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**MINUTES OF  
CENTRAL SERVICE COMMITTEE MEETING 6 Oct 20  
Zoom Meeting**

**WELCOME AND OPEN:** Meeting opened by Michael H. at 7 pm

**TWELVE TRADITIONS:** The Twelve Traditions were read by Rob

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

**ROLL CALL:**

EXECUTIVE	COMMITTEES	CSR	OBSERVERS
Chair – Michael H.	Ad Hock Technology –	Acceptance – Jeremy	District 1 – Paul
Co-Chair – Jamie Q.	CPC – Heather C.	Back to Basics – Dennis	District 2 – Blair A.
Treasurer – Bill P.	Corrections – Troy S.	Cole Harbour – Mark	Area 82 – Gerry
Secretary –	Entertainment –	Four Seasons - Eric L.	Area 82 –
	Help Email – Michael A.	Fresh Start – Eric L	Area 82 -
	Hospital Visitation –	Keep it Simple – Michael A	
	Literature – Cathy M.	Serenity Sisters – Maddi & Jackie	Jeremy
	Newsletter – Kelly D.	St Margarets Bay - Peter	Clayton – Back to Basics
	Mid-Winter –	WESG – Rob A.	
	PI - Leah C.		
	Telephone – Sharman M.		
	Treatment – Stephanie J.		
	Webmaster –		
	Webmaster Co-Chair –		

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

Motioned to approve the agenda by Cathy                      Seconded by Kelly

**MINUTES APPROVED FROM PREVIOUS MEETING:**

Motioned to approve the minutes by Eric L                      . Seconded by Dennis                      . Motion passed.

Jamie asked about uploading reports that came in after the minutes were posted. Troy informed that they could not be included as they were not part of the meeting.

Dennis asked about the Literature Committee guidelines and that will be covered in old business

**REPORTS**

**Secretary**

It has been a challenging month. The secretary job has been straightforward. The Co Chair spot has been a bit more challenging. Most of my time has been taken up with the group insurance policy. Contacting the groups has been challenging to say the least. Thank you to everyone that assisted with this task. All 35 groups were contacted and are staying with the policy. The policy is effective October 3. The total price is 1646.00 ÷ 35 = 47.03 per group. CS is paying for the policy up front and the groups will reimburse. Payment can be made to:

**Alcoholics Anonymous  
District 1 & 2 Central Service Committee  
P.O. Box 31338 Halifax, NS B3K 5Z1**

Please make the check payable to Central Service noting that is for the group insurance policy. I also made 37 copies of the contract one for each group at a cost of 64.20.

You can also contact me and we can make arrangements for payment and drop off of the contract. Jamie Q 902 430 3366

**Treasurer**

Central Service Committee  
Treasurer Report

“The Future of the Literature Committee”

Guidelines: The Treasurer has the overall responsibility to monitor the financial health of the Central Service Committee.

□ And in particular, the Treasurer  
Reports on the accounting of budgets for sub-Committees

1. In normal years, the Treasurer provides: a twelve-month statement for the previous year is presented at the February meeting and a six-month statement for the first half of the year is presented in July. The responsibility of the Chairs of Committees is to cooperate with the Treasurer to complete these tasks.
2. Questions have arisen at Central Service meetings as to the size of the inventory, mark ups, participation at outside District 1 & 2 events and profits. None of these issues could be addressed by the Treasurer based on the traditional reporting of the Literature Committee of expenses and revenues.
3. In the past three years, we have seen a ballooning of the value of the inventory, participation in outside events and the opening of a bookstore.
4. As a first step, a proper accounting of the activities of the Literature Committee was required. With gratitude to Lisa of Back to Basics the 2019 Financial Statement of the Literature Committee was prepared with documentation provided by the Literature Chair. The six-month statement is pending.
5. If we look at the Statement, the gross inventory amounted to \$22,862. of which 55% was sold and recovered the cost of that literature. Some \$10,000. becomes the opening inventory for 2020. Given the volume of actual sales, this would suggest setting a fixed target for the size of the inventory at any given time.
6. There were start up costs of a computer and software. Neither has been used for its intended purpose. In future it may be prudent in future for capital expenditures receive the approval of Central Service for more thorough discussion and justification.
7. With additional functions of the Literature Committee, it requires a higher degree of organization. It cannot function as in the past as a largely one-person operation. There is a need for committee members to specialize in the specific tasks of the committee. As a revenue producer, it may be time to have its own person responsible for addressing a proper accounting system. The Telephone Committee and the Mid-Winter Round Up Committee are models for a higher degree of organization to full mandates.
8. The Treasurers of Central Service and the Mid-Winter Round up use templates prepared from Excel which is the number one program for accounting. A template can be developed easily and quickly for the needs of the Literature Committee.
9. Like the Mid-Winter Round Up, a start up fund should be built up from the excess revenues; which is regenerated each year for the next year. This would cover initial expenses and any excess over this amount returned to the Central

Service main account.;

10. There is probably no objection to helping out another District in there hour of need. However, surely our responsibility does not extend to creating this as a mandated task of our Literature Committee. We do not know of the effects of these events on the status of our inventory; there is financial risk involved.

11. The Square application provides point of sale records and a degree of inventory management. It does have an ongoing cost. It is not an accounting program. It does do away with handwritten receipts; there is some convenience of keeping track of best sellers and the like. However, we await the six-month Statement to properly evaluate its usefulness in light of the cost and the overall sales volume. It does require an Apple device to function.

12. Finally, we are in the age of e-books, e-literature and online purchasing. If someone is curious about an AA pamphlet, we can go online and read it and even download it for future reference. No purchasing. The Service Manual will be available only online in future. I expect ebooks from AA World Services and the Grapevine are on the horizon.

13. I would strongly recommend any consideration for amendments to the Guidelines as it pertains to the Literature Committee. It has functioned to this point with the current Guidelines. There is a need for broader discussion of the role of the Committee and its operations before addressing appropriate amendments.

This paper is intended to initiate discussion. The 2019 Statement and the upcoming six month statement provide information ( not previously available) to create better understanding of our Literature Committee and provide the hard numbers to make informed decision. Bill P

Literature Committee Operations 2019 Income Statement		2019	
<b>Sales</b>			
Book Sales		\$ 16,112.80	100%
Opening Inventory (\$estimate)	\$ 3,900.00		
Purchases	\$ 18,962.28		
Less : Ending Inventory value at cost Dec 31, 2019 (available for sale)	<u>-\$ 10,341.00</u>		
<b>Cost of Books sold - Expense</b>	\$ 12,521.28	<u>\$ 12,521.28</u>	78% of sales
<b>Gross Profit</b>		\$ 3,591.52	22% of sales
Raffle \$		\$ 176.00	
<b>Expenses</b>			
Start up Costs (Computer \$200, shelving \$662, software \$345)		\$ 1,207.83	
Supplies		\$ 405.92	
Travel Costs		\$ 546.73	
Rent		\$ 295.00	
Misc		\$ 82.00	
<b>Total Expenses</b>		<u>\$ 2,537.48</u>	
<b>Net Profit</b>		\$ 1,230.04	8% of sales

\*\*Please note this does not include an GrapeVine invoice of \$874.58 - which was spent by a former Committee. This amount is included in Opening Inventory

	<b>31-Dec-19</b>
Cash Box Balance	\$ 349.10
CUA Account Balance	\$ 850.07
ScotiaBank card Balance	\$ -
	<hr style="width: 100%; border: 0.5px solid black;"/>
	\$ 1,199.17

## Co-Chair

### Chair

- 1) Bell Aliant – 5 new phones were purchased to replace old phones for Telephone Sub-Committee. Bill P., and I signed a new (not renewed) two-year contract with Bell Aliant and were able to keep the current monthly payment plan close to the cost of old contract. (\$5 more per phone) Those 5 phones were delivered to the Phone Committee Chair who was to transfer the SIM (Subscriber Identity Module) card from old phones to new phones to maintain same phone numbers in each phone..
- 2) We will keep 3 of the old phones (two are broke) to use as temporary backup during a repair if something unfortunate were to happen to any of the current new phones.
- 3) I have been mentioning the Central Chair Elections are currently happening at Zoom and Face to Face meetings, to promote awareness with the hope that people will become active in Committee Service work.
- 4) I request that all Central Chair Members and our esteemed trusted servants of Districts 1 and 2, to please do the same. The spirit of rotation is important for growth in recovery to the AA individual, and AA Committees are paramount for the success and continuance of AA.
- 5) It is noteworthy to mention that we have members that have been in positions for 4 years when they only should be in for two. Please advocate the importance of AA Service Work. Since this is the Central Service Representative Election year, perhaps outgoing Central Chair Representatives would be up to the challenge as a Sub-Committee Chair or co-chair? Just a thought.
- 6) We have a new Central Service Representative voted in for this Electoral Year for the St. Margaret's Bay Group (SMBG) Peter R. Peter has also volunteered to be Co-Chair of the Mid Winter Round Up for 2021. Thank you, Peter, for your service and welcome to Central Service.
- 7) It is important to let Jamie Q. our Co-Chair/temporary Secretary of Central Service know who each groups new Central Service Chair will be this election year, so we may add

their particulars ( name, email etc.) to our distribution list and remove the outgoing persons particulars as well.

- 8) Central Service continues to request the opening for Secretary. The Secretary has the overall responsibility to document the relevant deliberations and the decisions of the monthly Central Service meetings and transmit the same to the members. In particular, the Secretary has the following responsibilities: - Taking the minutes at Central Service meetings; - Distribute the minutes to all the members of Central Service and other AA members who provide email addresses for that purpose; - then Post the approved Email minutes, as an attached PDF document to Webmaster; - Maintain to keep current, the contact list of all members of the Central Service Committee.
- 9) It is recommended that the Secretary of the Central Service Committee have a minimum of five years continuous sobriety, be financially rehabilitated and be actively working AA's 12 Steps. If you feel that you could be a good fit for the above criteria and aforementioned responsibilities, please let your Central Chair, Central Co-Chair, Central Service Rep, or General Service Rep know and they will guide you in your quest to become a Central

Service Executive Committee Secretary. Michael H

## **Committees:**

### **Ad-Hoc Tech**

There is nothing new to report for the Ad Hoc technology committee. The next item on the agenda is to provide the suggested technology road map for consideration. Marie

### **CPC**

Leah, Marie and myself met to discuss the Committee Information workshop. The AA Service Palooza will be held on zoom October 19th 6:30-8:00. Committee chairs will give a brief summary on what the chair does working with their committee members. Also went to Area 82 committee zoom meeting held by our Alternate Delegate. I'm looking for a member to step up to the position of CPC chair as my position finishes the end of December and will not be taking over another 2 years. Yours in Service Heather C

### **Corrections**

All in-person visits and meetings remain on hold at the Central Nova Scotia Correctional Facility. I have been checking in weekly with our primary contact. While Donna does not mind the call, she foresees it will be at least another several weeks, or possibly months before a decision is made. In September, I replenished pre-wrapped literature (in freezer size baggies) at the main desk for inmates and caseworker distribution.

Some committee members continue to work with inmates via telephone. There are also members within the walls working the Steps with each other at this time. I have been sponsoring one of the inmates and get the updates via telephone.

I attended an Area 82 Meeting last week and had the opportunity to share a literature distribution suggestion with a Corrections Committee Chair from another District.

We are still processing applications (men/women) for the Correctional Facility. I had mine and another volunteer renewed and approved last week.

Those interested can call or email so we are fully prepared when the facility re-opens to meetings. Contact coordinates are on the website or in the newsletter

Troy Swinamer

### **Entertainment**

There are no new developments to report. I was asked to submit a blurb on the Entertainment Chair position from Leah, which was done and sent. Due to the Corona Virus restrictions on public gatherings and a potential second wave coming there is no Halloween Dance Scheduled. Venus and face to face meetings are just starting to come back. With the reduced numbers for social distancing required it would not be financially responsible to hold a dance (Also not safe). I believe that our insurance would also not cover us for the function. I know it's disappointing. I for one truly enjoy the Halloween dance each year. Shawn M.

### **Help Email**

Here is the Monthly Report for Help Email September

We had 4 inquires for live meeting information

We had 7 inquiries for Help.

Sept 3, 2020 - John - GSR for Gaston Rd, Wanted to know why the meeting app was not reflecting what is on the website and can you inquire to the right person as to why. I explained that the app was separate from AA and we have no say as to when it's updated. To recommend that he and anyone that asked to always use the meeting list on the website.

Sept 4 - Brian - Looking to attend meetings. Not sure to attend zoom or live. I told Brian to give zoom a try, but there is nothing that can replace live meetings.

Sept 12 - Erica - Looking to see if live meetings were open in New Minus, NS. I gave her the website information and also called the 24 hour phone line before answering the email, but got the answering machine. I told her if they called back I would email her the information I received. They never called back. I tried for two days. On the 3rd I got someone. I sent the email about the love meeting to her. She was thrilled that I followed up.

Sept 19 - James - I need a group in the Bedford Area. But I'm nervous about going to a meeting. But, I'm ruining my life. I sent James information on Bedford Area Groups. Gave him the website information as well as my phone number for support. I have spoken to him several times and he has enjoyed his first, second, and 10th day as I write this.

Sept 20 - Unknown Name - New to all this. Is it ok to attend the Safety Net Meeting at 5:30. I said yes, but I also explained that live meetings are better when she is ready, and sent the meeting list link.

Sept 22 - Meale - Alcohol is killing me. I have it all. But I cannot stop drinking. I need help. I sent him an email about attending meetings. Gave him the link to the meetings that are live. Also explained we are available on Zoom. Also gave my phone number, but have not heard from him.

Sept 24 - Daisy - My Daughter needs help. She has a bad drinking problem. She has agreed to go to meetings. Am I able to go with her. I explained that they can attend any open meetings. I gave her the meeting list link and explained it will tell you if it's Open or Closed. Michael A

### **Hospital Visitation**

Hello everyone,

This month we did have one request for visitation at a continuing care facility in Sackville. Through coordination with the facility it was decided that phone would be the best way to have more frequent visits and also would respect the anonymity of the resident. We are still finalizing a time for these meetings to begin.

Outside of this, it was quite quiet this month. But it was encouraging to have a facility reach out.

It was noted that there is quite a few restrictions still to doing face to face visits, but phone meetings definitely bridge the gap. Allison

### **Literature**

Bank account Sept 1 2,683.00  
CQ 123 Club 24 rent 50.00  
Deposit for September 667.10  
Deposit for September 140.00  
Transfer deposit for CTE Expenses 262.50  
Bank account September 30 2,022.20

We have \$44.55 in petty cash/float and all outstanding invoices have been paid. The Bookstore is still open every Saturday morning from 11-1 and volunteers help out each day. We need to replenish big books and some pamphlets used by committees, so I will be placing an order shortly.

Please remember to review the guidelines sent out last month for this committee and bring back for discussion at CS in November. Cathy MacNeil

### **Mid-Winter**

Midwinter rup is still a go. Virtual Feb 12 n 13 21.

Looking for a program co chair. We our continuing with our meetings and program is making progress. The rup will start on Friday early evening until 10 pm. Sat 8 am until 10 pm or later. The cost of rup will run no more than 2500. 00 total. Our next meeting is Sat Oct 24th 4 pm. We have lost a very committed and active member of our committee. Our program Co-Chair Marie M has had to step down due to personal nature. We will miss Marie and thank her for all of her help and input with the rup. Tom R

### **Newsletter**

We are looking for the committees to forward any ideas or information they may have regarding their committee for next month's bulletin. With things opening back up this is an excellent time to renew interest in volunteering. With elections looming, the Bluenose Bulletin is a good way to get the word out about your committee, and to generate interest in service.

I am having surgery on the 27 Oct, therefore for this month late submissions will not be possible. The cut-off date for submissions is the 25 th of the month. Kelly

## **PI**

Good evening everyone, at our meeting last month our committee discussed developing an AA information poster to distribute to doctor's offices, police stations, libraries, schools, etc. as a lot of places are not accepting pamphlets. We did contact some homeless shelters that we have delivered pamphlets to in the past and they are accepting pamphlets so we will deliver to them.

I attended the Area 82 Committees monthly meeting on September 29, this monthly meeting is a great way to meet other committee members from across Nova Scotia and Newfoundland/Labrador and share information with each other.

The PI Committee is really looking forward to the Service Committee night on Zoom on October 19, 2020. This will be a great opportunity to let members know what we all do.

If anyone would like to help with our committee please contact me at 902-877-0573 Leah C

## **Telephone**

We now have 5 new phones! A huge thank you goes out to Michael H and Bill P for getting that done. I have delivered 2 of them and am working on delivering the rest.

I am truly excited and grateful ! Sharman M

## **Treatment**

As usual nothing to report other than detox requesting more literature that Cathy supplied. I will try to make the meeting.

## **Webmaster**

Web Admin Report for October 2020 (September activities)

During the month of September, I continued to support multiple requests to update the meeting list. I have received meeting list update request from a total of seventeen groups, or almost 40% of all District 1&2 groups.

As I explained on my last report, every meeting update require three different steps on my side. First, updating the online meeting list we all see in our web site. Then updating the meeting list App. And third and finally, the offline Excel master file.

It is important not to assume that I have the correct information. So, I am requesting confirmation of address and meeting type if not provided.

Besides the meeting list updates I have carried out routine tasks:

- ☐ Updated Mid Winter Roundup page to reflect the monthly meeting information
- ☐ Updated CSR meeting information
- ☐ Performed multiple updates to various plugins
- ☐ Published Bluenose Bulletin

The traffic continues the descending trend since the peak in last April, but it is stabilizing at around 13 thousand unique visitors. Pedro

## **District 1**

## **District 2**

Good evening friends, I am grateful to be here and grateful to be sober. District 2 held their September monthly meeting in person with 7 groups represented plus the executive of District 2.

The month of September was busy with Area 82 and District 2 business, even with the restrictions on

social gatherings:

▣ The Area 82 Assembly on October 9-11, 2020 will be held using the Zoom videoconferencing platform. It will be a busy agenda this year with elections and four proposals up for discussion.

▣ The Area Executive and DCMs met on October 2 to prepare and finalize the agenda for the Assembly.

▣ District 1 & 2 will be responsible for reporting on Central Service at the Area 82 Assembly. If you would like anything specific mentioned for your committee, please let me know.

▣ The last update I received concerning the Area 82 Active Committee meetings was one being held on July 27.

▣ District 2 sent the \$1500 contribution to GSO as a result of minimal spending in 2020.

▣ We Agnostics closed their face to face meetings permanently and will continue with zoom meetings based in a New York intergroup.

▣ Early Risers is suspending their meeting until a further review in January 2021.

▣ District 2 will be having their regular monthly meeting on October 18 at 2pm at Club 24.

▣ District 2 will not be holding a workshop in October due to a workshop being held during the Area 82 Assembly, lack of participation at previous workshops, and the vacant Alt. DCM position.

▣ District 2 will be holding their elections for DCM, Alt. DCM, Secretary, and Treasurer at their monthly meeting on October 18 at 2pm at Club 24. Please consider these positions as your next step in AA Service.

▣ The following groups in District 2 are resuming in person meetings.

- o Downtown Dartmouth
- o Colby Village Big Book Study
- o Circle of Sisters on Saturdays
- o Porters Lake
- o Keep It Simple
- o Cole Harbour Group
- o Gaston Road

o Eye Opener

o Sunrise

o Harbours Group

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. Blair A

## Area 82

The AREA 82 56th Annual Assembly will be held October 9-11 th 2020. A GSR workshop will be held on Friday evening (Oct 9th) by Jan L. (ECRT). The business of the Assembly will start at 8:30 am Saturday morning.

Elections will follow Third Legacy Procedures and will be conducted by a team from Area 86. The elections start after Roll call ( 2:30 pm NS time). All GSR's and DCM's must be present at this time.

<https://zoom.us/j/559167021> Meeting ID: 559 167 021 One tap

Gerry W

**A motion was made by \_\_\_\_\_ and Seconded by \_\_\_\_\_ to approve the reports.**

## OLD BUSINESS

a. re-opening groups – All groups are required to let the web master know when meeting information changes.

b. Open Secretary position – please take back to your groups to try and fill this position

c. Insurance – Included in Secretary report and all groups should be sending pymts as soon as possible. Once pymt is received they will receive a copy of the policy for their group. Please ensure you send the secretary an address where your copy of the insurance policy can be sent



d. Literature guidelines – has been moved to the next meeting

### **NEW BUSINESS**

- A) Central Service Sub-Committee Elections – Only one person elected. Dennis nominated Clayton and Clayton accepted.  
New PI Chair is Clayton
- B) Mid Winter Roundup positions that need to be elected 1) entertainment chair, co-chair 2) Programming co-chair
- C) Leah brought up lack of attendance from CSRs and Jamie will speak to the groups about that when he contacts groups for the insurance pymts

### **Announcements from the floor**

### **Next meeting 3 Nov 20, 7 PM**

Meeting adjournment at 7 PM with the Responsibility Pledge.