

**AA Service Council for WA Inc.**  
**Minutes of Central Service Council Meeting**  
**Monday the 10th of August 2020**

**1. Opening**

The regular meeting of the AA Service Council for WA Inc. was called to order at 6pm on Monday the 10th of August 2020 at Claisebrook Lotteries House by. The meeting opened with the reading of the Twelve Traditions.

**1.1 Attendees**

Brad, H (Chair), Darcie Y (Vice Chair), Anne B (Literature Rep), Barbara B (Treasurer), Jill R (Secretary), Gabbie (Serenity Editor), Brian W (Trustee), Janet (Trustee)

**1.2 Apologies**

All present.

**2. Approval of Agenda**

The agenda was unanimously approved as distributed.

**3. Approval of Minutes**

Minutes of meeting held 14<sup>th</sup> July 2020 were reviewed. The minutes were previously approved by Ian C (Chair at time of 14<sup>th</sup> July 2020 meeting).

**4. Correspondence**

Inward:

- GSO Public Liability Statement, to be discussed later.

Outward:

- Update of CSO day to day activities sent to CHLA.
- Annual Information Statements were lodged with DMIRS (Associations Branch) and the Australian Charities and Not-for-Profit Commission (ACNC).

Business arising from correspondence: None

**5. Reports**

**5.1 Secretary/CSO Report**

July 2020 has seen activities at Central Service Office gradually return to normal. During July, the office hours were 9.00am – 4.30pm, Monday – Thursday.

Statistics:

- During office hours, (20 days in July): 48 Help Calls, 38 visitors to CSO.

- After hours Helpline: Week evenings 4.30pm – 9 am the following day and all-day Saturday and Sunday: 109 calls.
- The after-hour call tally may not reflect an accurate picture as it does frequently occur that calls don't reach the Helpline volunteer on time. An update of the phone diversion system may be necessary to solve this issue.
- There were several calls most days from AA members, asking for information about which meetings were back face to face.
- Sue B updated the meetings list and Matt did the Zoom meetings list.

Business arising from secretary report: To investigate options for an updated system to divert calls to the A/H Helpline. Report next meeting. **Action: Janet M.**

## 5.2 Literature Representative Report

Literature sales have increased and are back to pre-COVID19 level. Sales totalled \$4,000 in July which is pleasing to see. I would like to thank Jill R for exploring parcel post costs for literature mailed out. Groups/members will benefit from the reduced costs and it has simplified the process for CSO.

Business arising from literature representative report: Promote literature sales by using social network platforms. **Action: Brad H.**

## 5.3 Serenity Editor Report

Gabbie reported that the Serenity is being published using Canva as software which is proving very effective. Articles for the September edition have been sourced and should be ready to go to the printer on 21 August 2020. Gabbie would like to encourage the AA membership to send in their stories for publishing. The September issue will focus on Step 9 and Tradition 9 as well as members stories about how they managed during COVID restrictions. Contributions for the September issue of Serenity must reach the editor by 19 August 2020.

Business arising from Serenity Editor's Report:

- Complimentary issues of the new format Serenity will be sent to all AA groups who do not currently have a subscription. **Action: Sue B and Jill R.** (Office workers)
- Update on how many groups do not have a Serenity subscription **Action: Jill R.**

## 5.4 Treasurers Report

Financial report as at 31 July 2020 tabled. A surplus of \$4,037.83 was recorded which has reduced the YTD operating deficit to -\$6,434.90. The increase in revenue is due to increased literature sales and group contributions. Included in payments are quarterly transfers to GSO, Areas and Districts totalling \$3,371.97. The balance of CSO's operating account at 31 July is \$16,660.14.

Business arising from Treasurers Report:

How important is it to have AA listed in the White Pages at a cost of \$105.00 per month?

Response: the importance of having a presence Online as well as in the physical White Pages was deemed very necessary.

Motion:

The reports (including copy of the financial report provided to the committee members) be accepted as true and correct.

Moved: Anne

Seconded: Darcie

Carried unopposed.

## **6. General Business**

### **6.1 CSO hours**

Jill R reported that CSO will be operating as per normal hours, i.e. Monday to Friday 9 am – 4.30pm as from August 24<sup>th</sup>, 2020.

### **6.2 Clarification on role descriptions as per Rules of Association**

Jill R will distribute all previously recorded position descriptions to the relevant committee members prior to next Committee Meeting, to be put on agenda for next CSC meeting.

### **6.3 Progress Report – subcommittee (Serenity)- Gabbie/Janet**

A survey re the Serenity Magazine has been put out to the AA membership. The response has been great, to date there have been 83 completed surveys returned. There is strong support to have both online and hard copy versions of the Serenity on a monthly basis.

### **6.4 Draft minutes of AGM meeting 26 July 2020.**

The Committee was satisfied with the draft minutes of the AGM and these will now be put on the AA Website. **Action: Barb B.**

### **6.5 Letter from GSO to Office Bearers re Insurance Exclusion**

Brad will email all Committee members the letter issued by GSO on August 7<sup>th</sup>, 2020. – This letter states that as long as Group Secretaries adhere to the stipulations made by the Venue Landlords, individuals who contract COVID will have no substance to take the issue to court/sue.

### **6.6 State Anniversary**

- Date: 21<sup>st</sup> November, 2020
- Venue has been Booked
- Make members aware that this event may need to be cancelled if new stringent COVID restrictions in effect.
- Audio Equipment – use same team as used previously.
- Darcie to update committee on State Anniversary organisation.

### **6.7 Archives**

A decision was made to put this on the agenda of the next Committee meeting.

**7. Closure**

Meeting closed with the Serenity Prayer at 7:45pm.

**8. Next Meeting:**

Monday 14<sup>th</sup> September 2020 at CLH, 6pm

Signed:

Brad H. Chairperson

Date: 14<sup>th</sup> September 2020