

AA Service Council for WA Inc.
Minutes CSO Committee Meeting
Tuesday 1st November,2022

1. Opening – Reading of 12 Traditions

1.1. Attendees

Barbara B (Treasurer), Jill R (Secretary), Bec (Chairperson), Caryn (Literature Rep), Elle (Trustee), Manish (Trustee)

1.2. Apologies: Fran (Serenity Editor)

2. Approval of Minutes

Minutes of meeting held 10th October, 2022 tabled for approval.

Motion: That the minutes of meeting held 10th October 2022 be accepted as true and correct.

Moved: Manish Seconded: Caryn **Carried unopposed.**

3. Matters arising from minutes. – Numbers for State Anniversary may be 250. Rebecca to check with Brad.

4. Correspondence.

4.1. Incoming

4.1.1 Nil

4.2. Outgoing

4.2.1. Approved minutes of meeting held Monday 12th September, 2022 sent to Sue to be posted on AA Perth Website.

5. Reports

5.1. Chairperson Report

Rebecca thanked the committee for the confidence to elect her to role of Chairperson and stated that she will endeavour to serve AA, CSO and committee in this role. Rebecca asked for support as she adjusts to her new role and welcomed any feedback or suggestions. Francinne and Rebecca attended the Town Hall and met with staff that will assist on the day, The venue will be available to bring in food etc from 10.30am. There are 3 bays available to us outside venue. Recommendation made regarding the purchase of sound equipment for CSO use send future recordings and also suggesting help for venue with setup. Attended the HPC and Area A meeting on the weekend. There are a few requests for support from the CSO and will attend again in the 26th Nov '22.

5.2. Secretary Report

Statistics for October, 2022

Visitors to CSO: 47

Help calls to CSO during office hours: 53

After-hours calls: 66

Requests for Help via Website: 5

Our new computers and screens will be installed this coming Thursday by Absolute IT. Dean from Absolute IT visited our office last Monday to ensure we were getting what was adequate. We will also have backups of all important documents.

Microsoft 365 will be provided free of charge and this has been activated.
The Help Line programming by Mel is working well.
A donation of Al-Anon and AA books has been donated by an AA member.

5.3. Literature Report

There was an issue with not receiving the full order that was made in September. Didn't receive 112 of the pocket BB.

Still out of stock of As Bill Sees It and Q & A on Sponsorship pamphlet due to GSO being out of stock. 2 orders made during last month – to GSO for literature and Token Shop

Stock levels are generally good.

Missing parcel of 112 little big books – Barb to chat with Chris to try to reach a solution.

5.4. Treasurer's Report

Treasurer's Report November 2022

The overall operating profit for October was \$1,004 and YTD is \$8,032. Literature sales totaled \$3,810, an increase of approximately \$1,000 to previous months. Serenity sales remain steady at \$668 per month.

The quarterly distribution of the 60/30/10 funds from groups was finalized and sent to GSO, Areas and Districts together with a list of the groups contributing through CSO. Unfortunately, the list of groups and their contributions could not be included in the November Serenity due to lack of space so I have requested that the list is included in the next Serenity magazine.

New Receipt Books have been printed with our correct business name.

The proposal for the Pilot Paid Office Worker project has been completed and presented to the sub-committee.

Barbara to go to Snap Printing to obtain quote : based on our current format of our Serenity Magazine.

5.5. Serenity Editor Report

No report

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

Seconded: Bec

Carried unopposed.

6. General Business

6.1 State Anniversary

Approval of extra chairs/projector and recorder.

Speakers: 8 have been decided on.

Bridget to cater and Fran will organize some food. Jill, Barb and Fran to ensure all catering equipment and food is available.

6.2 Upgrade Merchant POS Terminal.

All in place and working. Can be used for State Anniversary.

6.3 Paid Office Coordinator – Barb

To be implemented as a pilot program for a 6-month period, after that further decisions and fine tuning can be made accordingly.

Barb used South Australia AA model as an example in the planning of this proposal.

Motion: That the Moved: Barb Seconded: Bec Carried unopposed.
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6.4 Office Volunteers – remove request from all publications.

6.5 Upgrade both CSO Computers. – on Thursday, all data on hard drives will be deleted.

6.5 Vice Chairperson vacancy

Proposal for a new committee member to take role of vice chairperson – deferred to December meeting.

6.6 Archives

To be discussed at December meeting.

7. Next Meeting: 7pm at CSO, 12th December Monday 2022, via Zoom.

8. 7.30pm Close with Serenity Prayer.

Signed:

Rebecca M

Date