

**AA Service Council for WA Inc.
Minutes CSO Committee Meeting
Monday 5th December, 2022**

1. Opening – Reading of 12 Traditions

1.1. Attendees

Barbara B (Treasurer), Jill R (Secretary), Bec (Chairperson), Caryn (Literature Rep), Manish (Trustee), Fran (Serenity Editor).

1.2. Apologies: Elle (Trustee)

2. Approval of Minutes

Minutes of meeting held 1st November, 2022 tabled for approval.

Motion: That the minutes of meeting held 1st November 2022 be accepted as true and correct.

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

3. Matters arising from minutes. - remove comment in Literature report.

4. Correspondence.

4.1. Incoming

4.1.1 Applications for Office Worker Position.

4.2. Outgoing

4.2.1. Approved minutes of meeting held October 10th, 2022 sent to Sue to be posted on AA Perth Website.

5. Reports

5.1. Chairperson Report

Rebecca thanked all Committee Members who helped with the 75th State Anniversary. It was an AA success. Fabulous attendance on the day and response to follow.

Special thanks to Bridget and her team, they did a great job. Also, thanks to Cameron for being available for any tech / recording needs if arose.

Rebecca attended HPC on the 26th November. No specific requests for CSO Committee although Rebecca was able to give them some literature for the Eastern States and groups that requested flyers, Programming in full swing and lots happening. Next meeting 17th December Zoom. Rebecca not able attend as she is away and will give her apologies. Very grateful for support and input.

5.1.1 Matters arising from minutes: Thank you card to Brigid and Brian.

5.2. Secretary Report

Central service office continues to provide service to members and help to the still suffering alcoholic.

Staffing has been adequate with Henry, Ian and Ralph willing to assist when required.

The Christmas /Roster has been finalized with many members being willing to answer Help Calls over the Xmas Break. Our last day in the office will be on Serenity Mailout Day, 22nd December 2022.

I suggest, if possible, the appointed Office Worker commences work as soon as the office reopens on Tuesday 3rd January 2023. I will be away around middle January.

Some stats:

Visitors; 38

Help Calls during Office Hours; 40

Calls for Help AH; 57

Help Emails received; 3

5.3. Literature Report

Missing stock of 112 little Big Books has been resolved with CSO Treasurer's help and were sent by GSO at the cost including delivery.

Two orders done this past month - one from The Token Shop and the other from GSO which has not been dispatched yet due to them currently being in the process of moving premises.

Stock levels are good with out of stocks being those lines also out of stock at GSO; As Bill Sees It, Big Book - large print, Q & A about Sponsorship and safety cards.

Sales from State Anniversary were \$103 but there was interest in AI Anon literature on a few occasions. May be worth inviting the literature rep from AI Anon next year?

5.4. Treasurer's Report

In November there were two large expenditure items: (a) the replacement and upgrade of CSO's computer equipment and software, and (b) the 75th State Anniversary.

You will note that the actual cost of the computer hardware is not reflected in our Profit and Loss, but is included in the Balance Sheet as a Fixed Asset. The installation costs have been costed to Consulting which explains the higher than normal expense for this cost centre.

The 75th State Anniversary expense includes the ZOOMHAN Pro \$389 and this expense will be journalled to Office Equipment as it will not be used solely for State Anniversaries. Group contributions remain steady and the overall deficit for November is (\$401) and the YTD operating profit is \$6,992.

The distribution of the 60/30/10 funds from groups for October and November will be sent this week to GSO, Areas, District and 2023 National Convention HPC.

As this is our last meeting for 2022 and our financial year ends on 31 December, I will aim to tie off the loose ends and start 2023 will a clean slate.

A quote for the printing of the Serenity magazine has been sourced. WWP is \$24 cheaper which confirms the printing costs with our existing provider are not excessive.

5.5. Serenity Editor Report

December Serenity sent out on time with lots of articles about the 75th State Anniversary.

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

Moved: Rebecca

Seconded: Fran

Carried unopposed.

6. General Business

6.1 State Anniversary – covered in Treasurers report and Chairperson’s report.

6.2 Paid Office Coordinator.

The sub-committee will look at the applicants, Barb and Jill will conduct interviews on 16th December, 2022.

6.3 Completed upgrade both CSO Computers.

Very satisfied with the newly installed computer systems.

6.4 Record keeping – Borrowed items

Rebecca to follow up regarding the Banners which were in WAYPAA’s possession. CSO to keep record of all items on loan to members and groups: a Book has been set up for this purpose.

6.5 Appointment of Vice Chair

Vacant position, Fran to put notice on Facebook to bring to attention of fellowship.

6.6 Archives - put on agenda for February.

7. Next Meeting: 7pm, 13th February Monday 2023, via Zoom.

8. 7.30pm Close with Serenity Prayer.

Signed:

Rebecca Morlaes

Date