

MINUTES
13th September 2021, 5.30pm
CSO Committee Meeting - AA Service Council of WA

1. Opening – Reading of 12 Traditions

1.1 Attendees:

Brad, H (Chair), Tamika W(Treasurer), Jill R (Secretary), Michael D (Vice-Chair), Ange D (Literature Rep), Jeremy (Trustee), Gabbie (Serenity Editor), Rebecca M (Trustee)
Guest: Paul J.

2. Approval of Minutes

<p>Motion: That the minutes of meeting held 9th August 2021, be accepted as true and correct. Moved: Michael Seconded: Tamika</p>
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3. Matters arising from Minutes.

4. Correspondence.

4.1 Incoming- none

4.2 Outgoing

Approved minutes of meeting held Monday 19th July, 2021, sent to Sue to be posted on AA Perth Website.

Invite for State Anniversary sent to Al-Anon

5. Reports

5.1 Secretary/CSO Report

Generally: office operating smoothly. Office staff roster is complete and After-hours Helpline has sufficient volunteers, with extra names on the reserve list. New phones are working well as well as the Frontier Platform, the online tool which we now use to do the call diversions o the A/H Helpline. Just waiting to get a credit from IINET for an adaptor which is not required anymore. The plan is to program all Helpline diversions into the Frontier Platform.

5.1.1 Matters arising from Secretary Report.

Discussion took place re Jill resigning as Secretary; the committee will have time to consider options for a replacement person. Jill will continue in her role as secretary for now.

5.2 Literature Report

Invoice not being received on orders and Ange has asked for a copy to be emailed so payment can be made on time.

5.3 Treasurer's Report

Draft Profit and Loss statement for August 2021 statement presented.

5.3.1 Phone expenses were discussed, Iinet expenses will average to about \$150 per month. Telstra expenses will be discussed at a later time.

5.4 Serenity Editor Report

Finding articles suitable for Serenity October a bit difficult.

Member offered to help Gabbie proof read Serenity.

Encourage photos from members for cover of Serenity.

74th State Anniversary to needs to have good coverage in November Serenity issue.

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

Moved: Rebecca M.

Seconded: Michael D.

6. General Business

6.1 CSO Office Procedures

Tamika is putting together a CSO office manual. She will also make use of the document Sue B has kept up to date.

6.2 Archives: Request for funding

Brad has asked for funds: \$57.10 to assist with his task as AA Service Council of WA. Archivist - **approved.**

6.3 Purchase progress of newly approved CSO Literature

Order has been made as per last meeting's decision. The order had to be done with Token Shop approximately costing approximately \$2400 and payment has been made with International Electronic Bank Transfer. UPS shipping, hopefully order will arrive in 6-10 days.

6.4 Changes to Signatories Authority

Commonwealth Bank - Owen has now been removed as the Authority on the CommBiz account. Tamika is an authority on the Commonwealth Bank Account.

A suggestion was made by Tamika to look at getting a Debit Card for CSO to assist in making purchase for literature/tokens from Token Shop or Recovery Shop.

P and N Bank Account – on list to do.

6.5 State Anniversary

Catering – Bec to check for members who can cater. Laura has been suggested to make sandwiches and Barb will be contacted re organization.

PA: Michael has booked the system, same price at last year.

Speakers: All committee members are asked to suggest speakers, to get a good spectrum of AA Perth members.

7. **Next Meeting:** Monday 5.30pm October 11th, 2021

8. Close with Serenity Prayer.

Signed: Brad H, Chairperson

Date: 11th October, 2021