**ACA SMR**

**Positions Description Committee Meeting**

September 1, 2021, 8:45am Meeting #34

Attendees: Paul KF, Craig, Jim R, Kate, Jean N, Barbara S, Christine W, Donna F, Amy V, Mary, Jenni B, Katherine Tx, Michayla, Drew D, Elizabeth ATX, Rosie, Elizabeth S

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

**2. Meeting Secretary, time-keeper & agenda:** Meeting Sect: Craig………………….. Time-keeper: Jim R

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 24, 2021 meeting*

*4. Team approach to coordinating meeting trusted servants:*

*5. Next steps:*

 *Network directory and organizational chart*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

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

**3. Minutes of the August 24, 2021 meeting:** The minutes from Aug 24th meeting were screen shared by Paul KF.

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

**4. Team approach to coordinating meeting trusted servants:**  Paul K-F screen shared options to offer clarity to get discussion going.

 a. Status Quo: tech/scheduling sectary; meeting chair; hosts/mods; key holder …Pros/Cons

b. Previously passed committee motion: tech secretary; scheduling secretary; meeting chair, hosts/moderators; key holder….Pros/Cons

c. Team coordinators/leads: conceivably four teams: key holder, technical, scheduling, chair/host/moderators….Pros/Cons

The team approach was addressed and supported. Members shared their experiences and views.

 **Jim called time. Barbara made a motion to extend meeting by 9 minutes. Jim R was the second. Motion passed.**

Paul screen shared the Technical/Scheduling Secretary position description. The group held up the motion of dividing this position. Paul shared that he will divide these two positions on paper for the next meeting.

**Jim made a motion to extend by one minute. Barbara was the second. Motion passed.**

**5. Next steps:** Network directory and organizational chart

**6. Next meeting:** Next meeting will be held on Wednesday, September 9, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Barbara S to adjourn meeting at 952am. Second was made by Jean N. Motion passed**. This was followed by the Serenity Prayer.