

**Mid-Southern California Area 09 (“MSCA09”)  
“Communications Committee”**

**Final Minutes of 2023-June 11**

The meeting, which coincided with the MSCA09 Area Service Committee (“ASC”) meeting in Long Beach, CA on this date was called to order by Ed L., Communications Committee Chair at 10:15 a.m. (PT).

◆ *Note: Meeting was held without a formal agenda.*

**A. Welcome and Introductions:**

- **In-Person:** Ivan G. (Translator)
- **Zoom:** Ed L. (Chair), Vicki R. (Secretary), Faith B. (MSCA09 Webmaster), and Steve A. (D15 DCMC)

**B. Approval of the Draft Minutes:** Due to the committee meeting time limit, the March 12, 2023 draft minutes completed by Vicki R. on 16 March 2023 were not discussed and/or approved during committee meeting.

◆ *Note: March 12, 2023 draft minutes were approved (via text message correspondence) on June 11, 2023 by Ed L, Ivan G., and Vicki R. after MSCA09 June 11, 2023 ASC meeting.*

**C. Goal(s):**

- a. Continue to convert and translate all MSCA09 English documents to Spanish.
- b. Have the Spanish/Hispanic community start providing their Spanish written/typed reports, flyers, etc., to the committee for English converting and translation.

**D. Activities of the Committee since the Last Area Meeting:**

**a. Translation Projects:**

- Vicki R. and Ivan G. converted and translated 40 English documents in the month of May, as requested by Manya W. (MSCA09 Secretary), Alex W. (MSCA09 Alt-Delegate & Chair), and/or Mitchell B. (MSCA09 Delegate).
- Vicki R. facilitated the committee’s email communication and return of translated documents to applicable requestors and copying applicable others, in addition to maintaining a log of the requested translation documents and providing Ed L. and Ivan G. with a copy.
- Ivan G. spoke to Manya W. during the MSCA09 June 11, 2023 ASA meeting regarding the timeframe of future requested translations. She let him know that going forward she will be giving the committee a two-week timeframe versus the one-week timeframe the committee was given for the May documents.
- Ed L. continues to maintain and update the status of his “Materials to be Translated” list.

**E. New Issues, Outstanding Concerns:**

- a. Workload and Responsibility - See “F. Action Items”

**F. Action Items:**

**a. Translation Projects – Workload and Responsibility Clarification:**

- **Ed L.:**
  1. To send email to Manya W. to get clarification on the following:

1.1 Workload: Based on the number of documents received in May, is this unusual, is this a backlog, or should the committee expect this workload every month going forward?

1.2 Responsibility: Is it the committee's responsibility to type in the 'handwritten' documents?

**b. MSCA09 Website:**

- **Ed L.:** (Based on email correspondence from/with Alex W.)

1. To coordinate with Faith B. in regard to any needed changes / updates of the committee's webpage on MSCA09's website.

♦ *Note: Faith B. advised the committee that the current webpage was downloaded from the old website.*

**c. Communications Committee Guidelines:**

*(Final version of the guidelines was approved during the MSCA09 May 21, 2023 ASA meeting.)*

- **Ed L.:**

1. To revise the footer of the guidelines to reflect "Final" in both the English and Spanish versions, and then email to Faith B. for placing on MSCA09 website.

♦ *Note: As of today's meeting, on the MSCA09 website the guidelines reflect 'draft' version in footer.*

**d. MSCA09 July 2023 Newsletter:**

- **Vicki R. and Ivan G.:**

1. To produce the July newsletter due to Ed L.'s out of town schedule.

♦ *Note: See "G. Additional Meeting Discussion – a. Committee 'Out of Town' Schedule".*

- **Ivan G.:**

1. To reach out to the Spanish/Hispanic community for a personal story.

**G. Additional Meeting Discussion:**

**a. Committee 'Out of Town' Schedule:**

- Ed L. will be 'out of town' from June 15, 2023 thru July 6, 2023 due to going to Boston, and then to the Grand Canyon for a rafting trip with 18 other Alcoholics. Vicki R. and Ivan G. will assume his responsibilities during this time, including producing the July newsletter.

**b. Committee Responsibilities:**

- Ed L. gave Faith B. a brief history of the Communications Committee past and current responsibilities. *(What it Was Like...And What It's Like Now.)*

**c. MSCA09's Translation Process of Motions:**

- Email correspondence received from Alex W., dated June 10, 2023, regarding the translating of motions. Per Alex W.'s email: *"I will be sure to make an announcement that prior to submitting motions to us they need to have gone through GAP and then to your committee for translations."*
- It was brought to Ivan G.'s attention during the MSCA09 June ASA meeting that the "Literature" motion was not translated into Spanish. Faith B. advised the committee that, prior to the meeting date, she had discussed with Alex W. that the copy she received noted "Spanish" at the top, but the body of motion was in English. She also let us know that there was another motion that she did not receive.

**d. Committee's Translation Process of Documents, etc.:**

- Once a 'final' translation request has been received by the committee, Vicki R. will do the applicable converting, and then will email the original received document and the converted document version(s) to Ivan G. for Spanish translation. Ivan G. will translate, and then email the applicable versions to Vicki R. for final 'formatting' and distribution. Vicki R. will then electronically distribute the original document and the final version(s) of the translated document back to the original requestor, Manya W. (eBlast), and Faith B. (Website Posting),

and any other applicable receiver. Committee members to be copied on all email correspondence.

e. Committee's Chair Report:

- Per Ed L.'s request; Vicki R. to give Ed L.'s June Communication Committee Chair's report during MSCA09 ASA's June 11, 2023 meeting due to his having to get back to his field work.

f. Newsletter QR Code:

- Ivan G. questioned Faith B. on whether or not 'one dedicated ongoing' QR code could be created for the Spanish/Hispanic community which would be directly linked to the current issue of the MSCA09 website's posted newsletter. He explained that a flyer could be made with the QR code, copies of flyer printed off, and then passed out to the Spanish/Hispanic community. Faith B. said that one could be created and linked.
- Vicki R. volunteered to create a flyer for Ivan G. to print off and pass out once Faith B. created the QR code. Faith B. will send Vicki R. the QR code once it's been created and linked.
- Committee members agreed a QR code is a great idea.

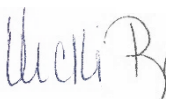
g. MSCA09 Website:

- Faith B. explained various scenarios in regard to the website. For example, receiving files from various submitters, the need for more clarification on what actually should be posted on the website, not always receiving a needed file in order to post on website, etc.
  - Vicki R. questioned Faith B. on whether she would prefer a file be submitted to her via the "Submit Files to WebServant" option on the website, or via "email". And explained that her reason for asking was because when she submitted via the website option, and then didn't see that it had been posted, she was never sure whether Faith B. saw/received it or not. Faith B. let her/committee know that, because she's working with her clients during the week and only checks the website option during the weekends, she prefers receiving a file via email so that she sees it right away. Especially when there's something that needs to be posted quickly.
  - Ed L. advised Faith B. that, once a file has been officially finalized, Vicki R. would be the 'file submitter' for the Communications Committee for those files needing to be posted.
- h. Steve A. (DCMC District 15) thanked the committee for doing a great job in regard to his district's "Preamble" motion translation, etc.
- i. A whole lot of 'Kudos' and Thank You's were expressed by all.

**H. Adjourn:** Motion made, seconded, and unanimously approved to adjourn the meeting at 11:15 a.m. (PT).

Minutes were recorded by Vicki R., and respectfully submitted to MSCA09 members to keep them apprised of Communications Committee activities.

Sincerely,



Vicki R.  
Secretary, Communications Committee

◆ *Note: See Ed L.'s June Communication Committee Chair report for additional information.*