**ACA SMR**

**Business Meeting**

January 18, 2021, 8:45am

Attendees: There were 34 attendees who included Carol G, Paul KF, Robert F, Jim R, Craig, Rhona, Volney, Christy K, Thomas N, Amanda, Nolan, Wendy, Katie DC, Kasia, Diane, Jeff, Nancy, Renee.

**1. Call to order/opening prayer:** Meeting was called to order at\_8:45am\_ by\_Paul KF\_. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper and agenda:** Meeting Secretary: Craig, Time-keeper: Katie in DC

Agenda for meeting was screen shared by\_Paul KF\_

*1. Call to order/opening prayer*

*2. Meeting Secretary, Time-keeper and agenda*

*3. Minutes of the December 18 and December 21, 2020 meeting*

*4. Reports:*

 *Treasurer*

 *Technical/Scheduling*

 *Correspondence*

 *Group Conscience*

 *Website*

 *Trusted Servant*

 *WSO*

*5. Business arising from previous meeting*

 *Election of Officers (all)*

 *Meeting Participation: use of emojis in avatar names, chat (language, copying), video (screen sharing, doing things other than listening), slide and script owner (various)*

*Draft of Treasurer; Communications, Group Conscience and Technical/Scheduling Secretary Position Descriptions (Group Conscience Committee); rotation of service*

 *6. New business*

*7. Announcements and next meeting*

**Motion was made by Barbara to accept the agenda as proposed. Second was Carol G. Motion passed.**

**3. Minutes of the Dec 18, 2020 meeting:** The minutes from Dec 18, 2020 meeting were screen shared by Paul KF.

**Motion was made by Wendy to accept the agenda as proposed. Second was Robert F. Motion passed.**

**Minutes of the Dec 21, 2020 meeting:** The minutes from Dec 21, 2020 meeting were screen shared by Paul KF.

**Motion was made by Diane to accept the minutes as presented. Second was Robert F. Motion passed.**

**4. Reports:**

 **Treasurer:** This was given by Jim R. The report is available on the SMR website (acamorning.org) under the “Our SMR Meeting” tab. Click on “7th Tradition”. Highlights included: 2 disbursements to WSO totaling $650 for December; the purchase of WordPress for the website for $32.60; the prudent reserve was raised from $300 to $ 350; and, another month of “large room” capacity was purchased from Zoom for $53. Jim reported that there were many donations pending on the PayPal account totaling to $184. This was due to PayPal wanting to connect to his personal bank account as he originally started the account for the group. He stated this is not the first time this has happened and that the funds were released after 30 days of their collection.

 **Technical/Scheduling:** This report was given by Robert F. He stated that the KeyHolder positions are filled as are the Tech Host positions. He added that 55 of the 63 Leader/Moderator slots are filled and that volunteers have been requested on a daily basis to complete the positions for that day. He added that group members are stepping up. For the Greeter/NewComer position, he stated that 6 of the 14 positions are filled. Group members have, again, stepped up to fill the need. The group has grown to a regular attendance rate of 97 to 181 requiring the addition of a 5th room. He reported that the method to funnel people to the breakout rooms has been changed to an automated transportation which has decreased one responsibility for the TechHost. He added that the Newcomer Greeter has increased from a 15 minute Q&A to 30 minutes. Also, a men’s meeting was added to Tuesday night Zoom account. Trainings for “breakout room” positions have continued. The next one is Wednesday, Jan 20, 2021 The challenge for the breakout room leaders has been screen sharing; especially those on Android devices. Robert added that there is a need for a communication secretary. He added that next month Paul KF’s position as Group Conscience Moderator will end after his six month commitment. Robert explained the specifics of this position.

 **Correspondence:** This report was given by Wendy as this position has not been filled to date. She reported that the new MailChimp account is up and running. She added that there are currently 161 names on the SMR mailing list. She added that surveys can be done through MailChimp as well.

 **Group Conscience:** This report was given by Paul KF. Paul shared that the Group Conscience Committee has been working on the position descriptions and is fine tuning the wording for clarity and brevity.

 **Website:** This report was given by Wendy who stated that the website had 2867 views for the month of December 2020. To date for January, there have been 2339 views. Wendy offered a break down of these views: 564 views of contact page; 162 views of the information for Funday Sunday. Wendy reported that the website is being highly utilized. Jim R is currently working on information for anonymity for the group members to read which will be kept on the website.

**Robert made a motion that the website is approved for usage at the meetings. Wendy was the second. Motion passed.**

 **Trusted Servant:** This report was given by Barbara. She stated that there will be a planning meeting tomorrow for group activities. An email will be sent to all SMR members to ask for there participation in this planning meeting.

 **WSO:** This report was offered by Jim R. who stated that the WSO report is available on the ACA website. He mentioned that they have created a best practices toolbox. He added that there are service opportunities at WSO and that there is a link on our website to take you to the WSO website. Jim mentioned that WSO is looking for writings on recovery from its membership. WSO also needs an IT professional which will be a paid position. In October 2020, SMR submitted a proposal to WSO and now there will be a town hall meeting for all the proposals offered to see which ones will be addressed at the annual conference.

**Katie noted that the 45 minutes were completed. Katie motioned to extend by 15 minutes. Carol was the second.**

**5. Business arising from previous meeting**

 **Election of Officers (all):** As mentioned, a moderator for this position is needed as Paul’s six month commitment will end with the February 2021 Business Meeting. . Barbara asked Paul if he was willing to continue with this position. He responded “yes”. This will be officially addressed next month.

 **Meeting Participation:** *use of emojis in avatar names, chat function in Zoom (language, copying), video (screen sharing, doing things other than listening), slide and script owner (various).*

One member brought up concern of meeting participant using a heart emoji in their avatar name. Attendees discussed the pros and cons of this usage. Attendees decided to not make an issue out of this. There was a suggestion to monitor the emojis usage.

It was brought up that the closing Unity Prayer was changed without a group decision. This involved changing the word “hand” to the word “heart”. This was discussed at length as to the ins and outs of this change. There was a motion brought to keep Unity Prayer as it was initially.

**Katie stated that the 15 minute addition was over. Katie made a motion to extend meeting by 15 more minutes. Diane was the second.**

Wendy mentioned that since MailChimp gives the ability to do surveys that perhaps one could be sent to the members to see what they want for the Unity Prayer wording. Barbara stated that this topic could be tabled until the survey has been completed. All members agreed.

**Diane made a motion that the Unity Prayer be non binary and that the information needed to make the change in wording be collected in a poll. Jim R was the second. Motion passed.**

 **Chat function in Zoom:** Several members brought up concerns of the chat function in Zoom being turned off or turned on. Several members felt that the function being turned on would help in copying meeting related information. Others brought up the idea of anonymity for the chats. In particular, private chats were of concern. One member reported that several members reported inappropriate things being said via private chat and that if the copy was turned on this could be handled more effectively.

 **Motion was made by Robert to enable chat function and to change to group literature to reflect that the chats could be copied. This would be for a period of one month and then be re-evaluated. Wendy was the second. Motion passed.**

**Katie stated that the agreed upon 15 minutes was over. Barbara made a motion to extend meeting by 20 minutes. Katie was the second.**

 **Video Screen Sharing:** This issue has arisen due to members utilizing various devices to access the meeting. With the use of these varying devices (Android or Apple phone, laptops and PCs), when the group leader tries to screen share (or its equivalent), it has not been a smooth operation due to difficulties in understanding how to do it on the varying devices. Discussion ensued. Barbara offered to come to the training tomorrow to help address those with Android devices on how to screen share when being a leader. Robert mentioned that the screen sharing has been turned off in order to prevent a Zoom bomber from putting out information which would not be program appropriate.

 **Doing things other than listening:** Paul shared several member’s concerns about participants not turning off video when doing other activities such as brushing their teeth or not having appropriate lighting in the room.

Katie reported that time has elapsed. It was decided to adjourn the meeting and table the remainder of the topics.

The topic of “doing things other than listening” was tabled until the next business meeting due to lack of time in this meeting and will be on the agenda for the next business meeting.

 **Meeting Participation:** This was tabled until the next business meeting.

 **Script and Slide Owner:** This was tabled until the next business meeting.

 Draft Treasurer; Communications, Group Conscience and Technical/Scheduling Secretary Position Descriptions (Group Conscience Committee); rotation of service : These topics have been tabled due to lack of time at this meeting and will be put on the agenda for the next business meeting.

**Meeting Participation:** This was tabled until the next business meeting.

**6. New business:**  Motion was made by Katie to have a Group Care meeting to address the adherence to group comfort rules on Friday, January 22, 2021. Barbara was the second. Motion passed.

**7. Announcements and next meeting:** The next business meeting will be on Monday, February 22 at 845am.

**8. Adjournment and closing prayer:** **Motion was made by Carol to adjourn meeting at 1030am. Second was made by Nancy. Motion passed**. This was followed by the Serenity Prayer.