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**MINUTES OF
CENTRAL SERVICE COMMITTEE MEETING 4 May 2021
Zoom Meeting**

WELCOME AND OPEN: Meeting opened by Michael H. at 7:04 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 -. Michael		Back to Basics – Heather	Area 82 –
Co-Chair -.	CPC -.	Four Season –	DSM District 1 – Paul
Treasurer -. <i>Bill</i>	Corrections -.	Fresh Start – Jeff	DSM District 2 – Blair
Secretary – Jamie	Entertainment -.	Hubbards – Barb and Sarah	DSM 1 Alt –
	Help Email – Sherry	Serenity Sister – Maddie	
	Hospital Visitation –	West End Step –	Foster – Cole Harbour Group
	Literature -. Joshua	Keep it Simple – Joan	Chris – Cole Harbour
	Newsletter –	Sunrise - Garth	Josh – Atlantic
	Mid-Winter –		Melissa
	PI – Clayton		Troy
	Telephone -.		Murdo
	Treatment -. Sharman		
	Webmaster –		
	Webmaster Co-Chair –		

CALL FOR AGENDA ITEMS – APPROVAL OF AGENDA

Motioned to approve the agenda by Josh Seconded by Garth

MINUTES APPROVED FROM PREVIOUS MEETING:

Motioned to approve the Apr 6 minutes by Heather . Seconded by Jamie

REPORTS

Secretary

It has been a productive month. Minutes were processed mid month. I have looked into bridging the gap. There is lots of reference material and contacts willing to help. It is my conclusion that we either need to form an independent committee or a position formed as part of one of the four committee's .o I ask that you take this back to your group for input as too how we want to move forward. We have received payment from 13 groups leaving 22 groups still owing. Yours in service, Jamie Q

Lots of discussion on Insurance, payments and affordability of the insurance. See new business

Treasurer

**Central Service Committee
Treasurer Report
For May 4, 2021 Meeting**

1. For the monthly Treasurer's report, the Bank Statement must be reconciled with the Cheque Book and Deposit Book. This enables the Treasurer to certify that the report as an accurate reflection of the financial activities of the previous month.
2. For the month of April, we had too much money that did not reconcile with the Deposit Book. There were three amounts of credits. One amount of \$60.00 should have been debited from our account and credited to the Literature account. Instead, the reverse occurred. On meeting with the Literature and that Deposit Book, two literature deposits were credited to our account in error. This is for a total of 490.55.
3. The first of May occurred on a Saturday, with the meeting on the 4 th , it could not be corrected in the short time. I have since met with the Literature Chair and the Bank and the corrections will appear on the May bank statement with the report to Central Service on June 1, 2021.
4. I have prepared a spreadsheet, for the first four months of this year. I have included the known costs projected to the end of December. I have included the corrections made in May to the errors in revenue.
5. With the corrections in revenue, we have \$1707.09 cash on hand. We have obligations for monthly telephone bill, insurance 2021-22, and monthly Zoom platform. With the cash on hand we will be short some \$1874.89 to meet these obligations, We have about \$2800. In the Prudent Account.
6. The purpose of our funds is to enable the activities of Central Service to carry the message. There are likely to be additional costs for activities of the various Committees, if only to provide literature to the facilities or the activities of Public information. This cannot be anticipated ahead of time.
7. In conclusion, Central Service Committee needs Group donations to fulfill its mission to the suffering alcoholic.

Best Regards in Service
Bill Powroz
Treasurer

Central Service Committee - Interim Financial Statement - January to March 2021							
Revenues:	Projections	January	February	March	April	May	June
Opening Balance:	\$1,476.51	\$1,476.51	\$1,769.39	\$1,358.50	\$941.88	\$2,267.64	
Group Donations:		\$410.00			\$1,580.00		
Insurance fees:		\$94.06	\$94.08		\$47.03		
Mid-Winter Transfer:							
Literature Transfer:					\$550.55	(NOT PROPER REVENUE)	
Total Revenue:	\$1,476.51	\$1,908.57	\$1,863.47	\$1,358.50	\$3,119.46		
Expenses:							
Telephone monthly:	\$3,307.20		\$275.60	\$275.60	\$551.20		
Insurance Contract:	\$1,700.00						
Zoom monthly:	\$282.00		\$92.00				
Corrections Comm.							
CPC Comm.							

Entertainment Comm.							
Help e-Mail:							
Hospital Visitation:							
Public Information:		\$221.18				\$60.00	
Telephone Comm.:							
Treatment Comm.					\$300.00		
Webmaster	\$150.00			\$141.64			
Chair							
Co-Chair							
Treasurer:							
Secretary		\$137.37					
Literature Transfer						\$490.55	
Expense sub-total	\$5,439.20	\$221.18	\$367.60	\$417.24	\$851.20	\$550.55	
Revenue/Expenses	(\$3,964.69)	\$1,769.39	\$1,358.50	\$941.26	\$2,267.64	\$1,707.09	

Central Service Committee
Treasurer Report
May 4, 2021

April Financial Activities

Opening Balance: \$. 941.88

Revenue:

Any Lengths \$. 180.00

Colby Village \$ 1,250.00

Atlantic \$. 150.00

Sunday Night (insurance) \$. 47.03

*Literature Transfers \$ 550.55

Totals: \$. 3,119.46

Expenses:

Telephone (March & April) \$. 551.20

Treatment \$. 300.00

Totals: \$. 851.20

Revenues/Expenses \$ 2,267.64

Note: remove the \$550.55 from revenue – cash on hand = \$ 1,707.09.

Literature Committee

Opening Balance: \$. 1,542.89

Credits \$. 104.90

*Transfer to CS (debit) \$. 60.00

Closing Balance: \$ 1,587.79

Corrections to be made on May Statement

Prudent Account

Monthly interest \$0.20. \$ 4,895.64

Note: \$2000.00 of the amount represents the insurance deductible.

Paul – Will you be giving a Mid Winter Round Up report. Bill – I will have it for next month

Paul – District is asking about monthly reports. Budget etc. Bill – I can send

Foster – They used to get it at the meetings. Bill – I send it in the Central Service Reports but I can start forwarding to District

Jeff – Re committee budgets. They will still need funds so how will that work. Bill – Budgets go by hard numbers and past numbers which is difficult to determine the way things have been

Foster – Are we to assume committees are working currently with no budget. Bill – Yes because covid makes it hard to predict

Co-Chair

Chair

There were 19 members in attendance at the April Central Service Meeting. With the Covid-19 protocol tightening up, we have groups brick and mortar closures. If your group is closing, we ask that the webmaster and newsletter is informed of this. The changes in the web will be changed in a timely manner.

We live in a remarkably interesting time. Covid-19 protocols requires our diligence with NS Health rules, gathering tolerances, and PPE requirements. Although, each group is autonomous, we all need to be aware of the safety requirements as set down by the NS Health authority.

Please check the website often, as changes to meetings and/or events are continuous due to Covid-19 protocols. Do not assume please that if an event was advertised last month for May, that it is still on this month.

Spirit of Rotation

Newsletter has been filled,

Executive position of Secretary has been filled by Jamie until January 2022,

New Literature Chair has been filled by Josh M.

PI has a new Chair for rotation in January 2021.

Phones has a new Chair for rotation in January 2021.

Phones has a new co-chair for rotation in January 2021.

Hospital Visitation has a new Chair for rotation in January 2021.

Help Email has a new co-chair for rotation in January 2021.

Treatment Chair is Sharman for January 2021,

Treatment co-chairs nominated for rotation is Jodie R. and Angie R., and

Corrections has been filled by Tom.

All other sub-committee positions require service volunteers.

We look forward to meeting future service volunteers at this coming 4 th May Central Service Meeting to fill the remaining positions of Co-Chair, CPC, Entertainment, Webmaster, and Literature Co-Chair.

The Literature proposal as written by Central Service Treasurer has been approved. Further approval by the groups will be required once written in formal Guideline format. This approved

guideline will replace para 7.1.5 as required within the <https://www.aahalifax.org/wp-content/uploads/Guidelines/Central-Service-Guidelines-Sept2017.pdf> .

Thank you all for your service , Michael H..

Committees:

CPC

No report

Corrections

Nothing new to report from corrections. Meetings still shut down Tom S

Entertainment

No report

Help Email

Not much activity this month.

1 women reached out for some guidance for her mother.

Wanted some info on how to set her up with AA, could she go with her, and disclosed that her mom may need detox. Gave her all information required, she did not reach out for more information.

Yours in service Sherry G

Hospital Visitation

Good evening everyone there was not much activity in march other than the post in the news letter about hospital Visitation we will run the ad for 4 months we also added the date time Id and password for the next volunteers zoom meeting.

Literature

Hello everyone, I hope you are all well and safe during these times. This is my first report as the new literature chair, it has been a great experience so far! I am still learning the processes from the previous chair and it has been an incredibly positive learning opportunity. Currently, we are in the process of getting an accurate inventory and cost value of all literature in stock and we have a great program that we are working on. Trying to organize a dependable system is what we are striving for to get everyone the best idea of what we have to offer. We are still getting people coming into the bookstore and buying literature as well have received some literature orders from groups from inside and outside our districts. Our new store hours are changed to Fridays from 5pm -7pm and we have done some rearranging and organizing. We needed to make an order due to low inventory on important items and did so. I have yet to receive signing writes to the account for orders, so the previous chair used their personal credit card. An order of 1453.71 CAD was made, and the books have been received. So, we need to make a check out for the amount to them as soon as possible. I look forward to the months ahead getting a full handle on everything this service position requires as well as working alongside all of you to continue to carry the message!

Yours in Service,
Joshua M.

Mid-Winter

No report

Newsletter

The Nova Scotia government has imposed a number of new COVID-19 restrictions in the last week of April 2021. We will do our utmost to ensure meeting notices, AA announcements and AA events are updated in the Bluenose Bulletin for the June edition as long as the notice is received by May 25th, 2021. The Newsletter email address is: newsletter.aahalifax@gmail.com Regards, Mike

PI

The Public Information committee meet last Saturday via zoom, here are some items we are working on:

- 1) investigating signage at Fultz house museum (high traffic area)
- 2) investigation with sackville & Bedford junior/high schools guidance counsellors.
- 3) AA PSA on Halifax transit for April/May. 4)added PI section/meeting details in the Newsletter. Of note, we will venture to meet at 10 am on the first Saturday of the month (virtually during pandemic restrictions).
- 5) looking into the NS Barrister society (HR/employee assistance)
- 6) Looking into more permanent municipal signs (see if we can add one). liaison with municipality and Other PI committees.
- 7) Got permission for putting AA posters up in 14 Halifax library locations, working out the details.
- 8) We plan to contact New York Public Information folks ref social media inquiry.
- 9) liaising with NS unions (HR) and other employee assistance program to see if any of our resources could be beneficial. Thanks & take care! Clayton

Foster – With no CPC Chair will PI pick up the slack. Clayton – We will cover in the interim. Bill – We do do some of the CPC work just not as aggressively as CPC committee would.

Telephone

All is going well with the phones. Last month I had a chance to meet with Colin and Sandra to transfer responsibility over for the day and even phones. We are hoping to make changes which would allow the day and evening phone a 2 week rotation instead of one.

I continue to monitor the overnight phone. Each person takes the phone for 1-2 month period.

We have also added 2 new people to the day phone shift, but are still looking for 4-5 others.

Yours in Service, Michael Amiro

Foster – I rec a call to take the phone with only a days notice has that been looked into. Michael – Yes we are giving 3 weeks notice now. Foster – Is that to tell people they have the phone or ask if they can take the phone. Michael – It is to ask if they can take the phone

Treatment

I hope you are all well and staying safe.

Before I give you my report, I would like to mention that my reaction to the topic on Bridging the Gap, at last month's meeting, was inappropriate. I am willing to listen now.

At the Marguerite Centre, some ladies had gone and put meetings on during the month of April. All was going well. I was speaking with Christine at that facility and we have decided to stop the meetings for the month of May because of the pandemic situation. We will be in touch later to see if we will be going back in June.

I was speaking with Jill at NS Detox facility two weeks ago and, at that time, she was looking at us coming in to put meetings on again, except very differently this time. She would like to have 1 or 2 of the same people once weekly on a specific day of the week. What are our thoughts on this?

My co/chair, Jodie, purchased \$300.00 worth of chips for Treatment and Bill P sent a cheque for that amount to her. Thank you, Bill.

Thank you all. Take care Sharman M Treatment Chair

Webmaster

No report

District 1

1. -District 1 is currently looking for a Secretary and also a Alt DCM . If you know anyone that ones to get involved in Service, please have them come to the next district 1 meeting on May 26/2021 at 7 pm

2. The next District 1 workshop on May 26 is called Safety In AA, Our Common Welfare This will be presented by Jan L from Ontario

3. Area 82 is looking for a Treasurer, please go the Area 82 website and check out the qualification.

4. Please go to Halifax Website for a update on all Covid 19 Restrictions.

Yours in Service, Paul B

District 2

Good evening friends, I am grateful to be here and grateful to be sober. District 2 held their April monthly meeting on Zoom with 6 groups represented.

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

▯ Dwayne M. Area 82 Chair had a discussion with the NS Health Authority regarding in person meetings. I strongly encourage your group to follow the 10 person limit sitting socially distant, due to the hefty penalties for non compliance

▯ Our Area 82 Delegate Trudy attended the 71 st General Service Conference on April 18-24 virtually

▯ The Q1 Area 82 Financial Report was received from Area Chair and distributed

▯ Area 82 is in need of resumes for the Committee Co-Chairs and Treasurer that will be elected at the Spring Assembly on May 28-30

▯ The next Area 82 Active Committee meeting is on May at 6:00pm on Zoom

<https://us02web.zoom.us/j/88688093457>

▯ Districts 3 & 17 are hosting the NS Provincial Roundup on Saturday June 12 at 9am-7pm on Zoom

▯ District 2 cancelled the Step 11- MEDITATION & MINDFULLNESS workshop planned in April as a precaution due to the new restrictions

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

▯ District 2 will be having their regular monthly meeting on May 16 at 2pm on Zoom

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

A motion was made by Jamie and Seconded by Jeff to approve the reports.

OLD BUSINESS

- a. Central Service Elections

CPC - no nominations

Entertainment - no nominations

Mid Winter Round Up – no nominations

Webmaster – no nominations

Co Chair

- b. Compliance with Covid Rules – Discussion in reports
Foster – Groups are autonomous except when it effects AA as a whole. So authorities do need to be contacted if people are coming to meeting and not following the Health regulations. Jeff – As hard as calling authorities is it is the best option we have
- c. Bridging the Gap – Discussion we had and it was decided that Michael would put a notice in the Newsletter
- d. AA Google re club 24 – Pedro contacted Google. The link to the site has been removed but the photo is there because someone tagged it on street view
- e. Literature Guidelines

A Resolution

To

Amend Guidelines

(sec. 7.1.5 Literature Committee)

Requirements by Central Service Guidelines

1. Fomal motion to amend Guidelines at a Meeting of Central

Service with debate

2. Following debate, tabling of the Motion for referral to A.A.

Groups for Group Conscience

3. Motion to lift the Motion from the Table at a subsequent Central

Service Meeting

4. Full debate, amendments, and Voting.

5. Passage of the Resolution requires revising the published Central Service Guidelines on the Website with date of the amendment –

to be official.

Current Guidelines

7/6

7.1.5 Literature

- The Literature Sub-Committee is responsible for the ordering, purchase, sale and distribution of A.A. Conference-approved literature and copies of the current Meeting list of A.A. Groups for Districts 1 and 2;
- Determines pricing of A.A. literature based on exchange rate with the U.S. dollar;
- Maintains an inventory and value of literature in stock;
- Has A.A. literature available for the monthly meetings of Central Service Committee;
- Arranges for the sale of A.A. literature at Mid-Winter Round Up and other events as determined by the Chair of the sub-Committee;
- Coordinates with the Webmaster on the promotion and sale of A.A. literature including the A.A. Meeting list with order forms and up-to-date pricing;
- Responsible for access to transportation, computer and storage space for literature inventory;
- The Chair is responsible for the proper accounting of all revenues, expenses and inventory with respect to literature in consultation with the Treasurer;
- The Chair receives all revenues from the sale of literature for deposit into the Literature Bank Account;
- The Chair is a signing officer of the Literature Bank account;
- All cheques issued from the Literature Bank account requires the signature of one member of the Executive Committee;
- Coordinates with the Central Service Committee Co-Chair, the insurance coverage for the literature inventory;
- Responsible to manage the financial affairs of the Sub-committee with the yearly approved budget;
- Attends and prepares a written report, including financial statement of revenue and expenses and value of inventory in stock, for the monthly meeting of the Central Service Committee.

March\2021 Minutes Central Service Committee

Literature Motion

Carried with one nay vote

Be it moved:

- a) The Chair of the Literature Committee has the responsible to form a committee of such number of members as to fulfill 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 profits 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 the inventory is \$4000. at any one time during the year;
- f) The Literature Committee shall have a start-up of 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 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;
- h) 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;

- i) Participation in proposed sales events in other A.A. Districts shall require the approval of the Central Service Committee. Proposals for such events shall indicate the volunteers who will conduct the sales event, cost of current inventory to be offered, cost of newly purchased inventory for the event, proposed cost recovery for expenses, and likely returns.

Proposed Amendments to 7.1.5 Literature

- The Literature sub-Committee carries the message of A.A. by making available A.A. Conference-approved Literature to the suffering alcoholic, A.A. Groups, A.A. , professionals and the public.
- The members of the sub-Committee are the Chair and Co-Chair and such volunteers as they may appoint to carry out the functions of the sub-Committee.
- The sub-Committee operations and inventory shall be conducted, as deemed appropriate by the sub-Committee, and maintained in a space leased by the Central Service Committee.
- The inventory of the Literature sub-Committee shall be insured through the general policy of the Central Service Committee.
- As a general principle, the operation of the Literature sub-Committee is not intended to be a revenue-generator for the Central Service Committee, its revenues shall reflect the cost of operations: including overhead, purchases, exchange rates and losses. This does not preclude modest profits.
- The sub-Committee shall organize its operations in such a manner as they deem appropriate, to be effective and efficient to carry out their mandate.
- The area of operations for the Literature sub-Committee is the area covered by Area 82, Districts 1 and 2.
- It is customary for the Literature sub-Committee to conduct sale of A.A. literature at the Mid-Winter Round Up and such opportunities as may be provided by Groups or the initiative of the sub-Committee. Events outside of Districts 1 and 2 require the approval of the Central Service Committee with presentation of a business plan including the inventory, purchases, overhead, revenue forecast and volunteers to conduct the event.
- The sub-Committee operate with a petty cash fund of \$200. for incidental expenses for the operations of the sub-Committee with replenishment of the petty cash by receipt in cooperation with the Treasurer.

- The total value of the inventory shall be maintained within a target amount of \$4000.
- All sales revenue shall be deposited to the Literature Bank Account. Any balance greater than \$2000. shall be transferred to the operating account of the Central Service Committee.
- The sub-Committee is responsible for quarterly reports in April, July October and the following January of Central Service Committee meetings. These reports shall include opening bank balance, petty cash, inventory purchase value, literature purchases, sales, profit or loss, sub-Committee expenses, opening and closing bank balance and closing total balance.
- The Chair or designate shall attend each meeting of the Central Service Committee monthly meetings with a written report for presentation.

Bill – I move the proposed amendments to 7.1.5 literature committee. Heather 2nd
Murdo moved to table to take back to groups. Bill 2nd Approved

NEW BUSINESS

A) Insurance – There was a lot of discussion on this and it was decided that Jamie and Chris would discuss further and bring back to the next meeting

Announcements from the floor

Jeff – Fresh Start Wed 830pm Connolly Rd still an open meeting 10 people max

Jamie – Four Seasons is back to zoom only Thurs 730 pm and Sunday 11am

Foster – Is the issue with the meetings on the website taken care of. Michael Yes

Next meeting 1 Jun 21, 7 PM

Meeting adjournment at 8:52 PM with the Responsibility Pledge.