**ACA SMR**

**Positions Description Committee Meeting**

January 26, 2022, 8:45am Meeting #46

Attendees: Paul KF, Craig, Barbara S, Vivienne, Jim R, Jean, Una, Pam, Barbara E, Barbara S, Donna F, Jean (Toronto), Margot Beth, Krista, Vivienne, Kare, LuckyHelen, Bree, Christy K, Veronica, Linda, Laura, Drew D, Margaret, Michael’s IPhone, Becky, John N, Brian G, Christine G, Will B

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 846am. This was followed by the Serenity Prayer.

**2. Meeting secretary, time-keeper & agenda:** Meeting Sect: Craig ... Time-keeper: Barbara S

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 January 20, 2022 meeting*

*4. Rotation of Service*

*5. Next Meeting*

*6. Adjournment and closing prayer*

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

**3. Minutes of the January 20 2022 meeting:** The minutes from January 20th meeting were screen shared by Paul KF.

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

**4. Rotation of Service:** Paul KF screen shared the service positions descriptions page from the SMR webpage. Some of these positions are vacant or will be vacant soon. Discussion on “linkable” phrases within the description occurred. Transparency of when positions become available was noted. How do we attract and get people interested in these positions. It was suggested that we note vacancies in the chat in advance of the position becoming available. Also, perhaps a weekday and a weekend meeting/gathering to have a forum to discuss these positions and their availability.

Paul KF agreed to make announcements in the chat for the positions available. He will start this tomorrow.

Will B brought up the notion of Co-GC secretaries (as this position is available). Barbara S brought up the notion Co-GC’s taking the minutes for the GC meetings.

**Barbara S made a motion to extend 10 minutes. Craig was the second. Motion passed.**

Discussion continued on how to handle the transition of positions. The notion of “Co” roles time limits being staggered was brought up.

**Motion to extend meeting 5 minutes was made by Barbara S. Craig was the second. Motion passed.**

Discussion on how to handle the empty GC position for the month of February arose. Barbara S stated that she would be willing to chair that meeting to give time to attract someone to the position on a permanent basis.

**5. Next meeting:** Next meeting will be held on Thursday, February 03, 2022 at 845am.

**6**. **Adjournment and closing prayer:** **Motion was made by Barbara S to adjourn meeting at 951am. Second was made by Craig. Motion passed**. This was followed by the Serenity Prayer.