

Group Handbook Revision Committee Report for Trusteewebsite.com – August 31, 2017

Committee members are listed below, as of 8/14/17

Name	Area
Betty S.	7
Bill B.	15
Cheryl R.	2E
Debra B.	2E
Jack R.	1A
Jim G.	7C
Mary H.	2H
Mike M.	3D
Phil S.	13
Steve W.	2A

1. The committee met August 14, 2017 by telephone and was attended by six people.
2. It was decided by the committee to change from a “bottom up” approach with regard to topics (first define the topics to be addressed and then place them under “headings” to be determined by the committee) and instead, switch to a “top down” approach.
3. The group then came up with five section headings denoted by Roman Numerals I-V as follows:
 - a. Statement of purpose of the Group Handbook
 - b. The definition of a group
 - c. Establishing a group
 - d. Group Practices
 - e. Closing down a group
4. The next step will be to add subheadings to each heading which will be denoted by capital letters (A, B, C, etc.)
5. It was decided to hold the next meeting on Monday, September 11 at 6pm PDT.

Respectfully submitted:

Jack R.
Area 1A
Orange County, Ca.