

AA Service Council for WA Inc.

Minutes of Central Service Council Meeting Monday 8th February, 2021.

1. Opening

The regular meeting of the AA Service Council for WA Inc. was called to order at 6pm on Monday 8th February, 2021 at Claisebrook Lotteries House.

1.1 Attendees

Brad, H (Chair), Anne B (Literature Rep), Barbara B (Treasurer), Jill R (Secretary), Brian W (Trustee), Gabbie (Serenity Editor), Paul J (Regional Trustee), Marilyn M.

1.2 Apologies – Darcie

1.3 Welcome

A special welcome was made to Paul J. and Marilyn M.

2. Approval of Minutes

Minutes of meeting held 14th December, were reviewed.

2.1. Matters arising from Minutes.

Re: 4.2. It was noted that literature ordering from GSO, by our CSO, can only be done through the special literature order sheet which is provided by GSO to each CSO in Australia.

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

Moved: Barb **Seconded:** Brian **Carried unopposed.**

3. Correspondence.

Incoming:

- Email to CSO Office regarding “Medications Advice”.

Outgoing:

- Copy of approved minutes of meeting held November 9th, sent to Sue to be posted on AA Perth Website.

4. Reports

4.1 Secretary/CSO Report

The office is providing continual service to the members of AA and people needing help with alcoholism. We are thankful to all our service volunteers including those on the AH helpline.

Statistics:

December 2020

During office hours, (17 days): Help Calls 25. Help Emails 5. Visitors to CSO 34. After-hours Helpline: 90 calls.

January 2021

During office hours, (19 days): Help Calls 37. Help Emails 4. Visitors to CSO 45. After hours Helpline: 54 calls.

The office staff recently met to review all daily procedures with a view to achieving a more unified approach in the running of CSO. This was well received and very productive.

The helpline phone is now working properly, it was a keypad issue, a new keypad has been installed.

The CSO will be issued with a mobile phone for in house use, i.e., texting information and sending links. It will not be used for phone calls.

A more systematic approach needs to be decided on with regards to sensitive and alarming emails sent to CSO that call for CSO Committee involvement.

Patrick is planning to retire later this year which calls for the need for a replacement for Patrick, it would be a good idea to have 2 new office relief workers, one to commence as soon as possible on a relief basis and then take Patrick's place, and another to commence as a relief worker after Patrick leaves. Patrick still hopes to do some service work in the office, i.e. Serenity Mail-out.

Generally, members have shown a lot of appreciation towards CSO workers.

4.1.1 Matters arising from Secretary Report.

Discussion arose regarding how best to deal with sensitive and alarming emails sent to CSO that call for CSO Committee involvement. Sue B will be asked to forward these to the CSO Committee Chairperson when deemed necessary.

4.2 Literature Representative Report

Literature Sales are steady with a good supply in the office.

Anne is waiting on an outstanding order from GSO. The stock take has been done with help from Patrick and Brad. Many thanks. Literature Sales for the year totaled \$37,756.21.

4.3 Serenity Editor Report

Gabbie gave an update on the progress for the March Edition. The March edition will have a transcript of an interview given by Radio Fremantle. Gabbie will also include an article regarding "Medical Advice" as well as the Geraldton Roundup.

4.3.1 Matters arising from Serenity Editor Report.

Brad will use social media to promote the Digital Serenity available as from March. We will keep the number of printed Serenity Magazines at 600 copies.

4.4 Treasurers Report

2020: The total income for the 12-month period January to December 2021 was \$104,341.11 which was a reduction of \$31,743.56 compared to 2019 due to the impact of Covid19. The payments totalled for 2020 \$109,001.31 compared to \$130,555.85 in the previous year. A deficit of -\$4,660.00 was reported at year-end. All commitments for

2021 were met including the 4th quarter splits to GSO, Areas and Districts and there were no outstanding accounts carried over to 2021.

2021: Total income for January 2021 was \$17,322.56, and payments totalled \$4,641.81 leaving a surplus of \$12,680.75. Included in the income are large group contributions specifically for CSO..

The 2020 Audit is still on track for 4 March 2021.

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

Moved: Jill. **Seconded:** Gabbie. **Carried unopposed.**

5. General Business

5.1 Phone Diversion System.

Craig, a contact via CLH is aiming to provide CSO with a workable solution. Brad will keep us up to date on this and advise when this can be demonstrated in action so CSO can evaluate and make a decision on whether or not the system is adequate and reliable for CSO requirements. The NBN needs to be booked in for connection asap.

5.2 Xero Accounting System.

Barb met with Claire once in January. The Xero account has been set up for CSO and the Chart of Accounts has been developed. The lockdown has prevented meeting again but a meeting is planned after 14th February. Barb expressed that she is very pleased with the features that Xero offers and is very positive and confident with CSO decision to adopt this accounting package.

5.3 Email to CSO Office regarding “Medications Advice”.

It was noted that AA has produced publications with specific advice about this and members need to be made aware. Paul J has presented the letter received and presented to Area A and Area B.

Information has been left on desk in CSO for members to take to groups.

5.4 Fraud Audit/ Questionnaire

Barb B, presented the Fraud Questionnaire for discussion. All committee members agreed to have this completed and submitted as necessary.

5.5 Request from Perth 2023 HPC: to assist with paying an invoice for them as a contribution.

The Perth 2023 host planning committee asked CSO to assist financially. There are two invoices HPC has asked CSO to pay. CSO agreed on this as the 2023 Convention serves AA and its members with the important service AA members have to carrying the AA message The amounts and invoices will be forwarded to Barb to pay when they are due..

5.6 Recruitment of a new CSO office worker/s

Ralph M. has been asked if he's willing to work in the office. He has shown a willingness to work once a fortnight. The committee is in agreeance with this and look forward to having Ralph as part of our office team.

5.7 Path to AGM - looking for possible replacements for Committee members, including Trustees. Date of AGM and notification of AGM to fellowship.

The CSO Committee will have 4 vacancies for new committee members. Brian W, Barb B and Darcie Y are retiring at the end of this term. Replacement for Janet M who resigned last year as Trustee also needs to be filled.

Positions vacant: 2 Trustees, Treasurer and Vice Chairperson.

Barb advised that for the benefit of CSO, she will continue to implement the Xero Package and work as a support person to the Treasurer. This is supported by CSO Committee to maintain continuity.

The first notice informing members about the upcoming AGM has been sent to the Serenity Editor and the Calendar of Events editor.

6. **Next Meeting:** Monday March 8th 2021.
7. **Close with Serenity Prayer.**

Signed:

Brad H. Chairperson

Date