

**MINUTES**  
**14th March 2022, 5.30pm**  
**Committee Meeting - AA Service Council for WA**

**1. Opening 5.35pm – Reading of 12 Traditions**

**1.1 Attendees:**

Brad H (Chair), Tamika W. (Treasurer), Jeremy (Trustee), Caryn McQ (Literature Rep) Rebecca M (Trustee)

**1.2 Apologies:** Gabbie B (Serenity Editor)

**2. Approval of Minutes**

**Motion:** That the minutes of meeting held 13<sup>h</sup> December 2021, be accepted as true and correct.

**Moved:** Tamika W      **Seconded:** Caryn McQ

**3. Matters arising from Minutes.** None

**4. Correspondence.**

**Incoming** - Resignation Michael D. Vice Chair

**Outgoing** - Thank you to Michael for his service

**5. Reports**

**5.1 Secretary/CSO Report**

Position vacant although Jill will submit a report from CSO

- Feelers have been put out for the position, but no offers yet. Rebecca M to take minutes until replacement.

**5.2 Literature Report**

Report attached. Going well, deliveries normal again. Chips and 24hr books ordered. New system working well. Outgoing sales not able to be tracked. Look at creating online bookshop. Considered promoting on Facebook for member information of new and existing publications.

**5.3 Treasurer's Report**

- Audit taking considerable time and not wrapped up yet. A lot of work and there has already been a full week's work prior to commencement of Audit.
- Zero accounting package has been implemented and working well.
- Heading in the right direction.

**5.4 Serenity Editor Report**

No report. Gabbie absent

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

**Moved:** Jeremy      **Seconded:** Caryn

**6. General Business**

1. **6.1.- Vacant council positions** - means that we are struggling to make a quorum. Suggestion that we run a **service workshop** to encourage positions. Within 4-6 weeks.
2. **6.2.-Assistant Treasurer Role / External Bookkeeper.** It is unsustainable to maintain current Treasurer position with the amount of work required therefore recommended to have a paid Office Co-ordinator. We currently have Susan C paying suppliers and honorarium payments and have engaged Clare as the external bookkeeper. Key positions Treasurer, Assistant Treasurer, External Bookkeeper and a Paid Office Worker @ suggested 0.6 FTE approx. We have a healthy prudent reserve and the Council could maintain this with general funds.
3. **6.3. Honorarium and supplier payments** successfully moved to fortnightly payments. More efficient. (Susan C)
4. **6.4.-Annual Insurance renewal done.** Agreed no changes but discussed committee members not covered under this insurance and all are ok with that.
5. **6.5.- Literature Stocktake** – Caryn and Brad to discuss a revised method for stocktake and set for Biannual for now. Next Stocktake will be early July.
6. **6.6. State Anniversary Prep** - November 22nd 2022 at 7pm. Options for Brad and Rebecca to start contacting venues. Perth Town Hall, Government House UWA and Museum
7. **6.7.** All office workers and volunteers to sign a **new office agreement** that ensures confidentiality toward sensitive office matters and databases also protects the office and subsequently the fellowship. Covid compliance needs to be completed for any new office workers. Consideration for workers with disability - to see if there is anything required at the office to make it easier for them and ensure compliance.
8. **6.8. AGM** - All committee members to commit to **22nd May 2022 10am** to attend meeting. Agreed. Also need to ensure 12 groups for a quorum and two scrutineers. Consider who to ask. Need a minute taker for AGM perhaps better to have experience.

7. **Next Meeting:** Monday 5.30pm, 11th April 2022

8. Close with Serenity Prayer.

Signed: \_\_\_\_\_

Brad H, Chairperson

Date: \_\_\_\_\_