

**MINUTES OF
CENTRAL SERVICE COMMITTEE MEETING 2 Feb 2021
Zoom Meeting**

WELCOME AND OPEN: Meeting opened by Michael H. at 7pm 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		Back to Basics – Carol Ann	Area 82 –
Co-Chair -. Jamie	CPC –.	Keep it Simple – Joan	DSM District 1 – Paul
Treasurer –.	Corrections –.	Fresh Start – Jeff	DSM District 2 – Blair
Secretary – Jamie	Entertainment –.	Hubbards – Barb	DSM Dis 1 Alt - Jessica
	Help Email –	Serenity Sister –Maddie	
	Hospital Visitation – Gil	Highland Park – Murdo	Marie – Back to Basics
	Literature –.	Circle of Sisters – Krista	Mike – Four Seasons
	Newsletter – Kelly	Sunrise - Garth	
	Mid-Winter –		
	PI – Clayton		
	Telephone – Michael.		
	Treatment –. Sharman		
	Webmaster –		
	Webmaster Co-Chair –		

CALL FOR AGENDA ITEMS – APPROVAL OF AGENDA

Motioned to approve the agenda by Michael A Seconded by Maddie

MINUTES APPROVED FROM PREVIOUS MEETING:

Motioned to approve the minutes by Murdo . Seconded by Carol Ann. With Corrections
The motion to approve 6 more months of pymts to Zoom under New business was moved by Pedro not Paul

REPORTS

Secretary

Treasurer

**Central Service Committee
Treasurer Report
February 2, 2021**

January Financials

Opening Balance: \$ 1,476.51

Revenue

Atlantic	\$	150.00	
K Turner	\$	40.00	
Sun. Night Serenity	\$	200.00	
M Martin	\$	20.00	
Atlantic Ins.	\$		47.03
Downtown Dart.	\$	47.03	
Total:			\$ 504.06
Debits			
PI Business cards	\$	83.00	

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.

Best Regards in Service,
Bill P - Treasurer

Literature Committee Operations 2019 Income Statement		2019	
Sales			
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)	-\$ 10,341.00		
Cost of Books sold - Expense	\$ 12,521.28	\$ 12,521.28	78% of sales
Gross Profit		\$ 3,591.52	22% of sales
Raffle \$		\$ 176.00	
Expenses			
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	
Total Expenses		\$ 2,537.48	
Net Profit		\$ 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**

	31-Dec-19			
Cash Box Balance	\$ 349.10			
CUA Account Balance	\$ 850.07			
ScotiaBank card Balance	\$ -			
	\$ 1,199.17			

Co-Chair

Good evening.

1. I have been working on the insurance premiums and I dropped of 2 payments to the treasure. This gives us 13 of 35 groups paid. For those groups not paid the cost is \$47.03 made payable to Central Service. You can forward directly to the treasure via Alcoholics Anonymous Halifax Regional Municipality District 1 and 2 Central Service Committee

PO Box 31338 Halifax NS

B3K 5Z1

Or you can email me via the secretary.aahalifax@gmail.com or phone 902 430 3366.

2. The secretary position I have figured out the contacts problem. If all the CSRs could forward their email address to secretary.aahalifax@gmail.com and I can add you too the distribution list. Please insure your reports are forwarded to the secretary prior to the CS meeting so I can have a copy to read in your absence.
3. It is with much regret that I must step down as the Co Chair of CS. It was my intent to fulfill my term as Co Chair but Covid will not allow my wife and I to travel this year, we will be travelling out of the country next year for approx 6 months. This is not fair to CS for me to let my name stand as Chair once completing my term as Co Chair. We have a plan but we are not planning the outcome.
4. I would like to thank Michael for his support and all of CS for your dedication.

Yours in Service Jamie

Chair

Central Service's December meeting had 27 people attend.

The NS Health Authority Covid Protocols has released new controls regarding groups to include addiction support groups to meet up to 25 vice 10, with social distancing. This came into affect 25 th January 2021.

The Webmaster will always update groups wishes of face-to-face, Zoom, or both if it is legal in the eyes of the NS Health Authority regarding Covid protocols.

Groups wishing to advertise on the AAHalifax.org website their face-to-face opening intent, should include Name of Group, Address of Group, Date(s) and times meetings begin. If Zoom is the groups wishes, then that should be the Name of the Group, the Zoom Identification #, the Zoom Password (if any), and all telephone #'s to ensure people who have not the internet are able to engage with the groups zoom room. Webmaster's email for those changes is webmaster.aahalifax@gmail.com

Co-Chair has been busy this past month with Insurance premium collections. With the updated Covid protocol, and the possibility of increased brick and mortar face-to-face meetings in the future, it should be a priority to ensure the \$47.03 / year premium is paid to the Co-Chair of Central Service.

We currently are seeking a highly motivated service orientated individual who would like to take over Co-Chair Duties immediately. This position would be for until January 2022, at which time if elected, would take over the Central Service Chair Duties.

PI has a new Chair for rotation in January.

Phones has a new Chair for rotation in January.

Phones has a new co-chair for rotation in January.

Hospital Visitation has a new Chair for rotation in January.

Help Email has a new co-chair for rotation in January.

All other sub-committee positions require service volunteers.

We look forward to meeting future service volunteers at this coming February's Central Service Meeting to fill the remaining positions of CPC, Entertainment, Corrections, Webmaster, Email Co-ordinator, Newsletter, and Literature.

Paul – New chair info needs to be updated on the website

Gil – Does the 25 person rule have to be 25 people in a bubble or no. Michael – no a bubble was not specified. Paul – The 25 people do still have to be separated by 6 feet. Michael – You also must have someone at the door to turn away people once the 25 people is reached. Jeff- The bubble was something we had to adhere to do to our halls regulations not govt regulations.

Committees:

CPC

Corrections

Good Evening Everyone. Despite changes to the Provincial Restrictions, there is no change to in-person meetings at the CNSCF. Yours in service Troy

Jeff – Are they having any meeting at Corrections currently – Michael - no

Entertainment

There is nothing new to report since the province still has event restrictions in place. My term as Entertainment Chair ended last month. The items that are still in my possession can be picked up at my home by the new Entertainment Chair. Thank You for giving me the opportunity to serve. It is going to be my last position for some time. Shawn M.

Help Email

This month we had 3 men and 3 women reach out, asking for help on how to start. Gave them information on zoom and in person meetings. Yours in service Sherry G

Hospital Visitation

Good evening everyone this past month I contacted Micheal A. And we worked on setting up with my access to Hospital Visitation email. I have not received any request for a visite or a phone call so far .I have a list of volunteers ready .Yours truly Gilles D

Literature

Mid-Winter

Hi friends. Tom,sober alcoholic. My report will be brief.

We are getting down to crunch time and the Mid-Winter R/UP is fast approaching. Meetings are still ongoing and take place on Friday evenings. Our next meeting is this Friday Feb 5th at 5:00 pm. Anyone is welcome to attend and observe. You can find the link on our website as well as in our newsletter.

Everything is in place and ready to go. We have come a long way from when the R/UP committee was formed and our meetings first started. Our committed and unselfish team has put together a great program. The latest flyer is now up on our website and on Feb 8th the program will be released and posted as well. There is no cost for our R/UP but we are accepting contributions/donations. We have set up an email for e-transfers making it superfast and easy to make a contribution. The email is simply...midwinterrup@gmail.com and can be found on the flyer and our website as well. We are \$400.00 away from our start-up fund for the next in-coming r/up committee. Anything over that will be entrusted to C.S. There has been an added bonus included that will run on Sunday, Feb 14th that will be a real treat for all who serve or interested in service. It will run 11:00 am -1:00 pm. It is our first and let's hope our last virtual R/UP. It will be a great R/UP with a great lineup of both local groups as well as out-side speakers. Our focus is all about the steps. Our theme is "NO MATTER WHAT" and I believe it speaks for itself regarding the trials and challenges that we as a whole of Acloholics Anonymous have been trudging through in these challenging times. As the lyrics from one of our famous bands read"The Show Must Go On, WE of Alcoholics Anonymous echo the Mid-Winter R/UP Will Go On .

In closing, I ask that each and every one of you spread the word and invite all the buddies/bubbles we can to a fun-filled and message filled spiritual weekend on Feb 12-14th/21. Serving with thnx & gratitude Chair Tom R

Newsletter

As groups are now opening back up face to face it is important that this information gets to both the webmaster and the newsletter. This will ensure that we can get these updates into March's bulletin and get folks back in the rooms. The cut off date for submissions remains the 25th of the month. Yours in service Kelly and Eric

Jeff – So we are to send any changes to our meetings to the webmaster and the newsletter – Kelly - yes

PI

The Public Information Committee met last month and have since been taking action to extend the hand of AA to those who still suffer. We contacted East Link and they have agreed to air our PSA for a month. We have been in contact with Veteran's Affairs and have given them some AA resources. We have been working on making a list of middle/high school guidance counselors to be contacted. The committee has contacted libraries to see if they are interested in pamphlets or posters. We are still liaising with NS Public Health regarding AA PI opportunities in their facilities.

The PI committee has continued to contact Dr offices and deliver PI resources. We have PI pamphlets and posters at the club 24 bookstore, available for pick up if anyone is able to help with deliveries. The PI committee has been fortunate enough to have some members step-up and volunteer to make calls or conduct deliveries. If you are able to help out or if you would like to join the committee please contact us at: publicinformation.aahalifax@gmail.com In service Clayton M

Gil – As far as pamphlets etc. I thought the poster was to take the place of pamphlets because of covid. Clayton – Pamphlets can still be used but most offices are opting to take the poster.

Marie – Are we reaching out to new or existing offices. Michael – Leah has a list of who is taking care of existing offices.

Telephone

I am very excited to send my first Telephone Chair Report. I have been very busy with the taking over of the Telephone Chair Position. Thank you so much Sharman for your two years of service and helping me transition smoothly. Would like to thank Jody & Peggy for taking care of the day and evening phones for 2019-2020. And making sure I had the most up-to-date information. I will be putting on two workshops at Club 24 on the phone committee. Sunday Feb 7th at 2PM and Thursday Feb 11 at 6PM. I hope to see you there. I have converted the current binder we use into an Excel spreadsheet. This will be downloaded to all phones. It will be accessible anywhere. (No Wi-fi) needed. I have also created an email address for each phone. This way if in the Wi-Fi area, they can send any information needed (i.e Meeting infor, Zoon Infor, etc). Each email is (example; Daytimephones.aahalifax@gmail.com) The phone committee is a resource contact. I am asking you all to go back to your groups, and ask your members to consider joining our team. The 12 Step call list has 14 women and 11 men. We would like to see that at 20 men and women. One thing that was brought to my attention was that it can take up to 10 calls to get a human contact. I will be contacting everyone on the 12 step call list to see what times that are available to reduce calling for our team. Thank you so much for allowing me to represent the Telephone Committee. Thank you again to Sandy for taking care of the evening phones as our Co-Chair. Yours in Service Michael A

Paul – I got a message the other day that it was my turn for the phone has that been corrected – Michael – yes your name has been removed

Michael – is the spreadsheet locked so that people can not make changes in error – yes I am the only one with access

Treatment

I have met with the former Chair of Treatment and now have the materials, information on what groups and ladies were interested in putting on meetings in Detox and the Marguerite Centre and also contact numbers for these facilities. I have contacted these facilities regarding putting meetings on but haven't heard back yet. The former co-chair of treatment was in contact with Forensics and they are not permitting any meetings be put on at this time. I hope to be able to speak with these contacts soon and hopefully in the near future be able to share our experience, strength and hope at a meeting. Thank you and keep safe. Sharman M Treatment Chair

Gil commented that Bill told him it would be at least 2 months before we could do any face to face. Bill was not in attendance to comment

Webmaster

District 1

Dear GSR's OF District 1. At this time I would like to welcome you all to our monthly meeting. We as an executive want to let you all know that in the AA fellowship, we are all in this together to learn and grow. This month I attended the Central Service monthly meeting, CS has several positions open and need support to fill these positions. There are a lot of groups that are slowly opening as Face to Face. Please make sure you send your information to the Webmaster to get it posted on the AA web site. Can all groups present make sure you touch base with Sharon to have your contact information is Correct?

There will be a copy of the GSO financial report. The Report comes in three different ways, by PDF, hard cover or booklet. I have been asked to see which way you would like to receive this report.

If you email me your preference that would be fantastic. The Area Delegate is asking me to submit a report to her of your preference by Friday.

I have also been asked to make it known that we as GSRs and executive want to make sure your groups are well represented and if you need help please let us know. I have attended several AA meetings in district 1 on Zoom. Part of my job and responsibility as DCM is to attend business meetings in District 1 and see if the groups need help or to answer questions. I have already

attended two business meetings and they were well attended. I look forward to attending Business meetings with each group in District 1

I would like to thank Jessica, Sharon, and Rick for filling these important positions on the District 1 Executive and looking forward to working with all of the GSRs as well

Yours in Service, Paul B, DCM District 1

District 2

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

The month of December was busy with Area 82 and District 2 business:

- ▣ I attended the Area 82 DCM Meeting on December 16.
- o The 2020 Financials and 2021 Budget were discussed and groups are encouraged to not make contributions to Area 82 for the next six months. Groups with excess funds are encouraged to contribute to GSO, Central Service, and/or District as necessary.
- o The executive of Area 82 made the decision to hire a Webmaster for 6 months at a cost of \$500.
- o The new Area 82 Committee Chair positions were discussed and they will be elected at the Assembly in May.

▣ The first ever virtual Northeast Regional Alcoholics Anonymous Service Assembly will be held on February 26-28. Registration is available at www.neraasa.org/register/

▣ AA Grapevine has estimated a loss of \$300,000 in 2020 due to a significant reduction in its book sales this year.

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

▣ District 2 held a virtual workshop through Zoom in December on the Role of the Telephone Committee. The plan is to hold this workshop in person in February, if the restrictions on social gatherings will allow.

▣ District 2 will be having their regular monthly meeting on January 16 at 2pm on Zoom.

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

- o Cole Harbour
- o Colby Village Big Book Study
- o Circle of Sisters (Wednesday)
- o Gaston Road
- o All Beliefs Count (formerly We Agnostics)
- o Porters Lake
- o Sunrise (Sunday)

▣ The following groups are holding in person meetings (max 10 people):

- o Keep It Simple
- o Sunrise (Tuesday)
- o Downtown Dartmouth
- o Circle of Sisters (Saturday)

□ The following groups are not holding meetings

- o Eye Opener
- o Tallahassee
- o Albro Lake
- o Early Risers
- o Fall River
- o Enfield
- o Harbours

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. DCM District 2

Michael – commented that the telephone workshops dates are incorrect please see his report for info

Area 82

A motion was made by Carol Ann and Seconded by Kelly to approve the reports.

OLD BUSINESS

- a. Central Service Elections
 - Entertainment – no nominations carried to next month
 - Corrections – no nominated carried to next month
 - Web master – no nominations – carried to next month
 - Newsletter – Kelly nominated Mike, Mike accepted, motion carried
 - Newsletter cochair – no nominations carried to next month
 - CPC – no nominations carried to next month
 - Literature – no nominations carried to next month
 - Secretary – Mike nominated Jamie, Jamie accepted, motion carried

b. Literature 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.

Bill was not able to attend so Michael A motioned to to carry motion forward to next month. Carol Ann seconded, motion carried

NEW BUSINESS

A) Bridging the Gap – There was some discussion on this for all to think about. Paul will message Gerry regarding the rules and regulations that would have to be considered if Central Service did choose to look at having a Bridging the Gap committee and he will bring info back to the meeting next month.

Announcements from the floor

Jamie – Four season is now open face to face with a 25 person max
Jessica Feb 20 Samira G is celebrating at Second Chance
Joan Feb 26 at Club 24 Keep it Simple is celebrating 40 years
Blair – Feb 22 Lefty is celebrating 50 years at Downtown Dartmouth
Michael – Early Risers will be starting again Thursday 9:30 am versus 7am and Nelly has 1 year

Next meeting 2 Mar 21, 7 PM

Meeting adjournment at 8:40 PM with the Responsibility Pledge.

