**ACA SMR**

**Positions Description Committee Meeting**

August 3, 2021, 8:48 a.m. Meeting #30

Attendees: Paul KF, Jim R, Wendy (Montreal), Jean, Wendy F, Rene, Kate NYC, Arian

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 848 a.m. This was followed sby the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secty: Jim R. Time-keeper: Wendy (Montreal)

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 July 27, 2021 meeting*

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

 *Moderator*

 *Web Servant*

 *WSO Representative*

 *Key Holder*

 *Tech Scheduling Secretary*

*5. Next steps*

 *Other possible positions:*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

**Motion was made by Wendy (Montreal) to accept the agenda as proposed. Second was Jim R. Motion passed.**

**3. Minutes of the July 27, 2021 meeting:** The minutes from July 27 meeting were screen shared by Paul K-F.

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

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

 **Room Moderator:** Paul K-F screen shared the draft position description, including the note clarifying how the Room Moderator works together with the Room Host. Discussion ensued, particularly with respect to their role in helping to maintain a safe meeting space. Current examples were given by Rene and Wendy (Montreal). Several edits were made.

There was general agreement that the modified language should also appear in the Room Host position description.

**Jim R motioned to accept the Room Moderator position description as amended. Wendy (Montreal) was the second. Motion passed.**

 **Webservant:** Paul K-F screen shared the draft position description. Discussion ensued. Several edits were made.

**Wendy (Montreal) motioned to accept the Webservant position description as amended. Jim R was the second. Motion passed.**

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

 **Key Holder:** Tabled for discussion in next meeting

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

**Jim R motioned to extend the meeting by 5 minutes. Wendy (Montreal) was the second.**

Discussion ensued on Moderator’s help for room safety. Current examples were given by Rene and Wendy (Montreal).

**5. Next steps:** Other possible positions that need a description

**6. Next meeting:** Next meeting will be held on Tuesday, Aug 10 or Thu Aug 12, 2021 at 8:45am, and will be confirmed in the next day or so.

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