**ACA SMR**

**Group Conscience Business Meeting**

August 16, 2021

8:45 am

Attendees: There were 17 participants in attendance, at 9:05 am including:

Andrea K (MD), Barbara S (IL), Chris S (NJ), Christy K (TX), Jim R,

Kathy H, Katie K, Kelly S, Linn (Sweden), Paul K-F, Robert F, Shon, Susan W, Tom B, Una (TX), Wendy (Montreal), Wendy (Ontario)

**OPENING**

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

**2. ACA Serenity Prayer:** Jim R invites the assembly to recite the ACA Serenity Prayer.

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

* Meeting secretary record-keeper: Jim R
* Timekeeper: Barbara
* Tradition of the month: Screenshared by Robert; read by Una
* Concept of the month: Screenshared by Robert; read by ?

**REPORTS & BUSINESS**

**4. Reports:**

Reports are no longer read during the group conscience meeting. They are posted on the website prior to the meeting for members to peruse.

Participants are offered an opportunity to raise questions concerning the reports posted online.

Treasurer: No questions

Technical/Scheduling: 2 questions

* Are all Chair positions filled?

Answer: Thursday Chair became vacant after the report was filed.

* Are there any developments to report pertaining to losing the Host title during the start of the meeting?

Answer: It became apparent that logging in through the ‘account’ caused the mishap.

Website: No questions

Communications: No questions

Service Description Committee: No questions

**NOTE:** WSO Representative: position vacant, no report

**NOTE:** No motion(s) was made to accept the reports – an oversight

**5. Meeting Minutes of July 19 GC** (Read approved motions only)

Of the 14 motions that carried, most were largely about accepting reports and extending the meeting, with two exceptions. These were read aloud:

**Motion 21\_719\_8**: Robert moves to cease all work being done on the ‘Safety Survey’; Jennifer seconds. 5 in favor, 1 opposed, 4 abstain. The motion carries.

**Motion 21\_719\_12**: Austine moves that a committee be formed to address safety and to look at Question 10 of the Survey; Anita seconded. 6 in favor, 3 opposed. No mention of whether the motion carried.

Motion: Robert moves that the GC Chair and Secretary (for July) look at the inconclusive information surrounding Motion 21\_719\_12 (above) asking for clarification. Wendy C. seconds. None opposed. Motion carries.

Motion to accept the minutes from the July 19 meeting, as published, Wendy C. Seconded by Barbara. No opposition. Minutes accepted.

**NOTE:** Barbara agrees to record the names of attendees (see above)

**6. Old Business:** *(carried over from previous meeting(s))*

* Service descriptions-posted on the website please read prior to coming to the meeting.

This pertained to the work of the Position Description Committee, which creates the short and attractive descriptions of the SMR service positions. Paul K-F took the participants through the positions that had been posted online. Meeting participants were asked to approve the outline of the terms, requirements, and responsibilities of:

* + The Tech Host
  + The Meeting Chair
  + The Room Host
  + The Newcomer Greeter
  + The Newcomer Coordinator

Previously approved descriptions will be retrofitted with a requirement that the position holder be familiar with the Common Elements of the service positions.

Motion: Paul moves to approve the Room Host position as presented. Seconded by Wendy C. No discussion, no opposition. The motion carries.

Motion: Paul moves to approve the position descriptions of the Tech Host, Meeting Chair, Newcomer Greeter and Newcomer Coordinator, amended to include the requirement of familiarity with the Common Elements, with link. Seconded by Robert F. No discussion, no opposition. The motion carries.

Motion: Paul moves to amend the previously approved descriptions of the GC Secretary, Treasurer and Communications Secretary to include the requirement of familiarity with the Common Elements. Seconded by Barbara. No discussion, no opposition. The motion carries.

* Groups conscience length of application in order not to discuss at length a topic, it being voted and implemented and then it being questioned again 2 months later could we say that we trust the decision implementation without questioning it for 6 months/ 9 months/ a Year? - Anita

Comment: We do not have a way to deal with business items that are unclear or old or from ex-members.

Motion: Barbara moved that the person who authored the agenda item must be present for the item to be discussed. Seconded by Linn. Amended by Jim to read: that the person who authored the agenda item, or someone in concert with the author (a sponsor), must be present for the item to be discussed. All were in favor. Motion carries.

Motion: Jim moved that an item in old business may be tabled only twice (on an agenda 3 times) before it is removed from the agenda. Seconded by Wendy. Discussion: Is it only for creators not being present? Amended by Paul to read, that any item in old business that is up for discussion, yet lacks the representation of an author or sponsor, may be tabled only twice (on an agenda 3 times) before it is removed from the agenda. Hearing no opposition, the motion is carried.

Motion to extend the meeting for 10 minutes, Barbara, seconded by Wendy.

* Need a standing position for group conscience meeting note taker. Term six months?.-Kimberly C.
* Any agenda item that changes the way the meeting functions be addressed then tabled and announced for one month so everyone had opportunity to engage in decision , Kimberly C.

The above two agenda items will be tabled as per the new practice outlined above. They will appear on next months agenda, presented by Kimberly or a sponsor.

* Suggest we open the room after the breakout rooms end.-. Christy

This item is outdated at this point and Christy asked that it be removed from the agenda.

* Motion to create a form or an email address that forwards to a person or persons handing the Keyholder volunteers.

This item was authored by someone who reputedly no longer attends the meeting. Discussion revealed that technically Robert, at service@acamorning.org already receives and handles Keyholder concerns and requests. The item was deemed handled.

* Jim R-That the Group discuss the creation of a Policy and Procedures Committee with the task of:

1. Identifying existing procedures

2. Comparing best practices of other entities

3. Drafting a recommendation of policies and procedures for the Group to approve or amend.

Motion to table, Barbara. Seconded by Jim R. Motion passes.

* Suggestion to use Tony A’s steps as a reading in breakout rooms one day a week, Christy K

Motion: Christy K. moved that Tony A’s 12 Steps be one of the self-care readings for one day of the week. Seconded by Paul K-F. Discussion began. About half of the remaining 11 participants noted familiarity with the Steps.

Suggestion was made that self-care readings that require scrolling to a second slide be divided between two days, to not require scrolling. Slightly off topic. There are only 7 days of the week, with 5 readings currently, 3 of which have double slides – 8 days’ worth at present.

It was noted that there is a ‘slide’ format offered on the website that may alleviate the problem.

Motion was made to table the discussion due to time constraints. Discussion will continue next month. A request was made of Christy to flesh out the weekly calendar, noting on which day we would read Tony A’s Steps; and, additionally some statement as to why this would be beneficial. It could be written up in a document that could be screenshared at the GC and posted on the website. The same was asked of Robert for his ideas about separating the Affirmations and Bill of Rights over 2 days, each.

Unaddressed, due to time constraints:

* Any meetings besides ad hoc committee meetings and business meetings be scheduled far out from time frame of SMR meeting not be back-to-back, Caitlyn

**New Business**

* Does the meeting support an in-person Delegate to attend the ACA WSO Annual Business Conference, next April in San Francisco? Robert F
* Does the Group support use of the SMR Zoom account to duplicate a daily meeting, at or around 10:30 ET, timed for the morning on the West Coast? Jim R
* Does the Group approve of the suggested changes to the meeting Script, as posted on the website as Script Review Pending Changes? Jim R

CLOSING

7. Announcements and next meeting

* Our group may submit a proposal to WSO, as we did last year. The deadline is Sept. 30th.
* Reminder: We are looking for a WSO Representative.
* Next meeting – September 20th

Motion to adjourn, Barbara, seconded by Paul.

8. Adjournment and closing prayer.

We adjourned at approximately 9:56.

**Next Month’s Old Business**

Items having been tabled twice:

* None yet, under the new system.

Items having been tabled once:

* Groups conscience length of application in order not to discuss at length a topic, it being voted and implemented and then it being questioned again 2 months later could we say that we trust the decision implementation without questioning it for 6 months/ 9 months/ a Year? - Anita
* Need a standing position for group conscience meeting note taker. Term six months?.-Kimberly C.
* Any agenda item that changes the way the meeting functions be addressed then tabled and announced for one month so everyone had opportunity to engage in decision , Kimberly C.
* Jim R-That the Group discuss the creation of a Policy and Procedures Committee with the task of:

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3. Drafting a recommendation of policies and procedures for the Group to approve or amend.

* Suggestion to use Tony A’s steps as a self-care reading in breakout rooms one day a week, Christy K

Additional items:

* Any meetings besides ad hoc committee meetings and business meetings be scheduled far out from time frame of SMR meeting not be back-to-back, Caitlyn
* Does the meeting support an in-person Delegate to attend the ACA WSO Annual Business Conference, next April in San Francisco? Robert F
* Does the Group support use of the SMR Zoom account to duplicate a daily meeting, at or around 10:30 ET, timed for the morning on the West Coast? Jim R
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