

**MINUTES OF  
CENTRAL SERVICE COMMITTEE MEETING 1 Dec 20  
Zoom Meeting**

**WELCOME AND OPEN:** Meeting opened by Michael H. at \_\_\_\_\_ pm with the \_\_\_\_\_.

**TWELVE TRADITIONS:** The Twelve Traditions were read by \_\_\_\_\_.

**Zoom ID address** Meeting ID: 512 036 8953 Password: wecandoit

**ROLL CALL:**

EXECUTIVE	COMMITTEES	CSR	OBSERVERS
Chair -.Mike	Ad Hoc Technology – Marie	Back to Basics – Carol Ann	Area 82 –
Co-Chair -. Jamie	CPC -. Heather	Four Season – Eric	DSM District 1 – Paul
Treasurer -. Bill	Corrections -.	Fresh Start – Garnet	DSM District 2 – Blair
Secretary –	Entertainment -.	Hubbards –	
	Help Email – Michael	Serenity Sister – Maddi	Lisa
	Hospital Visitation – Allison	West End Step –	
	Literature -. Cathy	Second Chance - Gil	
	Newsletter – Kelly		
	Mid-Winter –		
	PI – Leah		
	Telephone -. Sharman		
	Treatment -. Jessica		
	Webmaster –		
	Webmaster Co-Chair –		

**CALL FOR AGENDA ITEMS – APPROVAL OF AGENDA**

Motioned to approve the agenda by Eric \_\_\_\_\_ Seconded by Garnet \_\_\_\_\_

**MINUTES APPROVED FROM PREVIOUS MEETING:**

Motioned to approve the minutes by Bill \_\_\_\_\_ . Seconded by Garnet . With corrections to last months. The Co chair rec permission to overspend due to extra expenditures versus a one time increase.

**REPORTS**

**Secretary**

**Treasurer**

Central Service Committee  
Treasurer Report  
December 1, 2020

November Financial Activity  
Opening Balance: \$ 1964.36  
Revenues:

Mid Winter \$ 900.00  
We Agnostics \$ 100.00

Sunrise \$ 125.00  
Donation \$ 20.00  
Insurance:  
Cole Harbour \$ 47.03  
Back to Basics \$ 47.03  
Circle of Sisters \$ 47.03  
Keep it Simple \$ 47.03  
Serenity Sisters \$ 47.03  
Four Seasons \$ 47.03  
\*\*\*\*\* \$ 47.05  
Total: \$ 1,474.23

Debit: Insurance payment \$ 1,646.00  
Closing Balance: \$ 1,792.59  
Early December payments and deposits

- November Telephone Bill \$275.60
- District 2 \$47.03
- Literature Comm. \$47.03
- Freedom Group \$47.00

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Literature Committee  
Opening Balance: \$ 2,500.57  
Revenues: \$ 158.13  
Debits: \$ 757.01  
Closing Balance: \$ 1,901.69

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Prudent Account: + .20 \$ 4,894.62

Total Funds; \$ 4,687.21

\* November Telephone Bill \$275.60

Literature Committee - Central Service Income Statement- 6 months ending June 30th/2020  
Sales  
Book Sales -\$ 7,542.27- 100% Opening Inventory (estimate) -\$ 10,341.00- Purchases -\$ 5,043.28-  
Less : Ending Inventory -\$ 8,090.30- Cost of Books sold -\$ 7,293.98- -\$ 7,293.98- 97% -\$ 248.29- 3%  
Raffle \$ - - Expenses Supplies (racks) -\$ 78.89- Travel Costs -\$ 282.88- Rent -\$ 300.00- Misc  
(including square fees of \$17.43) -\$ 211.69- Total Expenses -\$ 873.46- Net Profit (Loss) -\$ 625.17-  
30-Jun-20 Cash Box Balance -\$ 146.92- 30-Jun-20 CUA Account Balance -\$ 2,728.47- 30-Jun-20  
ScotiaBank card Balance -\$ - - -\$ 2,875.39- Markup on books = 3% -\$ 7,542.27- - 7,293.98-

Heather asked how much the bills have gone up sense we got the new phones. Mike answered that the phones went up \$5 per phone

### Co-Chair

1. Most of my month has been dealing with the Group insurance policy. We have received payment from: Four Seasons Fresh Start, Serenity Sisters, Back to Basics, Accepance Group, Cole Harbour, Circle of Sisters, and Keep It Simple out of the 35 groups participating.

2. Just a reminder that payment of 47.03 can be made out to Central Service  
PO BOX 31338 HALIFAX NS  
B3K 5Z1

3. We have been asked about pro rating the new and old contracts as some groups have not been open. I have been in contact with the insurance company and the answer is no. It would be a logistical nightmare to try and figure out who and who are not open and for how long. etc. Yours in Service, Jamie Q. CoChair/ Secretary

## **Chair**

Central Service's November meeting had 20 people attend.

The month of November has been challenged, with the website being hacked, the current rebuild, resetting of all passwords, and now the revert of face to face meetings going back to Zoom due to increased covid-19 risk mitigation protocols of the NS Government.

Executive Secretary position is currently available for service rotation.

PI has a new Chair for rotation in January.

Phones has a new Chair for rotation in January.

All other sub-committee positions require service volunteers.

The rotation for Webmaster is due in January. The last month has proven that this position is important for the communication of Districts 1 and 2 AA functions. It not only provides critical recovery information for our area members, but also with Zoom, it is a place where global members find our meetings. If you could take back to your groups a request for someone to take over these duties, who is comfortable in the IT world, it would be appreciated. Current webmaster has been in the position for 4 years and is stepping down. But will train the incoming until comfortable.

Mid Winter Round Up continues to meet, and we are tightening up the itinerary for the conference in February. Flyer is in the Newsletter. The group is still looking for volunteers to sign up for positions of entertainment.

Central Service Minutes were originally archived back to 2017, we have found the old suppository, and now, online under Central Service Minutes, the history goes back to 2009.

The pamphlet, The AA Group offers good guidance on rotation, and the need for it. This carries through to other levels of service, as Central Chair, Region, and the GSB. Traditionally, rotation ensures that the group tasks, like nearly everything else in AA, are passed around for all to share. Rotation helps to bring us spiritual rewards far more enduring than any fame.

Elections for rotating positions are ongoing, our next Central Service meeting is 01 Dec 2020.

Yours in service,

Michael H.

## **Committees:**

### **Ad-Hoc Tech**

Cost Benefit Analysis

Square POS System

Prepared by – Marie M

Chair Ad Hoc Technology Committee

Nov. 30, 2020

### **LITERATURE AND TECHNOLOGY – HELPING THE ALCOHOLIC**

“Our primary purpose is to carry the message, therefore, be open to change in our groups and central office. We were ALL open to change in our journey into sobriety.

How is AA helping the alcoholic by not embracing the phenomenon of ecommerce at the intergroup level?

Recognize the trend is less pamphlets and hard cover books. GSO is responding to the cultural shift.”

-Greg Tobin – President AAWS

### **BACKGROUND**

In preparation for the February 2020 mid winter roundup, the Ad Hoc Technology Committee put forward a

proposal to complete a “proof of concept” for the Square POS technology. Square POS was to allow the Literature Committee to accept credit and debit cards at the round up and subsequently at the literature store and round ups in other parts of Nova Scotia.

Highlights of the proposal:

- Square tap device was 60\$
- Implementation was uncomplicated
- Tablet/hardware was donated
- Privacy and encryption of data was assured – PCI Compliant
- Square is a good fit for a business when the average transaction is less than \$10 OR you process less than \$3,000/month in credit cards
- Traditional credit card processors have monthly charges and usually a monthly minimum fee
- Square is a great fit for businesses that require mobility

Central Service members voted to move forward with the POC

- The vote was not unanimous
- The risk was low however, and it was agreed the benefit was worth investigating

#### BENEFITS

No charge for the software Square Point of Sale software is always free. The charges are per transaction

Always updated With a cloud POS you're always running the latest version

Access data from anywhere Check your sales data from your desktop, mobile device or tablet

Easy-to-read analytics and reports Square's graphs and data can help even if you're not a numbers person

Work offline, without Wi-Fi Yes

Enter payments on your laptop/desktop Yes (there is a fee but it can be done)

Enter payments on a mobile device or tablet Yes – and it is software agnostic (IOS or Android)

No hidden fees When you take payments with Square, there are no term commitments

Inventory Management Manage your inventory free from anywhere and make sure you always have the right amount of

stock on hand

Secure data PCI compliant. Data is secured in a robust data center using tokenization, and it's never stored on

the device.

Support Free support via comprehensive knowledge base and a community of fellow business owners.

Item/Service Cost Frequency

Scan/tap device \$67.85 (tax in) One Time

Credit Card fees 2.65% Per transaction

Debit chip and PIN tap .10 Per transaction

Tablet \$311 One time

Smart Phone – iPhone 7 \$0 One time

Literature Sales Summary for 2020

Sales

Gross Sales \$10,528.00

Returns (\$456.00)

Discounts & Comps (\$320.90)

Net Sales \$9,751.10

Gift Card Sales \$0.00

Tax \$0.00

Tip \$0.00

Refunds by Amount \$0.00

Cash Rounding \$0.00

Total \$9,751.10

Payments  
Total Collected \$9,751.10  
Fees (\$26.00)  
Net Total \$9,725.10

## CONCLUSION

The full benefits of the Square system are untapped, there is still a lot to discover and leverage and I would recommend continuing to use and discover how it can help carry the message.

### Items to note:

- Keep in mind, the global pandemic has prevented visiting other roundups and the literature store was closed for several months.
- The Literature chair uses the invoicing feature which allows customers to pay via a weblink.
- The chair also uses inventory management and receives alerts when items need to be reordered.
- The reporting is exportable and has many options.
- There were 38 transactions made via debit or credit. This means if they needed literature, they got it.

Payment Method	Payments	Refunds	Payment Amount	Refund Amount	Tips	Total Collected	Fees	Net Total
Card - Swiped	1 1	\$4.00 (\$4.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Card - Tapped (Contactless)	29 2	\$823.60 (\$25.00)	\$0.00	\$798.60	(\$17.13)	\$781.47		
Card - Dipped (Chip)	7 0	\$509.40	\$0.00	\$0.00	\$509.40	(\$7.44)	\$501.96	
Card - Keyed	1 0	\$39.00	\$0.00	\$0.00	\$39.00	(\$1.43)	\$37.57	
Card - Other	0 0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash	170 5	\$8,457.10	(\$427.00)	\$0.00	\$8,030.10	\$0.00	\$8,030.10	
Gift Card	0 0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	4 0	\$374.00	\$0.00	\$0.00	\$374.00	\$0.00	\$374.00	

We need to use technology to spend less time working and more time helping the alcoholic  
Be fearless with our primary purpose Pick up the technology tools Marie M.

Cathy noted Square is also used to bill committees for their Literature

## CPC

### Corrections

No report

### Entertainment

No report

### Help Email

Help Email only saw three new inquiries in November from Newcomers.  
All were in the last week of November.  
Was a quiet month. Yours In Service Michael A

### Hospital Visitation

This month fortunately prior to regulations changing in Nova Scotia, we were able to have a visit done at the Nova Scotia Rehab Centre. This occurred just prior to many facilities going back into more restrictions related to COVID.

It is unfortunately the increase of COVID cases in the past few weeks, as we had started to get back to doing some face to face visits, but for now we will continue to be creative. As always if there is someone in the program without access to Zoom, we can always come up with a way to get them connected with a volunteer. Regards, Allison

## **Literature**

The Bookstore (also called "Carry the Message") had \$445.80 less \$0.87 in sales for a total net sales of \$444.93 in the month of October. We had to close one Saturday this month because no one was available to man the store. The Bookstore will be open on Saturdays in December except for Boxing Day.

There is a sale on Grapevine books all December. Reduced price will be \$15.00.

Right now we have only 14 Big Books (hard cover) and 4 12x12's (hard cover). I recommend that we purchase 100 Big Books and 20 12x12's soon. The cost of the order would be approximately \$1400.00. We have sold 86 Big Books since re-opening in June.

We have obtained a new tablet for \$311.65 and after all outstanding bank items (CQ for insurance \$47.03 and deposit made today of \$84.00, the Credit Union account will have \$1,938.66 in it.

Just a reminder that rent has been increased to \$75.00 per month (\$900/annum). Other expenses for next year are estimated at \$400 (paper, ink, and misc office).

## **Mid-Winter**

No report

## **Newsletter**

Good evening.

It is hard to believe that two years have flown by. We would like to thank the Central Service Committee and all the committee chairs for their assistance and patience. Over the last two years the bulletin has seen a lot of changes in format, content, and color. It will be exciting to see what direction the next committee takes.

Kelly and Eric

## **PI**

In person PI meeting on the 14<sup>th</sup>. We have volunteers that are helping with contacts. Adding information to the Updating the Did an in person

## **Telephone**

Again this month I have no concerns regarding the phones.

I know that when we talk with someone on the other end who is struggling with alcohol and they come to a meeting, it leaves us with a great feeling.

The phones still help those who may be suffering out there.

Thank you Phone Chair Sharman M

Leah asked is the workshop going to held on Zoom now. Michael answered that it is him that will be hosting the workshops and if the restrictions are still in place the workshop will be on zoom.

## **Treatment**

No report

## **Webmaster**

No report

## **District 1**

Attended other area meetings. We had a workshop that 12 people participated in. Next District 1 meeting will be December 13th

## District 2

Good evening friends, I am grateful to be here and grateful to be sober. District 2 held their November monthly meeting in person with 4 groups represented plus the executive of District 2.

The month of November was not as busy as previous months with Area 82 and District 2 business:

▮ The minutes for the 2020 Area 82 Assembly are available for your review with a detailed report from each of the Area 82 Executive.

▮ The 2020 Area 82 Financials and 2021 Budget have also been distributed.

▮ Trudy A. Area 82 Alternate Delegate is still holding an Area 82 Active Committee Meeting each month. The minutes are available on the Area 82 website.

▮ Registration is currently open for the Eastern Canadian Regional Forum being held virtually on December 5.

▮ Here are some dates for Area 82 Meetings:

o December 16th, 2020- DCM and Area officer meeting

o March 17th, 2021- DCM and Area officer meeting

o March 27th, 2021- Area 82 Pre-conference meeting

o May 19th, 2021- DCM and Area officer meeting

o May 28th- 30th, 2021- Area 82 Spring Assembly

▮ District 2 still has an opening for the position of Secretary for the 2021/2022 term.

▮ District 2 will be holding a workshop on the Role of the Telephone Committee on Sunday December 13 at 2pm and Thursday December 17 at 6pm. Currently these are scheduled to be held at Club 24.

▮ District 2 will be having their regular monthly meeting on December 19 at 2pm at Club 24.

▮ The following groups in District 2 are holding online meetings:

o Cole Harbour

o Colby Village Big Book Study

o Circle of Sisters

o Gaston Road

o We Agnostics

▮ As far as I know the following groups are still meeting in person:

o Sunrise

o Downtown Dartmouth

o Eye Opener

▮ The following groups are not holding meetings

o Porters Lake

o Tallahassee

o Albro Lake

o Early Risers

o Keep It Simple

o Fall River

o Enfield

o Musquodoboit Harbour

The GSRs and Executive of District 2 have received all of the communications sent from Central Service and Area 82 to ensure the groups in District 2 are up to date with the day to day changes. I would like to thank the Committees and Executive of Central Service for ensuring the AA message is still being carried during this difficult time. Yours in Service, Blair A.

## Area 82

No report

**A motion was made by Cathy and Seconded by Heather to approve the reports.**

## OLD BUSINESS

- a. re-opening groups back to face to face – the process in on the website and ensure all info goes to web master and the newsletter so everything is updated on the website. Putting updates on Facebooks groups and not contacting the web master is not ok. With covid groups are now back to Zoom
- b. Open Secretary position – covered see below
- c. Insurance – In Secretary report
- d. Attendance – Jamie Q – no further info
- f. Literature Guidelines – Bill set out a notice of motion to be looked at next month
- g. Central Service Elections
  - CPC – carried to next month
  - Corrections – carried to next month
  - Entertainment – carried to next month
  - Help Email – Cathy nominated Eric. Jamie read the guidelines for Help Email. Eric asked to carry his decision over to next month.
  - Hospital Visitation – Allison nominated Gil. Allison read the guidelines for Hospital Visitation. Gil accepted. Gil is the new Hospital visitation Chair
  - Literature – carried to next month
  - Newsletter – Eric nominated Marie. Marie declined
  - Treatment – Leah nominated Sharman for Treatment. Allison read the guidelines for Treatment. Sharman accepted. Sharman is the new Treatment Chair
  - Web Master – carried to next month
  - Secretary – carried to next month
- h. Adding the Palazzo to the Central Service Guidelines – Decision was had on this. Service Palazzo is a way for people to talk about what their committee does and give people exposure to service and answer any questions that they have. Mike proposed that Marie write the guidelines for the Palazzo with decision with Leah and Heather. Leah stated she just wants to ensure that this gets done every year. Cathy asked that Leah and Heather write what they would like to have in the guidelines and refer to Bill for assistance and then do a Motion for the next weekend for it to be discussed. Bill offered to assist and said Notice of Motion comes first and then groups discuss before the final motion.

## **NEW BUSINESS**

### A) Notice of Motion

The following motion is proposed to amend the operations of the Literature Committee commencing in 2021. This is based on a study of the 2019 Financial Statement and the six-month statement of 2020 for the Literature Committee. The motion is meant to address various concerns raised by members during the past year 2020.

Be it moved:

- a) the Chair of the Literature Committee has the responsibility to form a Committee of such number



- of members as to fulfil the tasks of the Committee;
- b) the Committee shall provide a financial statement each quarter of the year;
- c) the financial statement shall include the opening value of the inventory, cost of purchases to the inventory, literature sales, gross profit or loss, committee expenses, net profit or loss, and monies in petty cash and the literature bank account;
- d) The preparation of the financial statements shall be conducted between the Chair of the Literature Committee and Treasurer of Central Service;
- e) The target value of inventory is \$4000 at any one time during the year;
  
- f) The Literature Committee shall have a start up or operating fund of \$2000. Any excess shall be transferred to the main account of Central Service and any short fall shall be replenished from additional sales;
  
- g) a petty cash fund shall be established in the amount of \$200. The replenishment of the petty cash shall be by receipts in cooperation with the Treasurer of Central Service;
- g) Participation in sales events with other Districts besides Districts 1 & 2 is a volunteer activity of the Committee and not a mandated duty of the Guidelines; and,
- g) Participation in proposed sales events in other AA districts shall require the approval of the Central Service Committee. Proposals for such events shall indicate the volunteers who will conduct the event, cost of current inventory to be offered, cost of newly purchased inventory for the event, expenses for meals, travel and accommodations, proposed cost recovery for expenses, and likely returns.

### **Announcements from the floor**

Cathy rec a phone call to let everyone know that Downtown Dartmouth will be cancelling open minutes. Cathy told them to pass that on to the webmaster and newsletter

Gil announced that Second Chance will be closing open meeting until at least Dec 9 because the Community Center is closed. As of January Second Chance will no longer be able to meet face to face because the gym has other bookings. More info to follow on their plans

Carol Ann – Asked for clarification on Community Center Gil had mentioned. Gil explained further that Monday night is just no longer available in the Community Center Gym versus the AA room in the building is just not big enough to follow all the Covid rules

Jessica – Just for clarification Second Chance is doing Zoom just not face to face

Leah – Not all meeting were in person but currently most meeting are back to online only due to the Covid Rules

Garnet – Fresh Start is celebrating 2 birthday Ashley B with 4 and Heather with 8

**Next meeting 5 Jan 21, 7 PM**

Meeting adjournment at 9:39 PM with the Responsibility Pledge.