

Central Service Committee Meeting

United Memorial Church

Young Street, Halifax

December 6th, 2011

In attendance.

CS Representatives for:

Keep it Simple	2 nd Chance	Atlantic
Mutual	Downtown Halifax	4 Seasons
St. Margaret's Bay	Sunrise	Highland Park
Bedford		

(Member(s) from Back to Basics, Fresh Start, Welcome, Living in the Solution, Cole Harbour groups were present.)

Positions/committees, others represented.

CS Chair	Treasurer	Secretary CS	Entertainment
District 1 DCM	District 2 DCM	Webmaster	Email Coordinator
Mid-Winter Roundup	Secretary District 1	Newsletter	Hospital Visitation
Literature Chair			

- Mike opened the meeting with a few moments of silence followed by the Serenity Prayer.
- Doug read the 12 Traditions.
- Introduction of group members took place.

- 5 copies of the minutes to be printed for groups.

- Seventh Tradition was collected: \$26.00.
- 25 members were in attendance.
- The committee waived the reading of the minutes of the previous meeting.
- Alex recommended acceptance of the minutes, as read.

Secretary's report

- Printout for those who receive the print version of the minutes was not good this month. Kim is having trouble with her printer / laptop connection. She is working on getting that fixed.
- Alex recommended acceptance of this report.

Treasurer's Report

- Report was handed out with an opening balance of \$4,293.57
- Revenue for the month was \$308.19.
- Expenses were \$183.07.
- Operating balance of \$4,418.69, plus the prudent reserve of \$2,166.52, totalled: \$6,585.21.
- Phone bill was \$111.52.
- Holly recommended acceptance of the report.

Co-chair's report

- Gabe emailed Mike his resignation, and there is no report.

Chair's report

- Gabe resigned as CS co-chair due to work constraints, and Eoin resigned as Phone Committee chair due to health concerns.
- Back to Basics offered to host a cocktail party on December 24, 2011. Regularly, this is brought up at Central Service during July or August so groups can offer, but it was forgotten this year. Because the next CS meeting after the offer was made would miss the final newsletter before the date of the party, Mike contacted the Co-chair, treasurer, and secretary of CS and requested a vote on whether or not to go ahead with the offer in order for the announcement to get in the December newsletter. All agreed to accept Back to Basics' offer.
- Discussion ensued about the cocktail party being called the Christmas cocktail party in the newsletter. A Jewish member had brought up to their CSR that they felt unwelcome. Mention was made that AA is not affiliated with any outside organization. Are we doing everything we can to make AA welcoming to all alcoholics? The member was not asking for a change in the party, but an awareness that members belong to various faiths.
- Alex made a motion that Central Service provide \$300.00 to Back to Basics for the cocktail party. Jeff seconded the motion. **Motion was passed unanimously.**
- Mike has been very busy this month: he went to the District 2 meeting on November 20, the Mid-Winter Roundup meeting on November 6, and to eight groups as CS Chair. He also met with Gabe, Foster and Gary L. individually, and replaced Gabe on the interim telephone committee for the November 8, 15, 22 and 29 meetings.
- Judy recommended acceptance of the report.

Telephone report

- Eoin sent a letter to Mike tendering his resignation. There is no report.

Newsletter

- Jeff brought copies of the newsletter.
- Can groups please consider whether it is necessary to have a flyer for every notice, or will it fit in the announcements section of the newsletter? More and more flyers cost AA money. Also, the newsletter is printed in black, so putting colour in the flyers won't make it to the newsletter.
- Everything else is going smoothly.
- A member recommended that groups bring flyers to central service for distribution with the newsletter.
- Ken recommended acceptance of the report.

Website

- Gary reported that there were 1,344 visits over the last month, which is a little above average. 46% of visits were from new visitors.
- Visits to the website included those from Indonesia, Brazil, and South Africa. Some people visited using their smartphones. Spotlight: there were 57 visits on Monday, October 3, 2011.
- Wade's phone number updated for hospital visitations.
- PayPal registration for the roundup is underway and in use.
- A member mentioned that Public Service Announcements are available from GSO and asked if we have streaming video capabilities on the website that can accommodate these. Gary will look at the technical issues and report back to CS.
- A member asked if there was a schedule for updating the meeting list. Gary gave a run-down of people who have done the meeting list in the past. Because he has to update the website meeting list manually, he took on updating the meeting list itself. Once new meetings have been in the newsletter for 6 months and are still active, they get included in the meeting list and this triggers an update of the meeting list.
- Wade recommended acceptance of the report.

Website email

- Alex reported that the emails to the website have been pretty regular.
- Half of the emails we get are inquiries from people about potential alcoholics in their lives. The other half is from people who are potential twelve step call recipients. There has been meaningful contact as a result of the email address. Referral to Al-Anon is made when appropriate.
- Doug recommended acceptance of the report.

Hospital Visitation Committee

- Wade had a number of people in September, October and November.
- Mike suggested that Wade refer hospital chaplains to AA members in hospital if requested.
- Sam recommended acceptance of the report.

Mid-Winter Roundup

- Foster reported that PayPal for the Mid-Winter Roundup has been used and is up and running.
- Peter J was elected as Entertainment Chair, and Jim H as Entertainment Co-chair. The committee is still looking for two Program Co-chairs, and one Registration Co-chair. Please call Foster (902.435.2172) if you are interested in hearing what any of the vacant positions entail. Murdo's number is 860-3295 if anyone is interested in co-chairing in Program.
- Hospitality co-chair resigned, Joe Mac stepped up.
- Banquet tickets are \$35. Registration is \$20.
- If you pre-register before January 15, 2012 you can buy a banquet ticket for your significant other at that time without them having to pay the \$20 registration if they are only going to the banquet. Roundup Committee members now have receipt books for pre-registrations.
- January 15 is also the cut-off date for the free room draw.
- Alex recommended acceptance of the report.

Entertainment

- Peter reported that the bowling event with pot luck at Bayers Road Shopping Centre on last Sunday was a success. 30 people showed up. We will be making this a regular event. Cost to CS was around \$25.

- The DJ for the New Year's Eve dance at St. Theresa's is booked. There is a flyer circulating, and there will be a potluck.
- Holly recommended acceptance of the report.

Literature

- Opening bank balance of \$957.39.
- Operating balance of \$980.70.
- \$669.50 deposits.
- Parker was asked if he will be putting a literature order in with the Roundup in mind. He said, yes, he would be doing that.
- Judy recommended acceptance of the report.

District 1

- Tony reported that the PI committee was distributing Big Books to the university libraries.
- Jennifer is looking for a lot of help with CPC. Please call her if you are looking to help.
- Corrections is down to 3 men and 3 women, which means that there are not as many meetings being put on in the jail. The corrections chair's name and number is on the back of the newsletter.
- The new treatment centre group rotation schedule is available.
- Attendance at the workshop on Sponsorship was good, at 20 people. The four panel members were very knowledgeable.
- A member noted that the 2013 Assembly would be in Halifax, and asked if the districts were aware that the Citadel Hotel (where the Assembly has been held) is being torn down. Tony said he was not, but that he would bring it up at District 1's meeting.
- Foster recommended acceptance of the report.

District 2

- Tim reported that there will be a workshop on January 10, at 8:30pm at the Sunrise Tuesday night group at the same time as their regular meeting in a separate room. The purpose of holding a workshop in this way is to get higher attendance at workshops, and to introduce people who might not normally get to workshops.
- In late March there will be a workshop on submitting articles to the Grapevine. The workshop

will have attendees writing submissions. Look for information in the newsletter and talk it up at your groups.

- Sam recommended acceptance of the report.

Old Business

- Having a CS Committee Inventory, a suggestion that was brought forth at the September 6 CS meeting, was tabled until a new CS Chair was found. Mike would like to table it again until the new year.
- A draft proposal of HRM Central Service Procedures and Guidelines was prepared by Gary L. for consideration by CS. Mike suggested that two people, with Gary as chair, form a committee to construct and present a second draft of the guidelines to CS in February, and submit a final draft to CS for voting in April 2012. Holly, Alex, Murdo, Mary, and Trudy volunteered.
- Interim Telephone Committee Report: Mary reported that an interim committee met on a number of nights. Minimum of five positions needed for the committee: Chair and 2 co-chairs to be elected, and a minimum of two more members to join. The two co-chairs and two regular telephone committee members would each take on one of the following responsibilities: 12 step volunteer list, evening and overnight volunteer coordinator, weekend volunteer coordinator, weekday volunteer coordinator. There is also work to be done for binders and training. Lists were made of duties of each coordinator (see Appendix at the end of the minutes). Foster asked that the interim committee provide an estimate of money required to produce binders, and printing, and any other costs that might be incurred.
- Alex put his name forward for the telephone committee to coordinate the 12 step list.

New business

- Call for new Telephone Committee Chair – no takers.
- Call for two (2) Telephone Committee Co-chairs was not made.
 - Cole Harbour group is holding its 32nd Anniversary on Sunday, December 18 at 8pm.
 - Bedford group is holding its 30st anniversary, on Friday, December 16th at 8:30pm.

***The next Central Service meeting will be held at 7:00 pm on.
January 3rd, 2012 at Memorial United Church on Young Street.***

- The meeting closed with the Responsibility Pledge.

Appendix

AA Phone Committee

1. Chair (must be voted in at Central Service)
2. Co-Chair (must be voted in at Central Service)
3. Co-Chair (must be voted in at Central Service)
4. Committee Member (does not require a vote)
5. Committee Member {more may join if there is interest}

Positions that need to be adopted by the two co-chairs and two regular committee members:

1. 12 Step List Coordinator
2. Overnight/Evening Shift Coordinator
3. Daytime Shift Coordinator
4. Weekend Group Coordinator

Other tasks that need to be taken up by the committee:

1. Maintain phones and phone instructions
2. Rebuild Manuals/Binders
3. Training

12 Step Coordinator duties

-contact all on current list

-qualify those who are new on list –finished steps, current sponsor, current home group

-recruit new volunteers

-training

-ensure those on list have up to date info in their binders

-record which members are:

1. willing to go to caller's homes

2. willing to take caller to meeting

3. willing to take calls in the middle of the night

-check in with those on the list to see if there are problems, receive feedback and insure their info is up to date

Daytime Volunteers Coordinator duties

- recruit volunteers
- qualify them – ideally should have 12 steps done, home group and sponsor
- make up schedule
- training
- provide up to date info and list for binder
- ongoing contact and receive feedback
- troubleshoot, may have to temporarily take over phones

Overnight/Evening Volunteers Coordinator duties

- recruit volunteers
- qualify them – ideally should have 12 steps done, home group and sponsor
- make up schedule
- training
- provide up to date info and list for binder
- ongoing contact and receive feedback
- troubleshoot, may have to temporarily take over phones
- due to time of calls volunteers may have to make decision to do 12 step call or have caller called back the next day
- volunteers will do a 7 day shift

Weekend Groups Coordinator duties

- visit all groups on current list during their business meetings
- find out if they answer phones 24/7 or 9-6, give choice
- take copies of updated info in binder and review
- visit groups not on list
- weekend phones will continue to physically move as before
- make schedule coordinating with other schedules
- troubleshoot, receive feedback and may have to temporary take over phones

Phone Technician

- prepares info sheets on how phones work (one sheet for the committee which includes forwarding the phones, and one sheet for the binders on everything else), i.e. how to: transfer calls, check voice mail, settings, get messages, erase calls, etc.

- insure info goes out to all coordinators
- train members as needed

Manuals and Binders

- current meeting list
- phone use sheet
- current newsletter
- 12 step list
- *67
- AA Guidelines
- Activity report – time of day, called 12 step members, gave info, date
- resource phone #'s [detox, etc...]
- #'s of other districts contacts
- area 82 website

Training

- each coordinator will look after the training of their own volunteers

Chair

- will coordinate the activity of the co-chairs and members
- will have the ability and authority to transfer phone #'s and will always have a current schedule of all volunteers
- will be responsible to get the phones answered when problems arise by troubleshooting, delegating, or answering the phones

Co-chairs (2)

- will each have responsibility for one of the four duties:

1. 12 Step List Coordinator
2. Overnight/Evening Shift Coordinator
3. Daytime Shift Coordinator
4. Weekend Group Coordinator

- will have the ability and authority to transfer phone #'s and will have a current schedule of all volunteers
- will take over for chair when necessary