

**AA Service Council for WA Inc.**  
Minutes of Central Service Council Meeting  
Monday 8th March, 2021.

**1. Opening**

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

**1.1 Attendees**

Brad, H (Chair), Barbara B (Treasurer), Jill R (Secretary), Brian W (Trustee), Gabbie (Serenity Editor), Paul J (Regional Trustee)

**Absent:** Darcie. **Apologies** – None

**1.2 Welcome**

A special welcome was made to Paul J., Regional Trustee.

**2. Approval of Minutes**

Minutes of meeting held 8<sup>th</sup> February, were reviewed.

**2.1. Matters arising from Minutes.**

Re: 5.3. Brian W. would like to see the articles regarding giving “Medical Advice” to AA members published in the Serenity Magazine. It was agreed that this would be very beneficial. Brian W. will forward these to Gabbie for publication. Gabbie also plans to periodically publish articles regarding the danger of advising AA members about Medications. The committee is in agreeance about this matter as clearly outlined in AA/GSO approved literature. **Action:**  
**Brian/Gabbie**

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

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

**3. Correspondence.**

**Incoming:**

- Email received from Anne B, advising of resignation as Literature Representative.

**Outgoing:**

- Approved minutes of meeting held Feb 8<sup>th</sup>, 2021, sent to Sue B. to be posted on AA Perth Website.
- Email sent to office workers outlining protocol for “sensitive” emails/phone calls.

**4. Reports**

**4.1 Secretary/CSO Report**

Statistics

February 2021

During office hours (15 days). CSO was closed for one week due to COVID-19 lockdown.

Help Calls to office - 41, Help Emails – 2, AI-Anon calls– 8, AH Calls – 86, Visitors to CSO – 45.

An email was sent to all office workers advising of the suggested protocol regarding sensitive correspondence which may arrive at the CSO, as was related at our February CSO committee meeting. (Copy of email sent, provided to committee members for perusal.)

Ralph M has been coming into the office to become familiar with the running of the CSO. Ralph is now on the roster for CSO.

What is the CSO position in relation to calls received on the Helpline by CSO or After Hour volunteers, what is our legal position or liabilities if any?

There are a few overstocked literature items, in particular certain pamphlets which really sell. Chris from GSO has advised that GSO are willing to issue a credit on some of our overstocked items.

#### **Matters arising from Secretary Report.**

The email sent to office workers, re: protocol for dealing with sensitive emails and information received at the CSO, was discussed. It was suggested to look at this again at the next committee meeting.

In regards to help calls received where the caller may need emergency help: It was suggested that general guidelines for Helpline volunteers be made available. We have permission to use and adapt the Brisbane CSO guidelines. We will look at these at the next CSOC meeting. Jill will circulate these to committee. The current information provided to Help line volunteers will also be circulated to committee members – **Action: Jill**

#### **4.2 Literature Representative**

No report available.

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

Gabbie gave an update on the progress for the April edition. There will be a submission regarding the Al-Anon Camp held at Point Peron in the April Edition.

The AGM notice did not get into the March issue. It will go into the April issue.

#### **4.4 Treasurers Report**

A Profit and Loss report for February 2021 including year-to-date figures has been compiled using Xero. The new system has simplified the processing of transactions for the 60/30/10 plan. Money is allocated to the various entities during this process and will be reported separately each month. Clare has done an excellent job setting up Xero to meet our unique requirements. A balance sheet will be presented from March 2021 onwards. For the time being Barb will need guidance and support from Clare at the end of each month to ensure our reporting and reconciliation of our accounts is correct.

**Annual Audit:** The annual audit of CSO 2020 financial records and internal controls and procedures has been completed. The audit went well and no issues or weaknesses were identified. Barb recommends that we continue to use Australian Audit for our next audit. We have used this organisation for a number of years and they specialize in not-for-profit organisations. With regards to the upcoming AGM and voting for a new treasurer: Barb mentioned that the newly elected Treasurer should possess adequate financial and accounting skills.

<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> Barb. <b>Seconded:</b> Gabbie. <b>Carried unopposed.</b></p>
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### **5. General Business**

#### **5.1 Phone Diversion System/Sim Card/ NBN.**

The NBN connection cannot go ahead due to another office at 33 Moore Street being connected at the moment. The Sim card for the proposed mobile phone cannot be organised until the NBN connection and our new account is active. Our current account is a residential account. We need to have a business account in order to keep our 2 telephone

numbers active. The NBN needs to be installed before the Phone Diversion System can be trialled.

**5.2 Adobe Creative Cloud subscription**

AA Perth now has an annual account with Adobe. We have not-for-profit subscription which comes at a cheaper annual rate, the account can now be paid directly from the AA bank account. The Serenity Editor will have access to all past work held on creative cloud. The CSO has access to the account and can add/change details if necessary.

**5.3 Literature Rep**

Patrick S. is willing to order literature for CSO in the interim.

It was noted that having an active Literature Representative on the committee is important. Our committee needs to have a quorum when voting. If all committee positions are filled, it is more likely quorum will be met at committee meetings.

**5.4 2023 Host Planning Committee.**

Brad has nominated to be on the 2023 Host Planning Committee as representative of the CSO committee. This was agreed on by the committee as a matter of principle. We were unable to vote on this as a quorum was not met. Voting to take place at next meeting if quorum is present.

**5.5 Suggestions for new CSO office worker.**

Potential candidates should possess good computer skills and have a friendly phone manner, able to speak to anyone needing help or advice in a clear, audible way. Suitable relief workers will need to have a trial in the office with a current CSO worker.

**5.6 Path to AGM May 2021**

A notice will be put in the Serenity magazine for April. In May we will need to give notice to AA members with regards to the AGM order of proceedings and agenda items where possible.

**6. Next Meeting:** Monday April 12<sup>th</sup>, 2021.

**7. Close with Serenity Prayer.** 7.50pm

Signed:

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Brad H. Chairperson

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Date