



OVEREATERS ANONYMOUS

REGION 5 SECRETARY

September 16, 2016

RE: REGION 5 ASSEMBLY

November 11-12, 2016

In Merrillville, IN

Dear Region 5 Intergroups, Representatives, Officers, and Trustee,

It is time to prepare for the November 2016 Region 5 Assembly. We will meet at the Hilton Garden Inn, Merrillville, IN.

This letter is part of Packet A, the first of the pre-assembly packets containing documents for the upcoming assembly. Expect to receive Packet B, which will contain different documents, near the end of October.

**In this Assembly Packet A**, you will find the following documents:

- A01: The Secretary Letter (3 pg) **\*\*New\*\***
- A02: Hotel Information and Floor Plan (3 pgs) **\*\*New\*\***
- A03: Assembly Registration Form (1 pg) **\*\*New\*\***
- A04: Funding Assistance Information and Form, Revised January 2015 (2 pgs)
- A05: The Agenda and Timeline (4 pgs) **\*\*New\*\***
- A06: Minutes of the July 2016 Assembly (6 pgs) **\*\*As in Packet C\*\***
- A07: Region 5 Bylaws, Revised March 2016 (8 pgs)
- A08: Region 5 Policies and Procedures, Revised July 2016 (13 pgs) **\*\*As in Packet C\*\***
- A09: Region 5 Convention Guidelines, Revised November 2014 (8 pgs)
- A10: Region 5 Standing Rules, Revised July 2016 (2 pgs) **\*\*As in Packet C\*\***
- A11: Region 5 Assembly Information for Representatives and Visitors (9 pgs) **\*\*New\*\***
- A12: Application for Region 5 Chair (3 pgs) **\*\*New\*\***
- A13: Application for Region 5 Treasurer (1 pg) **\*\*New\*\***
- A14: Delegate Application for 2017 WSBC (2 pgs)

The documents marked as **\*\*New\*\*** have changed since the July Assembly Packet C. The documents marked **\*\*As in Packet C\*\*** were new after the July 2016 Assembly, but have not changed since they were sent out in Packet C in July.

Please look over these documents in preparation for the assembly.

During the assembly, you will want to have hard copies or electronic access to at least the Agenda, Bylaws, Policies and Procedures, Convention Guidelines, and Standing Rules.

**Important information** can be found on A02 **Hotel Information and Floor Plan**, A03 **Assembly Registration Form**.

Intergroup Outreach Committee has created a document A11 **Region 5 Assembly Information for Representatives and Visitors**, which replaces Tips for Region 5 Representatives in the Region 5 Handbook. This contains important information for new and returning assembly participants. If you think of changes or additions that would be helpful to current and future assembly participants, please tell the Region 5 secretary.

If your intergroup wishes to apply for funding assistance to send a representative, the A04 **Funding Assistance Form** must be received by **October 11th** to be considered.

The **Region 5 Handbook** is a notebook of resources for Region 5 representatives. If you already have one or just received one from a previous representative, you will want to make sure that the documents are up to date. Check the revision dates against those in the above list of Packet A documents. If you do not have a Handbook, you may order one for \$15 when you register. The most recent Bylaws, Policies and Procedures, Convention Guidelines, Standing Rules, and Region 5 Assembly Information that are in this packet will be included in any Handbooks that are ordered.

If you wish to order **copies of documents**, please contact me; my contact information is at the end of this letter. Copies ordered to be picked up at assembly will cost 10¢ per page. Having the packets mailed to you will cost \$20.

#### **REGISTRATION:**

**Visitors** are always welcome. If you plan to visit, please register by November 3rd. There is no charge for visitors to register unless they wish to join us for the Saturday Luncheon, which must be prepaid (\$25). Visitors are also welcome to register (without lunch) as walk-ins. If you are coming as a visitor, please consider serving as a copy coordinator or a timer.

**Representatives** may register for \$45 through November 3rd, though there will be an early bird price of \$40 for those who register by October 11th. Representative registrations will not be accepted after November 3rd. The option for those who want to attend, but are not registered by November 3rd is to register as a visitor.

You may **register** online at [region5oa.org](http://region5oa.org) or by mail (or email) using A03 **Assembly Registration Form** in this packet.

Whether registering online, on paper, or through email, please remember to register just **one person per form**. Several people can be paid for at one time using the “If you are paying for another’s registration” option, but each of those people needs to also be registered individually.

Online registration and Packet A will be available on the website shortly.

#### **LUNCHEON:**

Just a reminder that we make **assembly luncheon reservations** only for those who have paid before our lunch count is due. If you registered using a ticket with the “Paid by other means” option and the funds haven’t been received in time to reserve your lunch, you may need to make other arrangements for lunch.

The Saturday **luncheon menu** will be:

Vegetable soup (without pasta)

Salad makings: spinach, romaine, and mixed greens, black beans, garbanzo beans, tomatoes, cucumber, eggs, carrots, onions, shredded cheddar cheese, blue cheese crumbles, parmesan cheese

Dressings: sugar free dressings

Grilled chicken, whole grain rolls and butter, fruit served in cups

Drinks: coffee, hot tea, iced tea

### **HOTEL RESERVATIONS:**

**To reserve a room** at the Hilton Garden Inn, Merrillville, IN, call the hotel directly at 219-769-7100 and ask for the **R5A Block** (Code for Region 5 Assembly). The discounted rate for our block is \$124 for one king bed/room/night or \$134 for two queen beds/room/night. Make your reservations **by October 11th** to get the discount and give Region 5 room credit toward the meeting rooms.

Reservations may also be made online using this link:

<http://hiltongardeninn.hilton.com/en/gi/groups/personalized/M/MDWINGI-R5A-20161111/index.ihtml>

See A02 for more hotel information and the floor plan.

### **ELECTIONS:**

We have a candidate for each of the positions we are holding elections for. Please review the applications and carefully consider how you will vote.

During the November 2017 assembly, we will hold elections for vice chair and secretary. The current vice chair and secretary will not be running, as they have reached their term limits. Please consider if you are willing, able, and available to apply for one of these offices. Also consider fellows that you think would serve the region well in one of these positions.

**Delegate Application for WSBC 2017** is document A14.

We will have **several motions** to vote on regarding the changes to the bylaws and policies to accommodate just two assemblies per year instead of three. Those motions will be sent out in a separate mailing.

I look forward to working with you in November!

Thank you for your service.

Yours in recovery,

Susan Mc :-)

Region 5 Secretary

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