available to the fellowship in a timely manner, upcoming host districts are to supply:
  - Maps: venue floor plan, locations of restaurants, coffee shops and hotels.
  - Accommodations, including prices, *accessible room availability* and restaurant information.
  - Billeting and other contact numbers (if applicable).
  - Transportation contact for pickup from locations such as the airport, ferry or accommodation. (If available)
  - It would be convenient for printing if the accommodation and restaurant lists could be kept to one physical page each. Double sided is okay, though.
4. Host districts, particularly in smaller communities, need to inform nearby hotels/motels, restaurants and coffee shops of the weekend schedule in order that they can be prepared for an onslaught of people at mealtimes.  
**(footnotes on next page)**

\*\* The following access times are suggested to ensure adequate time for setup and cleanup:

Friday – 3pm-11pm (earlier access is better, i.e. 9am is appreciated to allow for the ASC meeting)

Saturday – 7am-11pm (6am for 7am recovery meeting if provided at cost to host district)

Sunday – 7am- 2pm (Note: Sunday is not required for January Quarterlies)

\*\*\* In accordance with our Traditions, it is acceptable to negotiate free meeting space in hotels/motels based on guaranteeing the booking of an agreed number of rooms for members. Room rates should also be negotiated for the best price. This is assuming that the facility normally offers these packages to other nonprofit organizations.

\*\*\*\* Room blocks at the hotel where the ASC intend to stay need to include rooms (12-15 rooms) for the ASC on the Thursday before the event.

## Host District Venue Checklist

*Fill out this list and relay the information to the Area Chairperson*

**Site coordinator to receive a floor plan from Chairperson prior to site inspection.**

- 1) Main Room Capacity of facility – 300-325 persons – Quarterlies  
350-400 persons – Assemblies
  
- 2) Wheelchair Accessibility – REQUIRED
  
- 3) Tables:                   27 - 6-8' foot tables for Area displays  
                                  16 of which are set up around the perimeter of the room for the committee displays  
                                  5 to be set up on the stage or risers  
                                  2 beside or in front of the stage (on risers if possible) for the Registrar and Secretary  
                                  4 for Registration

*Volunteers needed for setup and takedown of tables and chairs. ASC to set up and take down banners, displays (from table and walls) and sound equipment.*

- 4) Podium for floor mic if available (ASC to set up sound).
- 5) Second meeting space for Friday Area Committee meeting (capacity for 60). 6) Parking (location, quantity and cost).
- 7) Restrooms (quantity including gender neutral).
- 8) Facilities for shredding confidential papers, either on-site or off-site and a place to collect those papers.
- 9) Large projector screen (preferred) in main hall.
- 10) 10' Stepladder.
- 11) Wi-Fi (passwords if necessary). Hybrid format requires greater bandwidth and this should be confirmed with the venue and Area Chair.
- 12) Smoking area must meet venue requirements, be away from main entrance, monitored and cleaned up by host district.
- 13) Any venue requirements / special notes (ie: soft footwear, floor tape).

***Recovery meetings at any Area 79 event are the responsibility of the host committee in both in-person and virtual platforms.***

Approved by Area 79 GSC January 2023

Area 79 Pre-Conference

**ASSEMBLY**

*Lunch*

**BBOQ**



**\$12**

Includes: Beef Burger with toppings,  
Drink & Dessert

Vegetarian and Gluten Free by request and reserved for those with dietary restrictions.