

CENTRAL SERVICE COMMITTEE MEETING

**St. Mark's Church
5522 Russell Street, Halifax**

- 1) **Welcome and Open:** Meeting opened by Foster L. at 7:00 pm with a few moments of silence followed by the Serenity Prayer. All were welcomed to the December CSC meeting.
- 2) **Call for Items to be added to the agenda:** No new items to add.
- 3) **Twelve Traditions:** The Twelve Traditions were read by Garry.
- 4) **Roll Call:**
Executive: Foster L. – Chair, Paul B. - Co-chair, and Arlene P. – Secretary.
Committees: Leah C. – Phone Chair, Samaira G. – Entertainment Chair, Rob A. - Bluenose Bulletin Co-chair, Michael H. – Hospital Visitation Chair, and.
CSRs: Ken C. – Keep It Simple, Deb W. – Downtown Dartmouth, Alan M. – Sunrise, Ken M. – Hubbards, Abbi W. – Cole Harbour (In-coming), Garry M. – Second Chance, Chris M. – Serenity Sisters, Tracy W. – Fall River, Gerry L. – Serenity, Hamish M. – Live for Today, Pamela M. – Acceptance, David R. – Living in the Solution, Sarah S. – The Only Requirement, and Chris S. - Highland Park.
Alternate CSRs: N/A
Double Duty: Evan McF. – Literature Chair / CSR Four Seasons, Heather C. – Phones Co-chair / Alternate CSR Four Seasons, Heather L. – Web Admin / CSR Back to Basics, and Bill P. – Bluenose Bulletin Chair/ Acting Treasurer.
Others: Trudy D. - District 2 DCM, Fred DeM. - District 1 DCM, Jacqueline K. – Treasurer (In-coming), Alan Mack. – Second Chance CSR (In-coming), and Observers - Don B., Sharman Mack., and Sheila C.
- 5) **7th Tradition:** \$73.00 collected, taken by Bill P.
- 6) **Minutes Approved from Previous Meeting:** No errors or omissions. Minutes motioned for approval by Heather, Seconded by Samaira. Vote taken – passed unanimously.
- 7) **Reports:**

Executive:

Secretary: Good evening. It took a little longer than usual to get the minutes completed, reviewed and on the website, due to usual problems of my schedule. I was unable to send out confirmation emails prior to the meeting, my apologies for any inconvenience that may have caused. I will be up-dating the contact list this week with the newest information I receive from tonight's attendance sheet. Thanks so much for everyone sending in their reports early. I received all but two reports. Way to go!

I would like to caution the in-coming committee about two things. One, please do not rely heavily on the tape recording catching everything that is said during the meeting, especially for motions and voting matters. This is not an expensive recorder and there is a possibility of losing the file, thus losing the information for that night's meeting if you do not allow the secretary to write everything down before proceeding. The recorder was meant as a back-up to the Secretary's notes, not the main way to record the meeting. Second, all members who send in reports to the new Secretary, please remember to send them as documents and not PDFs.

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The in-coming secretary may not have PDF editing software (as I do not) and sending in the reports was to help the secretary compile the minutes without having to re-type them all.

In closing, I would like to thank the committee for the honour and privilege of working for you these past two years as your secretary; it has been a pleasure to work with you all. As always, service positions are huge learning opportunities and I have learned a lot. Thank you.

Yours in service, Arlene P., Secretary

No questions or comments.

Treasurer: Hi Gang: Almost \$2000.00 in revenues due to November 1 meeting, the lost (and now found) August receipts, getting into the Post Office Box and getting way-laid at District meetings. Because of that, I made four deposits in November. On my trial spreadsheet, the literature account reconciles with Bank Statements to the end of November. We're ahead by \$209.00 to the end of November for the year (2016).

Our main account shows a deficit for the year to November of about \$1000.00 or so dollars. The spreadsheet shows almost \$400.00 too much money in our account. Some of this is due to outstanding cheques and possibly pay-outs from the Seventh Tradition. Further digging is required. It does look like, with anticipated revenues from December, we will carry-over close to \$5000.00 into the 2017 calendar year. We carried around \$5200.00 from 2015 and \$1500.00 from the Round-up not budgeted for. While GSO and the deductible were not budgeted, other items are under-spent. We have a little over half the insurance premium invoices paid by the insured groups.

Best Regards, Bill P., Acting Treasurer

November's numbers: Opening Balance \$2,579.52, Credits \$1,929.70, Debits \$86.25, Closing Balance \$4,422.97, Outstanding Cheques \$381.65, Operating Balance \$4,041.32, and Prudent Reserve \$4,168.68. Total available funds \$8,210.00.

Question – Will there be a year end reconciliation report (12 months) available at the January 2017 meeting? Yes.

Co-chair: Dear Central Representatives, as the phrase goes "When one door closes, another will open." At this time, I would like to say thank you to all of the Central Service Representatives who have contributed over the past term and will be leaving us. Your experience and dedication has shown through your time at the Central Service table how valuable it is to carry the message to the alcoholic who still suffers. This month, I met with Foster to do the hand-over procedures that our committee set forth, as well as discuss the agenda for this month's meeting. A new key for the mail box has been delivered to Bill. P. An appointment at the bank to do the change for signing authority has been scheduled for next week. Just a reminder that the insurance Premium of \$40.00 is due and I would encourage anyone who have not received their invoices, please see me after the meeting. Anyone looking for a copy of the policy, please make sure to contact me as well.

Season Greetings to all, thanks, Paul B., Co-chair, Central Service

Question – Is there now two keys to the mailbox? No, the lock had to be changed.

Comment – Foster – Due to the fact that the Treasurer’s bag was not lost, as previously thought, but it was at Foster’s house, any costs that have been incurred due to the changing of the lock on the mailbox and ordering the new cheques, he will take care of those costs personally. He has no recollection of bringing the bag home - this occurred during the time of his mother’s illness - and he apologized for any inconvenience this may have caused Central Service as a whole. Hence this is why he has offered to take care of the costs himself.

Chair: Good evening, this being my last meeting as Committee Chair, I want to take the opportunity to thank all who have served over the past two years, both on this committee and at the District level. Regardless of your role, you have been integral in us carrying the message. I feel humbled to have been allowed to serve as your Chair and I am better for it. My goal, when accepting this position, was to continue to make Central Service a key partner with the Districts in ensuring help is available to all who need it, while at the same time ensuring on-going stability to the committee for those who follow us in service. I believe that, collectively, we have accomplished this with continuous website improvements, changes to the Bluenose Bulletin, improved and additional Entertainment events, and continuous telephone coverage. Meeting minutes have been extremely professional and accessible to all on a timely basis. Literature has broadened its variety of books and has been pro-active in reaching out. Hospital visits continued and the Mid-Winter Roundup was a highlight for many.

Administratively, we have lightened the financial burden for groups by creating a prudent reserve fund to cover deductibles of possible insurance claims. We addressed succession planning with a switch to alternate election years, created a resolutions register, revised committee guidelines and developed hand-over procedures designed to aid with our transition to a new committee. All business is now conducted via the use of motions so a clear record of all decisions made is available. These are but the highlights of efforts we have made. I believe these improvements, many unseen by the general fellowship, will benefit all and my hope is the public will continue to use our website when seeking information locally on Alcoholics Anonymous.

Thank you again for allowing me to play some small part in all this and I wish every success to the incoming committee and each of you the best in life.

Yours in service, Foster L., Chair, Central Service Committee

No questions or comments.

Committees:

Mid-winter Round Up: (No round-up report as there is no committee formed at the moment.)

Webmaster/Website/Email: (Heather read Pedro’s report) We have had 4349 views of the web site in November. Top pages/posts were: Meeting List, Newsletter and the Hospital visitation request. We have 578 subscribed members getting the monthly email (up by four from last month). On the month of November, our Newsletter was sent to 574 subscribers. The Book of the Month is now placed on the left pane on the main page of the site. This will make it more visible and the link to the page with all the information. I also up-dated the Book of the Month with December’s choice - “Our Twelve Traditions”.

I deployed a new mobile version of our AA web site to help visitors using mobile phones. This version is optimized for the small screens used in mobile phones, but tablets will continue to

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display the desktop version. I would like to emphasize that the mobile version contains the same content as the Desktop version. The only changes are on the graphical user interface (how it looks). To help users with the new layout, I have created an instruction document that is included in our website, in December Newsletter and sent to CSRs via email. If any user finds issues with this mobile version, please report them to the Webmaster email. I also enabled short codes in the WordPress theme that allow us to highlight messages that are important. You can see this in the main page.

Finally, I would like to highlight that as with many web sites, we receive constant attempts to hack it. Our WordPress contains tools to prevent this, but I will dedicate next month to investigate what we can do to further improve our security.

Yours in service, Pedro G., Web Administrator

Suggestion – From Arlene – As I am learning about WordPress myself through a computer course, there is a security plug-in available, free of charge, for WordPress called WordFence. It is very good at blocking attacks. (I use this on my own website and it has been quite successful.)

Help Email Coordinator: (Absent, Secretary read report.) Dear Central Service, due to a death in the family (my aunt and uncle), I'll be unable to attend the December meeting. Here is my report:

There were no inquiries for help during the month of November. I did receive two inquiries for December 1st and 2nd. Since this is my last report, I wish to thank Central Service for allowing me to serve as the Email Help Chairperson. I've sat with the new Email Chair (Gerry) and gone over the types of responses to mock emails (made up samples of possible help requests). I've also gone over the Guidelines with him and I'll continue to work with him until he takes over the position in January 2017.

In service, Shawn M., Help Email Coordinator

Hospital Visitation: The Hospital Visitation tab on the website was used twice. The two gentlemen were visited by me and one member volunteer. One member is in long term care and continues to be visited frequently. He was very grateful that the program exists. The other gentleman just wanted to chat, the other was an actual meeting that was held on Tuesdays on his rehab floor, using the Nurse's break-room. The other gentleman was in another hospital wing, to which I had the chance to educate the staff of the website and its capabilities. When in the hospital, it can be a very lonely place when visits are infrequent. Reaching out is all part of the steps. It works if you work it.

Yours in service, Michael H., Hospital Visitation Chair

No questions or comments.

Telephone: Good evening everyone, things are going well with the phones. As always, we are continuing to recruit members to step up and volunteer to answer the phones and join the 12th Step list. At last month's meeting, there was a list that was to be passed around to update the contacts for the groups that take the phone. If you have not seen this sheet or have not added your group contact, please see me after the meeting. It is hard to believe that my time at Central Service has come to an end, for now. It has been an honor and a privilege to

have acted as the Phone Chair for the last two years. This experience in service has enriched my sobriety and my whole life. I will be getting together with Heather, the new Phone Chair, in the next couple of weeks to go through some information and pass on all of the phone materials. She is in for a wonderful experience.

I would like to thank all of you at this table for being here on Tuesday nights for the last two years, it has been a pleasure.

Thank you, Leah C., Phone Chair

Comment – From Leah – There is need of more ladies from Dartmouth to put their names in for the 12th Step List, there is only two at the moment.

Newsletter: This is the concluding report for the two-year term.

1. 2014 saw a major re-vamping of the traditional Newsletter to strictly an events calendar, limited to three pages, limited to brief announcements and standard announcement types on each page. The first page is limited to service schedules, Central Service and Districts meetings and Book of the Month. The second page contains the individual birthday announcements and Committee announcements. The third page contains special group announcements and generally special AA events.
2. The top of the first page consists of a unique banner and logo, thanks to an original proposal and format from Rob, as tweaked by the other members of the Committee.
3. The Committee now has what we call a workbook, which answers the question for anyone new, “How is the Bluenose Bulletin put together?” and the pitfalls to watch out for. This is very much based on collective experience and errata.
4. The Bluenose Bulletin is a people thing and very much dependent on the experience, prior knowledge and skills and good judgement of the members. For that, we have to thank Trudy and Rob and in the wings, Scott.
5. A discovery in being part of the Bluenose Bulletin is that the members are dependent and answerable to all of the fellowship and particularly to those who provide the announcements. There are a whole lot of bosses to contend with, as well as the Central Service Meetings. In electing the officers and members of the Bluenose Committee, we always have to be mindful of their sobriety time as the work can, at times, be stressful and members of the Committee will be put on the spot.
6. After two years of experience, a Murphy’s Law was discovered that: Despite all the double checking and proof-reading, the errata will only be discovered after the damn thing is published.
7. It has been an enjoyable two years and fun putting it out through the Committee. It was a warm way to enlarge my acquaintances in A.A. It passes on to good hands and whatever the value of the improvements, they will carry on and be built upon at the pleasure of the Central Service Committee.

Thank you very much for the privilege of serving, Bill P., Chair, Bluenose Bulletin

No questions or comments.

Entertainment: (Present at meeting and presented report, but no report sent in for publishing in the minutes.)

No questions or comments.

Literature: Good Evening Everyone, I guess this will be my last report as Literature chair for the term. It's been quite the experience first as Co-chair then as Chair. Holding the position has helped me grow in the program and as a person, also to meet new people.

The calendars and day planners are selling well. There will be more day planners in this week for those who are wondering. We have more calendars, and there are more on order. There has been a good response to the newest book from The Grapevine as well. For anyone who hasn't heard about it, it's called "Our Twelve Traditions".

I have no financials to report this month. As I said last month, I am waiting to do a proper inventory count with the incoming Chair. That said, I expect the in-coming Chair will be able to answer any questions on inventory at next month's meeting. That is all from me. I wish all the best to the in-coming Literature Chair, and to all the in-coming Chairs of the committees.

Yours in service, Evan McF., Literature Chair

Question – The costs of the calendars and day planners? The calendars are \$14.00 each and the day planners are \$7.00 each. He didn't bring any with him tonight, but they are available.

District 1: Now it is the time for all good men to leave their positions and return to the membership at large. The last two years have given me some time to think about AA. And how much responsibilities one must have to fill his or her position. Which gives me food for thought, I only hope we are not getting too complicated in our duties? This will make it hard for new members who are coming along to fill these positions.

It has been kind that others members have filled in for me when I could not make it to the district. I am very thankful that my Alternate DCM, John M., has taken charge many times through the year. This is where having a very good Alternate DCM makes it all worthwhile because he knew the ropes. Oh yes and other GSR's at the table had to fill in, at times, which made my job easier.

I keep saying that this is my last time at this table, yet only God knows that better than me. I will go where he sends me when it comes to another alcoholic who in trouble, for sure. Because someone was there for me and that is what kept me sober in service to the AA program. Many times I wanted to quit, yet God saw me through this last two years. You see, I need all the help I can get when it comes to service in AA, which has been a learning experience. Through a Service Sponsor in the fellowship who said "Keep going, you're doing fine at this position." Now I hope that this will bring new members into this great fellowship and take over where I have left off. Thank you for the privilege of being the District 1 DCM for the last two years.

Yours in Love and Service, Fred DeM., District 1 DCM

No questions or comments.

District 2: (Present at meeting and presented report, but no report sent in for publishing in the minutes.)

Comment – From Trudy – there is still a need for an Alternate DCM at District 2.

Area 82: no report tonight

Other: no report tonight

All Reports were motioned for approval by Evan. Seconded by Leah. Vote taken - passed unanimously.

Old Business:

a) **Elections – Foster –**

1. **Secretary** – Arlene P. nominated Trudy D. for this position. Trudy accepted the nomination. Voting: For – 21, Opposed – 0, Abstained – 0. Welcome to the position, Trudy!
2. **Literature – Chair** – Evan MacF. nominated Sheila C. for this position. Sheila accepted the nomination. Voting: For – 21, Opposed – 0, Abstained – 0. Welcome to the position, Sheila!
3. **Telephones – Co-chair** – Leah C. nominated Sharman MacK. for this position. Sharman accepted the nomination. Voting: For – 21, Opposed – 0, Abstained – 0. Welcome to the position, Sharman!
4. **Entertainment – Co-chair** - Three calls - no nominations for this position. This position will be carried over to the January meeting.
5. **Hospital Visitation – Co-chair** - Three calls - no nominations for this position. This position will be carried over to the January meeting.
6. **Literature – Co-chair** - Three calls - no nominations for this position. This position will be carried over to the January meeting.

b) Group Insurance Update – Foster – As previously mentioned in the Co-chair report, this is a reminder to any group that hasn't paid their invoice of \$40.00, please bring it in to the next meeting. There are seven groups left who haven't paid as of this meeting.

c) Hand-over Procedures – Foster – Another reminder to Committee Chairs and Executive members to have the Hand-over Procedures completed and passed over to the in-coming members. Please make sure to have gotten together with your replacement before the end of the year to ensure a smooth transition. (Also be available for any questions that may come up as the new folks get accustomed to their position.)

New Business: No new business items tonight.

Announcements: (that didn't make it into the Bluenose Bulletin)

West End Step Group is cancelled this Thursday night, December 8th, due to an event being held at their facility.

The next CS Meeting is January 3, 2017.

Meeting adjourned at 7:59 pm with the Responsibility Pledge.

(Final Secretary's Note: Good luck to all in their new positions. And remember – don't change the password on your email accounts as the Webmaster has the passwords recorded, in case of something going wrong. Cheers!)