

AA SERVICE COUNCIL FOR WA INC
Minutes of the Annual General Meeting
Held on Sunday 22 May 2022 at 10:00 am at
Claisebrook Lotteries House, 33 Moore Street, East Perth 6004

Before the meeting Delegates were requested to sign the Attendance Book.
Nomination forms were available next to the Attendance Book.

The meeting was opened at 10:05am with the reading of the Twelve Traditions. Minute Taker: Barbara B.

Outgoing committee present: Brad H (Chairperson), Jill R (Secretary), Tamika (Treasurer), Caryn M (Literature Rep), Rebecca M (Trustee)

Absent: Jeremy D (Trustee), Michael D (Vice Chair)

Present: as per the attendance book. A total of 25 groups were represented, a quorum was present.

Apologies: Gabby B (Serenity Editor)

1. Minutes of Annual General Meeting 16 May 2021

Previous minutes were reviewed. No corrections were made.

Motion: That the minutes of the Annual General Meeting held 16 May 2021 be accepted as true and correct.

Moved: Barbara B

Seconded: Rebecca M

Carried unanimously.

Business arising from the minutes: Nil

2. Correspondence - Nil

3. Reports of the Outgoing Office Bearers:

3.1 Chairperson (presented by Brad H)

Thank you for allowing me to be of service over this last year. Personally, this last year has been challenging, but having service to focus on and ground me, has been a blessing. I feel that I have grown greatly over the last two years in the Chairman's role. Service has a way of exposing us and pushing us to grow, and it certainly has done with me.

I'd like to thank the whole committee for their work over this last year, there have been some changes in what we do and how we do them, but I will leave the other committee members to speak on those matters.

We have had issues with not having all service positions on the committee filled over the year, but this is not exclusive to the CSO. We are also still looking for members to volunteer for shifts in the office.

Archives Report

Over the past year I have been blessed with the opportunity to work on the archives. I have gathered all the known archives and have gone through them to assess their general state.

The good news is that the archives are quite intact and cover most of the Perth history from day one! Many early edition books were found too. The archives are contained mostly in files, all kept in date order of the general business and communications inwards and some outwards.

The archives are a slow project but will be slowly completed and then will be more able to be viewed and displayed for the fellowship.

Paid Office Coordinator

Additionally, over the past year it has become very clear that we need to employ a member to be an Office Coordinator.

Due to the weekday voluntary nature of the office, we have found it hard to maintain and share all necessary tasks in-house. Most of the work is being done by one or two members from home. There is also increased pressure on the Committee to coordinate and man the CSO. The AA Service Council for WA has agreed to investigate the employment of a Paid Office Coordinator.

We believe that this will lessen the load on the Secretary role and the Committee. It will also create a more consistent and coordinated CSO. We plan to form a Sub-Committee with the duty of investigating and forming an employment contract, recruiting from the fellowship and to form a panel to interview.

We are requesting a member with experience in employment and related contracts to join this Sub-Committee. We believe that it would be appropriate to make the position .6 FTE, which would equate to three days a week, leaving only two days to cover with Volunteers. The Office Coordinator would be able to perform some support tasks for the Treasurer and would be able to manage the rosters and databases.

It was agreed to move this to General Business.

3.2 Secretary (position vacant – no report provided)

3.3 Literature Representative (presented by Caryn M)

I took the role of Literature Representative in December 2021. Since then sales have been going well and the office is currently well stocked. We did, however, have issues with deliveries in December and January due to rail disruptions (similar to supermarkets) and were low or out of stock of some literature for a short period. Apologies to anyone who was affected.

At the last AGM a motion was passed for us to stock and sell 24 Hours a Day (“The Little Black Book”), banners and sobriety coins. Sales of these items are going well. 24 Hours a Day – sold 15 in the last 3 weeks and around 40 in the last few months. We have been running out of stock a few times, so I am continually increasing my orders. Sobriety Coins – selling consistently well.

With this in mind I would like to start stocking “The Little Red Book” and “Stools and Bottles”, both are similar to “The Little Black Book”) in that they are very good for those in early sobriety and/or as part of a morning program.

Thanks to Anne B and Ian C for making up the Starter/Newcomer packs and all the office volunteers for their support receiving and unpacking deliveries, taking orders and arranging postage and more.

I have very much enjoyed my role as Literature Rep and all it entails and hope to continue in the role.

3.4 Serenity Editor (Gabbie B) – absent (sick). No report provided.

3.5 Treasurer (presented by Tamika)

The 2021 financial year saw total income remain steady. An increase in Group Contributions compensated for lower Serenity sales. Overall net position for the financial year was a surplus of \$8,653. The annual audit has been completed without issue.

Upon reflection, I am pleased with the outcomes from the 12 months in the role including:

- setting up Commbiz banking platform with improved functionality and security;
- setting up international supplier account with Token Shop;
- transferring the aaperth.com domain into the correct legal ownership;
- navigating the COVID mandate compliance requirements;
- bedding down the first financial year in Xero accounting system;
- re-activating the Assistance Treasurer role; and
- engaging the external bookkeeper for regular professional support.

The role of Treasurer is a demanding one and unfortunately I don't have the capacity at the moment to balance this with my other commitments and will not be re-nominating today.

I strongly recommend retaining the Assistant Treasurer role and continued engagement of the external bookkeeper to support future Treasurer.

Thank you for the opportunity to be of service over the last year and best wishes to the future Committee.

3.6 Trustees (presented by Rebecca M)

Rebecca reported that CSO follows the guidelines and the Rules of Association (our Constitution). It has been wonderful watching the enthusiasm of new members participate in their new roles and watching all the members of the committee operate. CSO is an integral part of the fellowship and it has been a privilege to be part of the journey with Brad and the current committee.

3.7 Vice-Chairperson (vacant – no report provided)

3.8 CSO Office Worker Report (presented by Jill R)

Firstly, some statistics: (averages per month, based on last 6 months)

- Visitors to CSO per month = **40**
- Help calls: per month = **42 during office hours**
- After hours calls: **50 per month** - not all of the after-hours' calls are help calls as members often call re meetings information.
- April was a busy month with 80 calls on the after-hours help line.
- Email help requests: **4 per month**

We have 2 new office workers, Henry M and Brad R. Ian C has been filling in while we wait for new permanent volunteers. Thanks also to Brad H for helping out at times.

Sheila H has now completed her time at CSO, thank you to Sheila for the dedicated years of work at CSO.

Ron L helped out at CSO during this last year, due to other commitments Ron had to resign. Thanks, Ron, for your assistance at CSO.

Sue B after 20 years as the Office Coordinator has retired from the Office. However her work for CSO continues from home. Sue maintains the Meetings Lists and puts together the monthly Calendar of Events and Office Roster. A big thanks to Sue for her continuing assistance with helping to ensure CSO runs smoothly.

Volunteers currently working at Central Service Office are Ian C, Ralph M, Henry M, Jill R, and Brad R with Brad H filling in if required.

The after-hours help line is operating effectively, no technical issues. The Help Line works effectively with willing members to do service; this service done evenings and weekends is relying on the availability of over 45 AA members done on an 8-week rotation basis. Over the Christmas and Easter break the phones were pre-programmed via an online portal. All call data can now be accessed on our online IINET Portal. Unfortunately, the records show that not all after hour calls are being answered. Helpline Volunteers are encouraged to be available for all calls when it's their rostered evening or day.

Motion: That the reports from the outgoing committee members be accepted.

Moved: Jann Mc

Seconded: Barbara B

Carried unanimously

4. Annual Auditor's Report (Tamika W)

The 2021 audit of our finances went well and was passed. There were no outstanding issues.

This is the first full financial year our audit was conducted using the Xero accounting system.

The revenue is practically identical to previous year and costs are steady.

The issue of surplus funds was raised by Clare S. Tamika responded to queries relating to the surplus funds and the audit report. It was agreed that any decision regarding the disbursement of surplus funds, a sub-committee would need to be formed.

Motion: That the 2021 Audit Report be accepted.

Moved: Barbara

Seconded: Jann Mc

Carried unanimously

5. Election of Committee: (Returning Officer Jann Mc)

- Chairperson – Brad H
- Vice Chairperson/State Anniversary Coordinator – Jill R
- Honorary Secretary – Elle C
- Honorary Treasurer – Barbara B
- Literature Representative – Caryn M
- Serenity Editor – Francinne O’R
- Trustee – Rebecca M
- Trustee – Manish K

A Nomination Form was completed by Kerry I for a Trustee position after all positions had been filled. Kerry I was offered a standing invitation to come to the CSO meetings as an observer. Members wishing to attend the CSO monthly meeting should phone beforehand and request to attend.

Sue B requested that the Meetings List in the Serenity Magazine is maintained by her in her capacity as the meetings coordinator/administrator for all WA meetings sites (GSO, Zoom, Skype etc).

A vote of thanks was extended to the outgoing Committee and to the incoming committee.

6. General Business

6.1 Paid Office Coordinator (as outlined in the Chairperson’s Report 3.1)

In opening discussion Tamika referred to Tradition 8 – “Alcoholics Anonymous should remain forever non-professional, but our service centres may employ special workers.”

Brad presented information to support his recommendation of having a paid office coordinator. It was noted that many CSOs in Australia wide have a paid office coordinator. The resignation of Sue B and reduced hours for Jill R has highlighted the vulnerability of CSO to not progressing correspondence, invoices, payments and literature orders in a timely manner.

The recommendations for the position are:

- .6FTE (3 days per week)
- Paid rate – two options:
 - a) Minimum wage \$20.00 per hr, or
 - b) Market rate \$23.00 per hr
(plus on costs pro-rata)
- It is also recommended that the person be an AA member
- Volunteers are paid honorariums 2 other days of the week

It is imperative that the correct process is used to implement this proposal and the Terms of Reference be established. **The process to proceed with this recommendation is:**

- a. Step 1 – establish a Sub-Committee
- b. Draft the Term of Reference
- c. Do a correct costing (including all factors) for paid coordinator and honorariums for volunteers
- d. Draw up a Job Description outlining the full responsibilities of Coordinator
- e. When the information comes back to the committee, an informed decision can be made and would include the members.

Brad asked the members attending the AGM to support the proposal. The members agreed for the process to commence.

6.2 New Literature Items

Caryn M advised the members that there have been several requests for “The Little Red Book” and “Bottles and Stools” and requested permission to stock these items.

It was queried by a member if this item should have been Special Business and have been submitted before the AGM. Tamika pointed out that in Clause 32 of our Constitution the Chairperson has the discretion in General Business to allow new business with the consent of two-thirds of those members present.

A lot of robust discussion was held, particularly about opening the floodgate of non-conference approved literature and the watering down of AA literature. Clare was concerned that this is the second year that this issue has come up and pointed out we need a CSO structure and policy that is not reliant on someone requesting changes because they want it. CSO should come up with a plan and costing and put it forward as Special Business at an AGM.

Motion: That the CSO stocks and sells the “Little Red Book” and “Stools and Bottles”.

Moved: Caryn M Seconded: Adam Motion defeated.

6.3 Notifications to Groups

Jann picked up on point made in meeting about small number of groups present at this AGM and how important it was for groups to attend and have Delegates voting. Jann said in our Rules Clause 26 that all groups should be notified of AGMs, special meetings etc. Not all groups are notified as CSO has Serenity Subscription database (not all groups subscribe) plus a Delegates database (some groups with emails). Plus CSO website (not all Groups or members look at it). A comprehensive data base would ensure all groups were notified as per Clause 26 to postal, residential or email address. Possible cost \$50 - \$90.

Domenic advised that all Areas have mailing lists for all groups in their Area.

ACTION: It was agreed that CSO would contact Area A and Area B and ask for this Group information.

The meeting closed at 12:12pm with the Serenity Prayer.

Signed: _____

Date: _____