**ACA SMR**

**Positions Description Committee Meeting**

June 17, 2021, 8:45am Meeting #24

Attendees: Paul KF, Wendy (Montreal), Craig, Barbara, Wendy F, Jean, Adam K, Christine W, Tawana, Pam, Jim R, Moonti, Christy K, Dianne, Eunice

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 847am. This was followed by the Serenity Prayer.

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

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 June 10, 2021 meeting*

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

*Meeting Chair*

*Room Host*

*New comer – Greeter*

*Web Servant*

*WSO Representative*

*Tech Scheduling Secretary*

*Key Holder*

*5. Next steps*

*Other possible positions:*

*6. Next Meeting*

*7. Adjournment and closing prayer*

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

**3. Minutes of the June 10, 2021 meeting:** The minutes from June 10th meeting were screen shared by Paul KF.

**Motion was made by Wendy C to accept the minutes as presented. Second was Jim R. Motion passed.**

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

**Meeting Chair:** Paul screen shared Tech Host description. He suggested this be viewed in the context of making it as brief as possible. This description was renamed to “Meeting Chair”.

It was mentioned that the script for this position already contains instructions which are mentioned in this document. Discussion moved to Duties, Helpful Qualities and Best Practices. This included Zoom Bombers and how to deal with other disruptions. It was suggested that maybe an ad hoc group be formed to share ideas on how to handle it and bring that to the training aspect for this position.

Also, it was decided to place “web links” in this document which lead to the Script and Training Document which are already on the SMR website.

Experiences with this position were shared to illuminate the day in/day out function of it. Wording contained in the “bullets” in Best Practices were addressed.

**Time was called. Barbara motioned to extend the meeting for 5 minutes. Wendy C was the second.**

**Barbara made a motion to accept this description as written. Wendy C was the second. Vote was taken. Yes – 6, No – 0, 1 – Abstention. Motion passed.**

**Room Host:** Tabled for discussion in next meeting

**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

**Key Holder:** 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 24, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Craig to adjourn meeting at 942am. Second was made by Wendy C. Motion passed**. This was followed by the Serenity Prayer.