

**Perth Central Service Office Inc**  
**Minutes of Central Service Council Meeting**  
**Held Tuesday 12 March 2019 at 6:30pm**

The meeting opened with the reading of the Twelve Traditions.

**1. Attendees:**

Ian C (Chair), Julie D (Secretary), Sarah M (Serenity Editor), Barbara B (Treasurer), Brian W (Trustee)

**2. No Apologies**

**3. Minutes of previous meeting:** tabled.

**Business arising from the minutes:**

**3.1 Office Refurbishment**

The office refurbishment has gone smoothly. A special thanks to Sue, Patrick, Pat and other members for doing such a great job and ensuring that the office continued to operate in the midst of chaos. Thank you!

Motion: Minutes from meeting 12 February 2019 were tabled and accepted unanimously.

Moved: Brian W                      Seconded: Barbara B

**4. Correspondence**

**4.1 Inward:** general emails

**4.2 Outward:** emails responded to

**Business arising from correspondence: Nil**

**5. Reports**

**5.1 Secretary:**

146 after-hours calls, 4 Al-anon calls, 36 calls for Help

Julie confirmed with Sue procedure for dealing with emails addressed to secretary.

**5.2 Serenity Editor:**

Serenity magazine feedback has been positive. AGM notice is to be included in next issue of Serenity. Old/excess Serenities are distributed to other service providers for client information.

**5.3 Literature Rep:**

Report on literature received from Patrick was tabled and is attached. A stocktake of the literature was undertaken as part of the annual audit.

**5.4 Treasurer's Report:**

- February financial report tabled and discussed.
- The annual audit has commenced and is progressing well.
- Fraud & Error questionnaire tabled for committee's information feedback (deferred).
- Committee members register pro-forma tabled and completed.

Motion: that the reports be accepted.

Moved: Barbara B    Seconded: Sarah M.    Carried

**6. General Business:**

**6.1 Draft Volunteer Agreement (updated)**

The revised Volunteer Agreement was tabled and discussed.

Motion: the Committee approved the Volunteer Agreement and that all current and future office volunteers are to be provided with a copy of the agreement for completion and signature.

Motion moved to adopt Volunteer Agreement: Barbara B Seconded: Ian C. Carried.

## **6.2 Claisebrook Lotteries House Management Committee (CLH)**

Barbara attended the recent CLH Meeting and advised that the CLH operating annual budget will be decided at the May meeting. Then all tenants, including CSO, will be advised of the rent rate and any changes.

## **6.3 Parking reimbursement**

Barbara requested reimbursement of parking for annual audits or special occasions when conducting AA business.

Motion: that the committee approve reimbursement of parking costs for Treasurer when audit or special business is conducted. Moved: Brian Sarah seconded. Motion carried.

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## **7. Special Business**

### **7.1 Rules of Association (revised) – Background reasons for amendments**

The Rules of Association with proposed revisions were tabled. The committee approved the typo corrections and renumbering and the special resolutions that are to be put to the members at our 2019 Annual General Meeting.

#### **The Special Resolutions to cover:**

**Rule 1: Name change:** from “Perth Central Office Inc” to “AA Service Council for Western Australia (need to add) Inc” – this will ensure our name reflects the wishes of the members at the 2018 AGM. It will clear up the inconsistent listings with the Department of Commerce and the ACNC (Australian Charities & Not For Profit Commission). It will also eliminate the trading name “Alcoholics Anonymous”.

**Rule 11: Nominations Annually:** Three (3) options to consider due to difficulties in past years in getting members to nominate for all 12 positions on the Committee. We often start the year with vacancies or as vacancies arise they are hard to fill. This can be addressed by:

**Option 1:** reduce the committee to eight (8) positions by deleting Assistant Secretary, Assistant Treasurer and two (2) Trustee positions. The committee will be more workable and absences due to holidays, jobs, ill health etc won't affect the quorum at monthly committee meetings;

**Option 2:** rename the “Trustee” positions as Ordinary Committee members (5 years sober) – the members who nominate will then understand that these are working positions not positions of status and prestige.

**Option 3:** other suggestions welcome.

**Rule 30: Annual General Meeting: Order of Business** – suggest delete item (d) Reading of the Balance Sheet. No longer necessary as the annual Audit prepared by our external Auditor is very comprehensive and includes our current assets in State of Fund Balances.

**Discussion on the Special Resolutions/s for the 2019 Annual General Meeting:**

- (a) that the members approve the change to Rule 1 to delete the name Perth Central Service Office Inc and replace it with the name AA Service Council for Western Australia Inc.**
- (b) That the members approve trading name be: Central Service Office WA or other name.**
- (c) That the members approve the changes to Rule 11: Nominations Annually for the composition of the committee to reduce the size and composition of the Committee.**
- (d) That the members approve the change to Rule 30: Annual General Meeting: Order of Business by deleting item (d) Reading of the Balance Sheet.**
- (e) That the amended Rules of Association as attached be approved.**

MOTION: that the Committee approve the format of the resolutions be put to the 2019 AGM:

Moved: Ian C    Seconded: Brian W

Motion carried unanimously by the Committee.

**ACTION:** After the AGM the committee will submit the Form 5 with the approved name change, Rule/s change and the amended Rules of Association to the Department of Commerce: within one (1) month of the AGM (as stated in the Associations Incorporation Act), along with the fee of \$52.50.

**7.2      Approved office bearers for accessing the Department of Commerce and the ACNC websites were discussed:**

MOTION: That the committee send an email to the Department of Commerce, advising the names of two (2) office bearers who are approved to access the Department's online service, i.e. Chair Ian C and Treasurer Barbara B.

Moved: Brian W                                      Moved: Sarah M

Motion carried unanimously by the committee.

**Note:** After the committee sends the emails to [association@dmirs.wa.gov.au](mailto:association@dmirs.wa.gov.au), the Department of Commerce will then remove the names of our two (2) current contacts, i.e. Peter D and Clare S.

**7.3      Annual General Meeting 2019**

Motion: the committee approved the date for the Annual General Meeting will be Sunday 26<sup>th</sup> May, at 10:00am in the Claisebrook Lotteries House meeting room.

Moved: Ian C                                      Seconded: Barbara B

Motion carried unanimously by the committee.

**Action: Julie to book meeting room and provide notice of AGM to Sarah for inclusion in the next Serenity magazine.**

Ian thanked the committee for their attendance and for their contribution.

Meeting closed with the Serenity Prayer at 8:30pm.

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

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

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Date