**ACA SMR**

**Positions Description Committee Meeting**

June 3, 2021, 8:45am Meeting #22

Attendees: Paul KF, Wendy (Montreal), Craig, Barbara, Caitlyn, Vivienne C, Wendy F, Jean, Rene A, Rose M, Christy K, Brian eM, James K, Brian G, Jaz, Anita, Arian, Harmony

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 846am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secretary: Craig, Time-keeper: Wendy C.

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 May 20 2021 meeting*

*4. Review of comments on service position descriptions:*

 *Tech Host*

 *New comer – Greeter*

 *Web Servant*

 *WSO Representative*

 *Tech Scheduling Secretary*

*5. Next steps*

 *Other possible positions:*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

**Motion was made by Barbara to accept the amended agenda as proposed. Second was Wendy C. Motion passed.**

**3. Minutes of the May 20, 2021 meeting:** The minutes from May 20 meeting were screen shared by Paul KF.

**Motion was made by Caitlyn to accept the amended minutes as presented. Second was Barbara. Motion passed.**

**4. Review of comments on the service position descriptions:**

 **Tech Host:** Paul screen shared this description. It was suggested to discuss this in chunks. Discussion started for service term & length also adding possible extensions to the term.

**Wendy C made motion to accept “term section” as written. Caitlyn was second. No discussion but it was mentioned that vote was not needed. Wendy C recanted motion.**

Discussion then moved to Duties/Responsibilities portion of this document. Members shared their views, experiences with this position to illuminate their duties. Bullet was added for “checks the schedule”.

**Time called. Motion by Wendy C to extend by 10 minutes. Brian G was the second.**

**Brian G motioned to approve the line “follows a set of instructions (Appendix 1), principally:”. James L was the second. Discussion ensued. Vote for yes – 6; No – 2. Minority discussion occurred. Vote was retaken: yes – 6; no – 3. Motion carries.**

**Motion to extend meeting by 3 minutes was made by Arian. Wendy C was the second.**

 **New Comer – Greeter:** Tabled for discussion in next meeting

 **Web Servant:** Tabled for discussion in next meeting

 **WSO Representative:** Tabled for discussion in next meeting

 **Tech Scheduling Secretary:** Tabled for discussion in next meeting

**5. Next steps:** Other possible positions that need a description (ie, room host)

**6. Next meeting:** Next meeting will be held on Thursday, June 10, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Brian G to adjourn meeting at 946am. Second was made by Wendy C. Motion passed**. This was followed by the Serenity Prayer.