

**AA Service Council for WA Inc.
Minutes CSO Committee Meeting
Monday 13th February, 2023**

1. Opening – Reading of 12 Traditions

1.1. Attendees

Barbara B (Treasurer) Jill R (Secretary), Bec (Chairperson), Manish (Trustee), Michael D (Vice Chair)

1.2. Apologies: Fran (Serenity Editor), Elle (Trustee).

2. Approval of Minutes

Minutes of meeting held 5th December, 2022 tabled for approval.

Motion: That the minutes of meeting held 5 th December, 2022 be accepted as true and correct.
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Moved: Barb

Seconded: Manish

Carried unopposed.

3. Matters arising from minutes.

Voice recorder needs to be brought back to CSO; Manish will take care of this item. Bec to follow up.

4. Correspondence.

4.1. Incoming

4.1.1 Applications for Office Position.

4.1.2 Email from member – questioning Service work from home on Friday.

4.1.3 Resignation received from Caryn our Literature Rep.

4.2. Outgoing

4.2.1. Approved minutes of meeting held 1st November, sent to Sue to be posted on AA Perth Website.

5. Reports

5.1. Chairperson Report

Rebecca welcomed Michael. Request from HPC. Thanks to everyone to action the paid office worker.

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5.2. Secretary/Literature Report

Joanne S has come on board as the paid Assistant Office Worker, Joanne is well suited to this position, I am hoping the position gets approved as an ongoing position at the AGM. Literature stocks are low, with some items being unavailable as they are out of print. Little Big Books won't arrive till March.

With Joanne employed, I hope to take more of a back seat role, providing support to Joanne as necessary.

Some stats: Dec 2022/Jan 2023

Visitors; Dec: 28, Jan: 39

Help Calls during Office Hours; Dec: 32, Jan: 35

Calls for Help AH; Dec: 70, Jan: 38

Help Emails received; Dec: 2, Jan 0

5.4. Treasurer's Report

Treasurer's Report February 2023

The operating profit at 31 December 2022 was \$7,890.34 – this may change after the annual audit and any adjustments made by the auditor.

At 31 January 2023 our operating profit was \$1,479.86.

The annual audit for 2022 has commenced. This year it will be a no-contact audit and the documentation and information requested has been overwhelming. The first activity has been easy to complete and there is little change from previous years requiring only documentation uploads. However, the second part contains 63 questions and requests for multiple documents to be uploaded into "Cloud" and the total report is 30 pages. A copy of all the documents and information has been stored for future audits. I've used our bookkeeper to assist in the areas that are beyond my experience. A review of prepaid literature was conducted at 31.12.22 and the relevant party has been contacted regarding a large credit which has not been accessed since September 2021.

The distribution of the 60/30/10 plan has been completed for January 2023, including funds received from groups specifically for the 2023 National Convention. I intend to do monthly splits as I think it is more manageable in compiling lists for the recipients.

5.5. Serenity Editor Report

January and February Issues sent out on time. Fran has done an amazing job, the fellowship seems to be very pleased with the Serenity publications. Subscriptions are dwindling.

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

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

6. General Business

6.1 Resignation of Literature Rep, Caryn.

Jill to have advertisement asking for Literature Rep placed in Serenity

6.2 Appointment of Vice Chairperson/Literature Rep.

Motion: That Michael D be appointed as Vice Chair.

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

- 6.3** HPC update and special request – Rebecca.
100 Little Big Books for HPC, some groups have donated towards this.
Special Convention Issue for Serenity - Rebecca
- 6.4** Email regarding Service work from home – Jill
The Office will be open on Friday again as from 24th February 2023, Jill to notify Serenity Editor and Sue B.
- 6.5** Paid Assistant Office Coordinator: update.
This matter has been dealt with in reports.
- 6.6** Audit – Barb.
Covered in Treasurer’s report.
- 6.7** Next year Review instead of full Audit/change to plan of procedure, to be presented as special business at AGM – Barb.
- 6.8** Preparations for AGM, date.
Meeting room booked Sunday 14th May 2023.
- 6.9** Archivist –
Suggestion to have voice recording of older sober members.
Ask Brad for update at next Committee meeting.

Items for Agenda for next meeting

1. White pages advertisement.
2. Serenity Magazine viability/purpose.
3. Paid office worker approval at AGM.
4. Changes to Constitution – Audit or Review, Treasurer/Secretary

7. Next Meeting: 5.30pm March 13th Monday 2023.

8. 7.30pm Close with Serenity Prayer.

Signed:

Rebecca Morlaes

Date