

## **MINUTES**: SMR Business Meeting

Monday, November 19, 2023

1. Call to Order: The meeting was called to order by Jim and Wendy. Wendy Agrees to Chair

## **WELCOME**

2. **ACA Serenity Prayer**: We opened with the Serenity Prayer

3. **General Guidelines**: We read the Guidelines

4. **Call For Service**:

Recording Secretary: Kathleen

Time Keeper overall: ? Stephen

5. **The Agenda**: The Agenda was adopted

6. **The Readings**: The traditions and commitments to service were read

## **BUSINESS**

7. Approval of Minutes:

- October minutes were shared and reviewed by **Wendy**. **Brian** makes a Motion to accept the October minutes and **Stephen** seconds. October minutes are accepted. **Brian** motions to table SEPT minutes and **Lisa** Seconds. September minutes are tabled until next meeting.

## **REPORTS**

- **Treasurer** (Shana and Jim): Jim shared report with the group, the report is not posted at this time
  - \$588.96 received via PayPal
  - \$200 was transferred from CashApp
  - \$450 was paid to WSO General Fund
  - \$100 was paid to WSO International Literature Scholarship Fund
  - Expense of \$45 for room charge
  - Reserve of \$350 is kept
  - Boaz offered information re: CashApp. Jim and Wendy discussed. CashApp contributions are “piling up” as they are not removed from the donator’s funds until ACA transfers them to the main fund
  - Discussion ensued re: the viability of continuation of use of CashApp. Jim will discuss with Shayna

- Q: (Rachel) Why do we keep so much reserve?
- A: (Jim) \$350 is a 3-month reserve for bills
- Motion to Accept **Brian**, Second **Sandra** – Report accepted
- **Service** (Kate and Aurora): Report is available. 3 positions are 100% filled. 34% of room host positions are filled. Room Host trainings are planned, see service report. Jess will continue to offer people who want to practice room training. Boaz motions we accept reports, Sandra seconds. Report accepted
- **Business Meeting** (Jim): Information on the website regarding the business meeting. There is a webpage: [ACAmorning.org/study-business-meeting-pactices/](http://ACAmorning.org/study-business-meeting-pactices/) This webpage outlines what we are doing. All meeting minutes and motions are contained on this webpage. Resources are outlined. Town Hall planned to revise the position description of “Business Meeting Chair.”
- **Communications** (Joy): No changes to password or listing. Mailchimp database includes 841 (increase of 16 members).
  - Old business Q: “Is there overlap between contact list and mailing list : YES
  - For now, no changes will be made
  - One NOV newsletter was sent to 839 subscribers, with 506 opened (61% open rate)
    - Report is not currently posted
- Q: (Dion): Needs help with signing up for Newsletter.
- A: Please post phone number in Chat
- Q: (Brian): (Sorry, I missed this...it was a question re: mail list/contact list?)
- A: (Joy): Is contact list doing the job it was intended to do? It is in discussion.
- Stephen made motions to accept, Lisa seconds. Report is accepted
- **Safety** (Lisa): Report is posted on website. Meeting time for safety meeting is changed, contact Lisa for Zoom information. Report and Log for predatory behavior is up on the website.
  - Policies under revision: Images and Names; Website and Technology
  - Stephen made motion to accept, Kate seconds: Report is accepted.
- **Website**(Wendy): Wendy is reporting and serving as interim web servant. Pages are consistent and site is being well used by room hosts and others.
  - New Business: Wendy would like to take down events page and revise resources page. Will be asking group conscience for this
  - New posts in OCT re: Elections
  - Added pages: Safety incident log and One Harassment report

- 10/16 info session was held with Jim (and others?) re: use and maintenance of the website. To meet again re: web servant. Wendy is willing to assist anyone with web servant job as she is currently serving as interim.
- Policies and procedures are being drafted. Awaiting a new web servant so this person can chime in.
- Q (Kate): Why are we taking down the events page?
- A (Wendy): Events are old, and one is not appropriate. Pages are not being utilized and latest news page is more utilized. Resources: We have no policy as to what can be put on that, therefore we need a policy. Comment: If we take down or change the resources page we would need amendment to script.
- STEPHEN: Huge thank you to WENDY for creating the website
- Stephen made motions to accept, Macy seconds: Report is accepted
- **WSO representative:** Stephen is alternate but does not have a report

## OLD BUSINESS

- Revision of Contact List
  - Q (Wendy): What should we do to revise the list?
  - A (Joy): 1. Start over or 2. Use email list to ask people to opt in/out. Policy is evolving as the list may be overwhelming to new-comers.
  - (Wendy): The list has been culled since we began. Suggests Joy gather a group/committee to talk about it. Joy is amendable. Do we have authority to give Joy?
  - Motions: Give Joy permission to form a committee to discuss the contact list. Stephen makes motion to make committee to study what to do with contact list. Lisa seconds. Motion passes.
- **Wendy makes Motion to extend for 5 minutes, Stephen seconds**
- Lisa makes a motion to authorize Wendy to take down the event page from the website and take down all resources EXCEPT: WSO approved resources, the FEELINGS WHEEL and the NEEDS WHEEL. Stephen seconds. Motion passes.
- Q: Can we make the reading of the closing prayer more cohesive?
- A: Discussion ensues.
- A (Boaz): People do grow to love it
- A (Stephanie): It is a technical limitation. Zoom does not support it

- A (Lexana): It is related to people calling in on the phone. Add to script that this occurs
  - Stephen made motions to adjourn, Lisa seconds
  - Meeting is adjourned

Minutes submitted by Kathleen