

AA Service Council for WA Inc.
Minutes of Committee Meeting 14th June 2021

1. Opening

The regular meeting of the AA Service Council for WA Inc. was called to order at 6pm on 14th June 2021 at Claisebrook Lotteries House.

1.1 Attendees

Brad, H (Chair), Tamika W (Treasurer), Jill R (Secretary), Michael D (Vice-Chair), Ange D (Literature Rep), Rebecca M (Trustee)

Absent: Jeremy (Trustee), Gabbie (Serenity Editor)

2. Approval of Minutes

Minutes of meeting held 12th April, were reviewed.

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

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

3. Matters arising from Minutes.

Nil

4. Correspondence.

4.1 Incoming

- Late submitted request from Scarborough Group, Jann M, for AGM
- Motion for AGM – Brian W

4.2 Outgoing

- Approved minutes of meeting held **Monday 8th March**, sent to Sue to be posted on AA Perth Website.

5. Reports

5.1 Secretary/CSO Report

CSO has been operating quite smoothly. Thankfully our office roster is filled with willing volunteers. Ralph and Ron settling in well. Helpline going well with 3 new volunteers so I now have more than currently required. Some volunteers happy to do more than 1 shift. Very grateful for everyone's willingness to do service.

Statistics. May

During office hours (21days), Help Calls- 53, Help Emails- 7, Visitors to CSO-33, After hours Helpline-137.

5.2 Literature Report

One order sent to GSO, received, unpacked and checked against order, invoice signed and forwarded to Treasurer for payment.

Activities have focused on exploring suppliers for the new items to be stocked by the Perth CSO; milestone coins, 24 Hours A Day book, and the slogans banner.

Under consideration are shipping costs/ free shipping, wholesale pricing, tax exemptions through NFP status, purchasing coins and book through the same supplier, establishing an account with a supplier to enable payment by invoice.

5.3 Treasurer's Report

Handover from previous Treasurer is going well.

Treasurer tabled a Profit and Loss Statement for the period May 2021. The net position for the month was a loss of \$2,428.07 mainly due to the annual cost for the Auditor of \$2,200.

There has been a minor immaterial correction to the Balance Sheet at 31 December 2000 to include a GST refund for the GST period Oct-Dec 2000 due from ATO of \$924. This refund was received from the ATO in January 2021.

We received a letter from the Auditor addressing Literature Stock. This letter will be circulated to the Committee. The Treasurer undertook to review our current accounting method for Literature Stock and report back to the Committee.

Treasurer answered question about cash funds on hand and undertook to bring Balance Sheet report to future Committee meetings. Current cash funds available from all accounts including term deposits is \$168,909.

Treasurer requested Committee make a Resolution to update the bank account signatories to add new Treasurer to the list of authorized persons to operate the bank accounts.

5.4 Serenity Editor Report

On behalf of Gabbie, Jill gave an update on the progress for the August edition.

Gabbie has raised concerns regarding sourcing articles from the fellowship. The future of the Serenity Magazine will be discussed at the next committee meeting.

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

Moved: Rebecca **Seconded:** Ange **Carried unopposed.**

6. General Business

6.1 Roles of CSO Committee members

Brad informed the committee of their respective roles and the commitment required. All committee members were issued with the current Role Descriptions and the Rules of the Association.

6.2 AGM – Review of May 2021 AGM / approve draft minutes to be put on AA Website.

The procedure to put minutes on Website was explained. Committee members were asked to study the AGM minutes for a decision to be made at the next meeting.

6.3 Serenity Editor – re-election.

As Gabbie was not present it was decided to leave this matter till the next committee meeting.

6.4 May 2021 AGM Approved Literature.

Discussion regarding the sourcing and stocking was discussed. Ange has been asked to liaise with Tamika with regards to purchasing of these items.

6.5 State Anniversary.

Planning for this event has commenced. The venue and date are set. More planning to follow in the coming months.

6.6 Phone/NBN

The NBN will be installed on Thursday 17th June, 2021. Following this the next step would be to update our Helpline System. Craig and Jane from CLH are assisting with this transition.

6.7 Changes to Signatories Authority- Commonwealth Bank of Australia

AA Service Council of WA

As Tamika W is the elected Treasurer, she will need to have her details added to the AA Service Council's Bank Accounts in order to do transactions.

Motion: That the AA Central Service Council WA, endorses the following changes to signatories authorised to operate on

Account: **AA Service Council for WA** Society Business Cheque Account.

BSB ***** Account *****

ADD: TW– full access including Netbank

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

6.8 CSO Office Procedures

Tamika has offered to look at this more closely and provide an updated version of: "Office Procedures", at the next meeting.

6.9 Help Line Volunteers – Guidelines

The Guidelines were distributed to the committee for review and feedback. This will be discussed at the next meeting.

6.10 General Rules of Association

We need to ensure they are compliant with the current Associations Act.

Michael and Tamika will do some background research, particularly the current legal requirements into this document to be discussed in the future

7. Next Meeting: Monday 5.30pm July 19th, 2021.

8. Close with Serenity Prayer. Time: 8.30pm

Signed:

Brad H. Chairperson

Date