**ACA SMR**

**Positions Description Committee Meeting**

August 24, 2021, 8:45am Meeting #33

Attendees: Paul KF, Craig, Jim R, Wendy (Montreal), Chris (Madison), Barbara S, Vivienne, Jane, Kate, Katie K, Pam, Donna F

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 850am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Sect: 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 August 17, 2021 meeting*

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

*Key Holder*

*Tech Scheduling Secretary*

*5. Next steps*

*Other possible positions:*

*6. Next Meeting*

*7. Adjournment and closing prayer*

**Motion was made by Brian G to accept the agenda as proposed. Second was Jim R. Motion passed.**

**3. Minutes of the August 17, 2021 meeting:** The minutes from Aug 17th 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:**

**Key Holder:** This position description was screen shared by Paul KF. Duties and Responsibilities were reviewed and refined. The “title” was delineated with the wording “weekday”, “weekend”, “backup key holder”. “Backup key holder” was defined as an “experienced” key holder who is able to assist the key holder. A link was added to Common Elements description. Best Practices were

**Motion was made by Barbara S to accept this description as written, less the bullets for the coordinator. Second was made by Wendy C. Motion passed.**

**Time was called by Wendy C. Jim R motioned to extend meeting by 10 minutes. Second was Wendy C.**

Barbara suggested having a general discussion on how the meeting might look in the future and what might be needed for that vision to happen. Participants gave their ideas and opinions. These included monthly schedules, ‘coordinators’, pools of volunteers from which to pull, and service committee.

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

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

**6. Next meeting:** Next meeting will be held on Wednesday, September 1, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Barbara S to adjourn meeting at 947am. Second was made by Jim R. Motion passed**. This was followed by the Serenity Prayer.