

**Perth Central Service Office Inc**  
**Minutes of Central Service Council Meeting**  
**Held Tuesday 11 June 2019 at 6:30pm**

The meeting opened with the reading of the Twelve Traditions.

Prior to commencement of business of the Council the following motion was tabled:

Motion: to elect Janet M to fill Trustee position on Central Service Council.

Moved: Ian C Seconded: Barbara B. Motion carried.

**1. Attendees:**

Ian C (Chair), Darcie Y (Vice-Chair), Anne B (Literature Rep), Barbara B (Treasurer), Brian W (Trustee), Janet M (Trustee)

**2. Apologies:** Carron W (Secretary)

**3. Minutes of previous meeting:** there being no quorum at the previous Council meeting in May, no minutes were taken.

**Business arising from the minutes: N/A**

**4. Correspondence**

**4.1 Inward:** Nil

**4.2 Outward:** Nil

**Business arising from correspondence: Nil**

**5. Reports**

**5.1 Secretary: Nil**

**5.2 Serenity Editor (position vacant):**

Janet advised the committee that she would temporarily take back the Serenity publication using Microsoft and hoped have the July edition completed before she went on holiday. The meetings list is also to be updated. Janet is still on the lookout for a permanent Serenity editor.

**5.2.1** Janet queried our Grapevine subscription. Barbara advised that she was unaware if the subscription has been paid in the last financial year.

**Action: Janet to send subscription information to Barbara for follow-up.**

**5.2.2** Janet queried distribution dates (mailing) of the Serenity to groups. Janet will draw up checklist to bring forward distribution dates and liaise with volunteers sending out magazines. This will be done when Janet returns from leave.

**5.2.3** Barbara queried if Areas were aware that surplus Serenity magazines were available to Area representatives going to rehabs, prisons etc. There are currently over 100 available each month for this purpose. These are free.

**Action: Send email to Areas alerting them that excess Serenities were available for service work.**

**5.3 Literature Rep:**

Ian welcomed Anne B on board. Anne would be meeting with Patrick for training on the literature ordering system and procedures for ordering literature.

**5.4 Treasurer's Report:**

May 2019 financial report tabled and discussed. It was noted that the year-to-date figures indicated a balanced budget. A full set of documentation was provided to give committee members a better understanding of the process involved in reconciling month-end reporting.

Motion: that the reports be accepted.

Moved: Darcie Y Seconded: Janet M. Carried

**6. General Business:**

**6.1 Year-end Reporting to Government (State and Federal)**

Barbara informed the committee that the year-end reporting to the Australian Charities and Not-for-Profit Commission (ACNC) and Department of Commerce (Incorporated Assns) was due and would be completed by 30 June 2019.

**6.2 Regional Support**

Darcie asked if a regional liaison position could be created on the Council to provide support to regional members and groups. It was pointed out that the support for groups/members in the regions should be provided through Areas and Districts. Both bodies were proactive in providing support where necessary and any queries from groups should be directed to them.

Meeting closed with the Serenity Prayer at 7:13pm.

**Next meeting:** Tuesday 9 July 2019 at 6:30pm.

(signed)

Signed: \_\_\_\_\_  
Ian Comrie, Chairperson

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Date