**ACA SMR**

**Business Meeting**

July 19, 2021

8:45 am

Attendees: The meeting begins with 33 participants in attendance, including Kimberly, Robert, Nifer, Paul K-F, Jim R, Anastasia, Adam K, Alison E, Andreas from Baltimore, Anita, Barbara S, Carmen M, Cheryl, Chris (Madison), Christine, Deborah, James K, Jean, Joy (TN), Linn from Sweden, Loreen, Macy (TN), Margot, Patricia D (Maine), Paula G, Jennifer from Montreal, Wendy C., Kate W, Austine R., and Tom. The meeting ends with 9 or so participants.

**OPENING**

**1. Call to order:** Meeting is called to order by Kimberly at 8:45 am.

**2. ACA Serenity Prayer:** Kimberly invites the assembly to read the ACA Serenity Prayer.

**3. Call for service:** Kimberly identifies the service people for the meeting:

* Meeting secretary record-keeper: Jennifer
* Timekeeper: Austine R
* Volunteer to lower hands: James K, backed by Wendy C
* Volunteer to read the tradition of the month: Loreen
* Volunteer to read the concept of the month: Jim R

Loreen reads the 6th tradition. Jim R reads Concept 6.

**REPORTS & BUSINESS**

**4. Reports:**

Kimberly announces that the form of the agenda has been revised.

Treasurer: Delivered by Jim R

* Jim R:
	+ The full report can be found on the website.
	+ Funds have tapered off over the past two months, perhaps because face-to-face meetings have started up. Reserves are good and the group has been able to donate to the World Service Organization (WSO).
	+ Jim informs that it is possible to earmark donations to the WSO.
	+ Jim continues to set aside money in case the group decides to send a delegate to the Annual Business Conference in San Francisco in April 2022.
* Robert notes that at the last group conscience meeting, he asked for a vote on setting aside money each month to fund the delegate. He opposes setting money aside until a vote has taken place.
* Kimberly adds Robert’s item to the agenda.
* Adam asks for clarification regarding the treatment of the contributions from the men’s group. Jim R confirms that all is well.
* Wendy C moves to accept the treasurer’s report as read; Kate W seconds. 25 participants are in favour, 1 participant opposes. Motion carries.

Technical/Scheduling: Delivered by Robert

* Robert:
	+ Areas needing more service: host/moderators on Monday and Friday; greeter for several days; greeter coordinator
	+ 3 meetings presently use Zoom account: the daily 7:30 meeting, the men’s meeting on Tuesday night, and the men’s meeting on Thursday night.
	+ Robert reads one participant’s very positive feedback on service people. A Tradition 6 issue arose, and a Captcha form has been activated to add security.
* James K asks about the costs of adding meeting(s) to the zoom room. Robert responds that the meeting has decided that before adding meetings, the question would be voted by the group conscience. Robert suggests that if James K wishes to pursue, he should propose an item of business.
* Jim R asks for clarification about the process for adding meetings to zoom. Robert explains that as tech scheduler, he had simply allowed additional meetings to use the zoom account. After members noted that creating new meetings was not the scheduler’s role, Robert ceased adding new meetings so that the addition of new meetings would henceforth be decided by the group conscience.
* Kimberly notes this point to be discussed as new business.
* Paul K-F moves to accept the technical/scheduling report as read, Kate W seconds; all are in favour. Motion carries.

Communications: Delivered by Kate W

* Kate W:
	+ The contact list has been posted online. 321 people are on the list.
	+ The password is unchanged (“Respect”). Kate W would like to help coordinate the password change if time allows to change the slides.
	+ Barbara S moves to accept the communications report as read, Wendy C seconds; all are in favour. Motion carries.

WSO Representative: Delivered by Jim

* Jim:
	+ Rene is unable to continue in the position of WSO representative. For that reason, the position is vacant and there is no report for July.

Website: Delivered by Wendy C

* Wendy:
	+ 7578 views in June, 400 more than in May
	+ Addition of pages on the position descriptions, the 12 concepts of service, and script revision materials
	+ Room host training has been modified.
	+ The service form was modified to reduce spam emails.
	+ Wendy needs to create a new page to host reports.
* Barbara asks if we can update the site to update the service descriptions, such that they are not marked “draft” and reflect the descriptions approved by the group.
* Jennifer from Montreal moves to accept the website report as read; Jim R and Robert second; all are in favour. Motion carries.

Service Description Committee: Delivered by Paul K-F

* Paul K-F:
	+ Paul explains the purpose of the committee.
	+ Meetings take place about weekly.
	+ Paul refers to several service descriptions that have been drafted, and says that the drafts will be posted soon with request for comment. They will be brought to the August meeting for approval.
	+ Paul will work with Wendy to make sure that the approved versions figure on the website.
* Jim R moves to accept the service description report as given; James K seconds; all are in favour. Motion carries.

Environment (“Safety”) Survey Committee: Delivered by Adam

* Adam:
	+ From reading the minutes from last month’s meeting, Adam notes that the safety survey seems to be a deadlock in terms of next steps.
	+ To resolve certain issues raised in the survey, Adam sees two options: a group care session or a committee. He thinks that a committee would be more structured but he feels that a charter would be necessary for the committee to succeed.
	+ He notes that 96% of survey respondents feel safe; he wonders how to interpret this figure.
* Barbara asks whether Adam considers that the mission of the survey committee is complete. Adam responds that yes, the survey committee’s mission is complete, as the committee gathered the data as mandated.
* Jim R moves to accept the environment (“safety”) survey committee report; James K seconds; all are in favour. Motion carries.

**5. Business:**

Revisions to the script: Jim R

* Jim R:
	+ A working group has formed to go through the script, sentence by sentence. Suggestions for changes were solicited and received; Jim furnishes a few examples.
	+ The suggestions have now been compiled and organized into three portions. The group plans to discuss the suggestions in three sessions; editing will follow; a new script is expected for October.
* Austine asks for clarification about the process to review the script. Jim R explains that generally, the group conscience never gets to new business. For that reason, an informal group united to work on the script. While the group was not officially approved, the revisions to the script itself will be approved by the group conscience. He also notes that suggestions for revisions were solicited publicly, on the website.
* Robert notes that the service description position for the group conscience chair states that the chair is responsible for the script and slides.
* Barbara states that she does not agree with the creation of a group outside the group conscience structure. She feels that a committee to revise the script should have been formed. Barbara notes that the meeting has autonomy, and that when the group decided to allow the group to grow to up to 500 people, longer processes were to be expected; she feels that the traditions—namely, forming a committee under the group conscience—should not be sacrificed in the name of efficiency.

Motions from June 2021: Jennifer from Montreal

Jennifer reads the motions from the 21 June 2021 meeting:

1. Leslie moves to accept the treasurer’s report as read; Candi seconds; all are in favour.
2. Wendy C moves to accept the technical/scheduling report as read; Kate W seconds; all are in favour.
3. Jim moves to accept the communications report as read; Leslie seconds; all are in favour.
4. Jim motions that Rene A be accepted as the next WSO representative; Leslie seconds; all are in favour.
5. Nifer moves to accept the WSO representative report as read; Vivienne seconds; all are in favour.
6. Leslie moves to accept the website report as read; Kate W seconds; all are in favour.
7. Nifer moves to accept the service description report as read; Leslie seconds; all are in favour.
8. Paul K-F moves to adjourn the meeting; Nifer seconds; all are in favour.

Kate W moves to accept the motions from the 21 June 2021 meeting as read; James K seconds; all are in favour.

Kate W moves to extend the meeting by 15 minutes; Wendy C seconds; all are in favour.

Results from the Environment (“Safety”) Survey

* Kimberly explains that the question is whether to create a structure to discuss the feedback from the survey.
* Barbara notes that at-length discussions took place and the group did not wish to take a “group care” approach. The first possibility therefore is to take a “feedback approach”: publish the knowledge, make it public in the chat, but not actually take action. The purpose of this approach is to let people self-correct by making them aware of the survey feedback. The second possibility is to create a committee.
* Austine was part of the original safety survey committee. She makes a motion to establish a new committee to mine the feedback from the survey; the committee would review the feedback and bring it to the group conscience for discussion.
* Robert was part of the survey committee. He notes that 96% of respondents confirmed that they felt safe. Given this result, he suggests that the group accept that the survey’s principal question was answered, and that the group not delve deeply into Question 10, which was a space for unstructured comment. He recalls that items raised in Question 10 can be brought forward for discussion at the group conscience at any time. Robert makes a motion to this effect.
* Wendy C. notes that the people who are working on the script, are incorporating items that were raised by survey participants. She notes that the group currently has no way to address safety issues that may arise, and she has initiated a Slack thread to instigate discussion on this subject. She suggests that a safety committee may be useful.
* Austine asks that the group vote on Robert’s motion before hers.
* Robert moves to cease all work being done on the safety survey. Jennifer seconds. Five are in favour, one is opposed, four abstain (the chair does not vote). The motion carries.
* James K moves to extend the meeting by 10 minutes; Kate W seconds; all are in favour.
* Kimberly invites those opposed to the motion to speak.
* Jennifer, the notetaker, reads her verbiage of the motion and asks the chair to confirm it. Kimberly corrects the notetaker’s verbiage and the notetaker modifies the notes accordingly (the notes now read, “Robert moves to cease all work being done on the safety survey.”).
* Austine explains that although she did not oppose the motion, she would have opposed it, had she understood the verbiage as read back by the notetaker. Kimberly explains that the vote took place according to Kimberly’s statement, and not according to the verbiage that the notetaker read after the vote took place.
* Jean had opposed the motion. She says that safety is a very important issue for her; she often feels unsafe doing service. She had opposed the motion for that reason.
* Kimberly asks whether anyone wishes to change their vote on the basis of the feedback just heard. None reply.
* Jim asks to note that 13 people decided on the motion, a small number.
* Kimberly notes that 16 people were present at the time of the original vote; because the chair does not vote, 15 people were eligible to vote at that time. After inviting those opposed to speak, 14 people remained in the meeting, of whom 13 could have changed their vote when Kimberly invited them to do so.
* Austine asks that the meeting address her motion to establish a committee. Kimberly explains that the results of the vote on Robert’s motion, make Austine’s vote moot.
* Austine rigourously objects to her motion not having been voted on. She states that she feels snookered. Kimberly explains that typically, an issue cannot be voted on after the meeting participants have just approved a motion on that issue. Time must past before the issue can be reviewed.
* Barbara notes that she had supported Robert’s motion that the survey be considered complete, and that the group add an agenda item to create a safety committee to bring any items back to the group conscience, because she felt that the motion acknowledged that the survey did good work; that rescuing the group was not necessary; and that people are free to add an agenda item to create a forum to discuss safety.
* Wendy C concurs that there is a need for a forum/group/committee to discuss safety, and suggests it as an item of new business for the next meeting. She will email a suggestion to the chair.
* On another matter, Kimberly notes that there is opposition to the approach to revising the script; the group conscience should therefore address this opposition. She recalls that the script will not change until the group conscience approves any changes. She explains that she had approved an informal approach to revising the script, because of the volume of new business not yet addressed by the group conscience.
* Anita states that she feels frustrated by the fac that reactions to reports take most of the time and that agenda items are consequently not addressed.
* Austine moves to extend the meeting by 5 minutes; Kate W seconds; all are in favour.
* Austine states her intention to suggest ways for the group conscience to spend less time on reports. Austine repeats that she feels snookered by the failure to vote on her motion to establish a committee to review the feedback from the survey.
* Kimberly states her frustration on not getting through reports more quickly. Kimberly feels that 45 or 60 minutes for a business meeting is insufficient; the meeting should be at least 90 minutes.
* Barbara says that she does not have the capacity to engage in a two-hour group business meeting. She describes the process in the group conscience meeting she attends in her home group in another 12-step program. Attention focusses on sharing. Barbara prefers this, than spending 40 minutes on reports.
* Austine moves to extend the meeting by 5 minutes; Jim R seconds; all are in favour.
* Anita agrees with Kimberly that the extensions are too frequent, she suggests that the business meeting be scheduled for 75 minutes at the outset. She suggests that reports not be read, but that participants be invited to simply ask questions on reports, having read them beforehand.
* Kate suggests posting reports on Slack before the meeting, to cut down on report-reading time.
* Kimberly agrees to posting the reports on Slack and the website, perhaps one week before the meeting. This would save 12-14 minutes during the business meeting.
* Jim R. requests that Austine’s motion be read.
* Kimberly reads Austine’s motion to establish a committee to look at the feedback to the safety survey, inclusive of Question 10 (the freeform answer).
* Before the vote takes place, Barbara requests tabling the motion for discussing at the August meeting. She is open to establishing a committee but suggests that the moment to vote is not now.
* Before the vote takes place, Kimberly asks Jim to restate the motion.
* Jim restates the motion, namely, that a committee be formed to address safety and look at Question 10 of the survey, in particular.
* Austine makes the motion, Anita seconds it. Six are in favour, three are opposed.
* Roberts suggests that listening to the nays be made the first order of business at the next business meeting. Wendy C suggests that an alternative is to create a special meeting for this purpose (listening to the nays).
* Austine motions to extend the meeting by 5 minutes; Jim R seconds; all are in favour.
* Robert is against forming a safety committee because (i) 96% of the survey respondents stated that they felt safe, (ii) a tremendous number of people took part in the survey but none has volunteered to lead the survey committee, and (iii) Robert prefers progress to perfection and he considers 96% to be a good figure.
* Wendy C says that what is needed to address, exceeds the feedback from the survey. For that reason, she does not feel that a committee to address the survey, is adequate. Rather, the importance of safety is important enough to warrant being addressed carefully through a safety committee.
* Barbara explains that she opposed Austine’s motion because of its scope. To create a safety committee is a big item, too important to be passed in a rushed manner. If the motion had only addressed the survey feedback, Barbara would have considered voting in favour.
* Kimberly asks if anyone present wishes to change their vote.
* Kate W wishes to change her vote. She feels that the survey committee’s work should be considered finished and that safety issues be addressed in Slack.
* Kimberly proposes that reports no longer be read at business meetings, that instead they be posted on Slack in advance of the business meeting.
* Kimberly proposes to make the question of a safety committee the first order of business at the next meeting, which should be scheduled for 75 minutes.
* Barbara requests that the vote on Austine’s motion be concluded.
* Jim attempts to restate the motion; Austine objects to Jim’s formulation and declares herself feeling less snookered. Kimberly asks Austine to clarify the motion.
* Austine notes that only 9 people are left in the meeting.
* Austine states her motion that a committee be formed to review the feedback from the survey. This survey addressed safety.
* Kimberly suggests stopping the meeting and gathering again in a month.

**6. Adjournment:** Austine moves to adjourn the meeting; Vivienne seconds; all are in favour. The meeting adjourns at approximately 10:15 am.