Registration Committee Round Table Notes, Friday, March 2, 2018

TOPICS

1. Group Numbers – how to deal with incorrect ones
2. Battling the FMV system
3. Time Management
4. Delegating Work
5. Registration Committee
6. Declaring Inactive Groups to GSO
7. How to add District to a new Group
8. What do we do with emails from GSO/FMV?
9. Data integrity. Is there a working model to tie FMV to local Intergroup Databases

Intergroup DB vs. Area DB

Groups with active GSRs make sure both are updated. Many think informing one and that both are informed, or that it is a one-time sign in. Because the Area DB form has questions about being included in directory, some GSRs think it means meeting list.

New Groups make sure they are on meeting list locally. Some may not get around to having a GSR, informing GSO, that's a secondary priority.

Some Registrars print our meetings and give to their Registration Committee to research. Registration Committee: a committee at the Area level that assists with registration.

Area 03 has a check-in screen that GSRs check in on when they attend area assembly – make sure the info is updated. Then they are given a card which is what they hold up when voting.

Area 93 – all GSRs fill out forms every assembly, registrar takes them home which compares the form to the existing records.

There is a meeting guide app that is pretty good. You are able to filter Women/deaf/babysitting.

There's a YouTube video on setting up. Unifying forms. Brian would like a system that merged the two databases.\Discussed the printed directories that are sent out every other year. Sent to DCMs – major concern for many with regards to accuracy of addresses is making sure GSRs get their kits.

Delegating Work

Districts assist

Registration Committee

Send lists to DCMs, use mail merge to easily split groups by District

It's great to have 2 people at Area Assemblies to check everyone in.

Some update information during the assembly and can verify illegible handwriting

Use Melissa data to verify address.

Purpose of accurate information – kits, Box 459, etc.

Back to FMV – wish there were more options from dropdown list for person's title. Suggested email the FMV group. They are very helpful. Will probably say no, but will write down suggestions for future improvements.

Why not 2 log ins. Log in used to require certification of 1 PC. No longer the requirement, so maybe the requirement will be loosened.

Final comment regarding voting sticks / cards. Given out at time of registration, quorum known immediately. No roll call down from the front of the hall.

Round Table Notes, Saturday, March 3, 2018

Registrar for Westside combined districts

Karen – Committee Registrar – collects info on committees

Dough, DCM Area 18

Joe, DCM 12

Cindy, DCM Dist 11

Max, GSR, 03

Manny, Chairperson

Duplication of efforts – Registrar West Side Districts – all check in

Similarities of Area vs. District

How to find sub Districts

What tools Used

Two people to do data entry

Process at the Assembly

Frustration in getting registered with GSO

Districts have registrar

Storing of Information – sign in sheets

Cannot change the information without paper trail. Storing info – yes, there are boxes. One area digitized it all. Another hands them over to Archives.

Privacy Policy – Not at Registrar level

At Area Assembly – various sign in methods

How easy is it to work, transfer to the next Registrar, somewhat easy if you know Excel

Registrar Area 49 AA Scalability Fred M

Air Table Database non-technical

GSO – Support ticket? No, "we are not a software company" What about a cloud based CRM, maybe

How does Registrar respond to requests? From emails with cc to DCMs.

Technology Workshop – look into attending

District Registrars

How much time between submission and receipt of kits? 7-10 days. If it takes too long, call GSO, they are there for us.

Suggestion: DCM keep extra kits on hand, when the GSR gets their kit, they can give it back to DCM. Also view at AA.org