**ACA SMR**

**Positions Description Committee Meeting**

September 9, 2021, 8:45am Meeting #35

Attendees: Paul KF, Craig, Jim R, Donna F, Krista, Andrea K, Katherine Tx, Kimberley C, Una, Bill G, Elizabeth S, Anastasia, Chris Madison, Barbara S, Laura, Jean, Pam, Kate S, Barbara Ev, Katie K, Christy K,

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 842am. 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 September 1, 2021 meeting*

*4. Review of draft position descriptions:*

 *Technical Secretary*

 *Service Team Secretary*

*5. Next steps:*

 *Network directory and organizational chart*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

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

**3. Minutes of the September 1, 2021 meeting:** The minutes from Sept 1st meeting were screen shared by Paul KF.

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

**4. Review of draft position descriptions:**

 **Technical Secretary:** Paul K-F screen shared this position description as it currently stands. He then screen shared the Service Team Secretary Position description. This would be an elected officer position. The floor was opened for discussion. The original motion which split this position was screen shared, read and delineated. Keeping the work load for this position low was discussed. This would be to keep this position from being overwhelming.

There was discussion on other meetings occurring on the SMR Zoom account and that they are not part of the SMR meeting itself as they need to be autonomous.

**Jim R called time. Kimberly made a motion to extend the meeting by 5 minutes. Jim R was the second.**

Discussion continued on how the meeting should look in terms of being a Zoom based meeting vs. in person meeting. The concept of “team” was brought in to help divide the responsibilities. Notions of the various responsibilities for the team and/or secretaries would be. The idea of how we avoid a hierarchical structure was mentioned. “Our leaders are but trusted servants.”

**Jim R called time. Jim R made a motion to extend the meeting by 5 minutes. Kimberly was the second.**

The discussion went onto elected positions, qualifications, etc. Staffing the meetings was a concern.

**Jim R called time. Barbara motioned to add two minutes to the meeting. Jim R was the second.**

**Service Team Secretary:** This was tabled until the next meeting.

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

**6. Next meeting:** Next meeting will be held on September, 13, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Kimberly to adjourn meeting at 949am. Second was made by Barbara. Motion passed**. This was followed by the Serenity Prayer.