

**AA Service Council for WA Inc.**  
Minutes of Central Service Council Meeting  
Monday the 12th October, 2020

**1. Opening**

The regular meeting of the AA Service Council for WA Inc. was called to order at 6pm on Monday the 12th October, 2020 at Claisebrook Lotteries House.

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), Brian W (Trustee)

**1.2 Apologies**

Gabbie (Serenity Editor)

**2. Approval of Minutes**

Minutes of meeting held 14<sup>th</sup> September, 2020, were reviewed.

**Motion:** That the minutes be accepted as true and correct.

**Moved:** Darcie    **Seconded:** Anne    **Carried unopposed.**

**3. Correspondence**

**3.1 Incoming: none**

**3.2 Outgoing:**

- Brad has sent an invite to AI Anon - WA, AA State Anniversary.
- Approved minutes from August 2020 sent to Sue B. to be posted on website.

**4. Reports**

**4.1 Secretary/CSO Report**

During the month of September CSO could operate very smoothly thanks to the cooperative office team who are working well together.

Statistics:

- During office hours, (22 days in September): 39 Help Calls. 8 Help Emails. 43 visitors to CSO.
- After hours Helpline: 74 calls.

All AA members who volunteer for the AH Help Line were contacted as were all those on the 12 Step List, this is done each year to confirm that members are still available for this service work. Members were also asked which suburbs they could help out in for 12 step calls, we now have a good range of numbers in many suburbs around Perth.

A very productive month in the office!

**4.2 Literature Representative Report**

Literature sales are steady. Thank you Brad, for posting the books on the AA Facebook groups for WA. Via this useful resource members are more aware and up to date on what is available to

them. Sales have definitely increased from my home group because of this. Jill has placed another order on my behalf to GSO.

#### **4.3 Serenity Editor Report**

The November issue of Serenity is going according to plan; Gabbie has put out a call out to members for asking for contributions of suitable stories.

#### **4.4 Treasurers Report**

Financial report as at 30th September 2020 tabled. Barb reported with thanks that CSO has a balanced budget.

<p><b>Motion:</b> That the reports (including copy of the financial report provided to the committee members) be accepted as true and correct.</p>
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<p><b>Moved:</b> Brian    <b>Seconded:</b> Darcie.    <b>Carried unopposed.</b></p>
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### **5. General Business**

**5.1 Clarification on role descriptions as per Rules of Association** – Committee members discussed their relevant role descriptions and whether their Role description still needed updating. The updated PDF'S will be forwarded to Barb to collate and file on CSO office computer and a hard copy in the relevant file.

**Action: Barb/All**

**5.2 Changes to Signatories Authority** – Police & Nurses Bank

Forms were provided for Brad and Jill to go to P & N Bank, to have their names added to the accounts. Brad and Jill were also provided with a copy of the latest signed minutes.

**Action: Brad/Jill**

**Changes to Signatories Authority** – Commonwealth Bank of Australia.

Forms were provided for Brad to go to the Commonwealth Bank to have his name added to the accounts. Brad was also provided a copy of the latest signed minutes. **Action: Brad**

**5.2 Progress report re: Mastercall (telephone diversion system)** – Brad will arrange a visit to Telstra to discuss the Computer Based System CSO Sydney use and ascertain whether it is suitable for CSO Perth. **Action: Brad**

**5.3 Free serenity distribution list** – After some discussion on this subject it was decided that Sue B would be asked to finalise this list. The Green Book available through WANADA: (Western Australian Network of Alcohol and other Drug Agencies), is a handy resource for this purpose, the latest version is online.

**5.4 Outcome of Credit Card eligibility for AA/option of PayPal.**

- Barb reported that as we always need 2 signatures for any transaction we aren't eligible for a Credit or Debit Card.
- The idea of PayPal as an option to make payments and receive payments was discussed. Jill will check with Commbank as to whether this facility is available to CSO.

### **5.5 Serenity Online Version – Progress**

Due to a misunderstanding the sub-committee paid for a 3 month subscription of FlipBook. The person concerned will be reimbursed and the sub-committee to be advised that no online version of the Serenity can be distributed until their proposals and recommendations are submitted to CSO committee for approval as per the decision of the CSO AGM.

**Action: Brad/Barb.**

### **5.6 State Anniversary**

- Venue to stay as planned namely: Perth Town Hall.
- As per the Rules of the Association, Brad will chair the State Anniversary Meeting, Darcie to co-chair.
- Barb will organise the Audio hire for the event.
- More to be organised at the next committee meeting.

**5.7** Send thank you letter to Janet M for her contribution and dedication to the CSO Committee over the last years.

**Action: Brad**

**5.8** Update receipt book format, we have 5 new receipt books left but they do not have the correct Incorporated name and no provision to record the group number.

- After checking the current format, it was noted that the correct details are listed at the bottom of each receipt, no need to update at this stage.

**5.9 New Committee Member Vacancy – Trustee (deferred to next meeting)**

**5.10 Update Group Information Register – deferred to next meeting.**

**6 Next Meeting:** Monday 9<sup>th</sup> November, 2020 at CLH, 6pm

**6. Closure:** Meeting closed with the Serenity Prayer at 7:40pm.

Signed:

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Brad H. Chairperson

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Date