

**MINUTES OF  
CENTRAL SERVICE COMMITTEE MEETING March 1, 2022  
Zoom Meeting**

**WELCOME AND OPEN:** Meeting opened by Samaira at 7pm with the Serenity Prayer

**TWELVE TRADITIONS:** The Twelve Traditions were read by Mike M

**ROLL CALL:** 27 in attendance of which 22 attendees were voting members.

EXECUTIVE 4	COMMITTEES 8	CSR's 11	ALT CSR/OBSERVERS 4
Chair – Samaira G	Webmaster – Pedro	Back to Basics – Heather L	DCM District 1 – Mary (standing in)
Co-Chair – Tim M	Treatment – Sharman M	Four Seasons - Jake B	DCM District 2 – Blair (Acting Chair)
Treasurer – Foster L	Corrections – Tom S.	Fresh Start – Jeff D	Paul B - observer
Secretary – Emily S	Telephone – Michael A.	Serenity Sister – Jackie	Serenity Sisters – Maddie (Alt CSR)
	Help Email – Sherry	Keep it Simple – Joan M	
	Hospital Visitation – Gilles	Sunrise – Garth	
	Literature – Joshua M	Colby Village – Zeta	
	Newsletter – Mike M	Downtown Halifax – Nicholas J	
		Safety Net – Sean	
	Mid-Winter – Voting rep not present.	Sunday Night Serenity – Bill P	
	PI – Voting rep not present.	Highland Park - John M	
	Entertainment – Voting rep not present.		
	CPC – Voting rep not present.		
	Ad hoc Bridging the Gap – Voting rep not present.		

**7th Tradition:** \*E-transfer is now set up; please email Central Service meeting 7th tradition contribution and group contributions to: [treasurer.aahalifax@gmail.com](mailto:treasurer.aahalifax@gmail.com)

Contributions can also be mailed to:

Central Service, RPO Gladstone, PO Box 31338, Halifax NS B3K 5Z1

**CALL FOR AGENDA ITEMS**

Item for new business (Mary W)

Zoom (Gilles D)  
Bright Idea (Bill P)

### **APPROVAL OF AGENDA**

Motion to approve the agenda by Bill P, seconded by Joshua M. Motion passed.

### **MINUTES APPROVED FROM PREVIOUS MEETING:**

Motion to approve the February 1, 2022 minutes made by Bill P, seconded by Heather L. Motion passed.

### **OFFICER'S REPORTS:**

#### **Secretary:**

I am excited to be taking on the position of secretary at the central service table for the current term and I hope I can be of help. I met with the other members of the executive this month in order to become a signing officer for our account with the Credit Union. Jamie helped me a great deal in getting set up with the secretary's email account and Samaira helped me with my first meeting agenda. My goal in future is to send this out, along with a meeting reminder, one week prior to the central service meeting. I'm quite happy with the progress that I've made this month in assembling a current contact email list for group CSRs and group contacts - it looks like I have only five remaining contacts to find, out of a list of 45 groups (online groups included). Thank you everyone for your help!  
sincerely, Emily

#### **Treasurer:**

First allow me to express my gratitude for being elected into service to my fellow members. I find it personally satisfying and it fuels personal growth each time I do so.

February has been busy with effecting the necessary changes that come with the Executive turnover. I have worked with the Webmaster to get the Treasurer Gmail account set-up and arranged for the new Executive to meet with the Credit Union and complete all necessary legal documents that allow us to be signing officers. Online access to the bank account is in place and access to the mailbox on Gladstone Street is now available after new keys were cut (old key was misplaced).

A financial statement covering the months of January and February has been prepared for your information and comment and a draft budget document is available to discuss at this meeting. It is important we pass a budget at this meeting as we are currently spending without authority to do so.

Procedures have been put in place with the Credit Union that will allow the Literature Chair to get US money orders for payment of literature purchases. This eliminates the need to use a personal credit card. I am working with the Literature Chair to create a reporting mechanism that easily allows for the tracking of purchases, sales, costs and profit, if any.

I am currently trying to learn more about Google Documents so a full trail of information can be available to those who follow me in this position. It will be useful to me to know how the table wants documents presented to them for viewing i.e. in Word, Excel, PDF or via an invite to Google Docs. Perhaps this can be discussed later. Yours in Service, Foster L Treasurer

**QUESTION** - Will the insurance rebate occur annually? **ANSWER** - (Bill P) This was a one-time event where the insurance company was dissolved and reformatted as a corporation; funds were thus dispersed.

**Co-Chair: Tim M**

- not a busy month; met with executive committee/signing officers
- responsibility to manage group insurance account
- looks forward to receiving contact list from secretary and making initial contacts regarding insurance premiums which are outstanding
- understand groups have not been meeting face to face and not collecting 7th tradition as per usual, but hoping insurance fees will all be paid

**Q** - How do we get insurance money to Tim? **A** - Please mail to the Central Service PO Box (address above).

**Chair: Samaira G**

- honour and privilege of serving central service
- learning new role over past month
- attended district 1 business meeting
- talking with executive, figuring out how to move forward
- look forward to having a discussion with all committee chairs in near future to facilitate growth
- look forward to next two years as chair
- 

**REPORT ON COMMITTEES:**

**Ad hoc – Bridging the Gap:** not present

**CPC:** no current chair

**Corrections: Tom S**

- currently can't get hold of Andrea from corrections
- there is a chance meetings in the corrections facility will reopen in August

**Entertainment:** no current chair

**Help Email: Sherry**

- email really slow this month - so slow thought email was broken!
- 6 women, 2 men reached out
- asking about Alcare and Freedom Foundation
- wanting to know what open and closed meeting meant
- mixed up zoom vs open meeting, reading meeting list incorrectly
- love Help Email, happy to be sober !

**Hospital Visitation:**

In Febuary we received 2 requests for info regarding Hospital Visitation - one from the Chaplin from Halifax infirmary with regards to a client of hers. I offered Susan to have a female volunteer contact her as soon as possible. Another call I redirected to Sharman M. At treatment. Yours in service, Gilles

**Literature:**

Hello everyone! We have had a busy month here at the bookstore and literature in general. We have finally made an active spreadsheet for our sales and have a working monthly report template to better help understand how our costs and sales at the bookstore fluctuate monthly as we receive inventory and as we sell it also! It's a work in progress but this seems to check all of our boxes. We have had several other districts come in to the bookstore to purchase literature for their local groups so that was amazing to see. We have several deals on our Grapevine books to help sell the old stock we have collected and are excited to help make sure that the literature of Alcoholics anonymous reaches the alcoholic the best we can!

We as a committee have met with both the new Chair and Treasurer of Central Service and have received some vital information and constructive pointers and thoughts. We have also finally made a literature procedure that doesn't require a credit card or cheques but rather a money order issued by the bank requiring 3 signatures, then mail to New York on a Net 30 ordering system. So the next chairs after us will have a clear cut method to order new literature!

Yours in service, Joshua M.

**\*see Appendix A for financials**

**QUESTION** -(Heather L) Cost including shipping and conversion from US?

**ANSWER** - Yes, applied an average exchange rate for last year's purchases, also NY tax, and we get free shipping because of bulk. Now we can do interest and exchange rate as we go.

Q - (John M) Where do we keep inventory? A - At club 24, secured under lock and key.

Q - (Mary) Can we get copy of the financials? These will appear in the minutes.

Q Does literature committee have separate bank acct? A - Yes

Q- Will your report show reconciliation plus bank statement? A - Treasurer will show this in part of his report, as literature account is an acct linked to central service bank account.

A - (Foster) At the bottom of statement is literature account, shown as separate (like prudent acct.) A screen shot will be included in minutes.

Q - (Foster) How is \$6000 of inventory at club 24 insured? A - We assume insurance is in place from previous literature chair - will look into this.

A - (Bill P) In previous years, there was always a separate line in our insurance policy for our literature inventory.

**Mid-Winter:** no chair currently

**Newsletter:**

The March newsletter has been released.

Just a reminder that meeting notices / updates should be sent to both the Webmaster ([Webmaster.aahalifax@gmail.com](mailto:Webmaster.aahalifax@gmail.com)) and the Newsletter ([Newsletter.aahalifax@gmail.com](mailto:Newsletter.aahalifax@gmail.com)) to ensure your message is communicated to your target audience. Newsletter submissions for April should be submitted to [Newsletter.aahalifax@gmail.com](mailto:Newsletter.aahalifax@gmail.com) by the 25th of March 2022.

Thanks, Mike

**PI:** no report at this time

**Telephone:**

The Phone is going well. Day phone has been steady as well as the evening phone. Weekend Rotation has been very consistent.

Overnight phone is averaging about 1-2 calls per month.

Thanks, Yours in Service, Michael A

**Q** - (Garth) Sunrise group is on the list and rotation seems quick, every three months?

**A** - Last year we lost three groups from rotation, hopefully more groups will get involved since we are getting back to in person meetings.

**Treatment:**

All seems to be going along pretty smoothly. The schedule rotation for the NS Detox facility seems to be working well. I haven't heard of any problems, which is great. I have not asked if they are able to do Zoom meetings in there. I will contact them in the near future.

The Marguerite Center is back to a full house now and continues to enjoy the ladies going in to put meetings on. There is an amazing feeling we get, after we've been there, to help the women understand the disease of alcoholism and how AA helps to keep them sober.

I am looking for more lady members to help out with the meetings at the Marguerite Center. If you're interested or know of someone who would like to help out, you can contact me.

Thank you and take care. Sharman M

**Webmaster:**

The requests for meeting changes have increased in the past weeks due to the new changes in health regulations.

I performed several minor upgrades in plugins and WordPress. I keep our site on the latest software versions to make sure all known exploitable vulnerabilities are patched as soon as possible.

I have a candidate that I will nominate today (or have been nominated if the report comes after that).

I had a session with Heather L. to show what I'm doing as a Webmaster, how WordPress has changed.

I answered some questions about WordPress to Trudy, the acting webmaster for Area82

Note to committee chairs: Please make sure to take responsibility to hand over all your gmail details (passwords, recovery emails) to incoming committee chairs during turn-over; there can be trouble in accessing gmail otherwise.

Yours in service, Pedro G

Web Administrator

**\*See Appendix B**

**District 1: (Mary W, alt treasurer)**

On behalf of District 1, I would like to welcome all of the New Executive of the Central Service Committee and wish you all of the best one day at a time.

Here are some the highlights of what is happening in Area 82. And District 1

1. There will be an area officers meeting on March 13,2022.
2. The Spring Assembly is May 27-29. The agenda for this assembly has been sent to all group in District 1
3. The Preconference material has been sent to all Groups in District 1. In District 1, we have received 11 items. 10 items will focus on public information and 1 item will be on the New Version of the Preamble. The preconference will be on April 02,2022

4. District 1 , has passed it yearly budget.

Yours in service, Paul B DCM District 1

### **District 2:**

Good evening, I am grateful to be here and grateful to be sober. The month of February was busy with Area 82 and District 2 business.

Updates from GSO:

- The Eastern Canadian Regional Forum is still scheduled for May 13-15 in Charlottetown

Updates from Area 82:

- The Area 82 Executive met in February to discuss Treasurer reporting and agenda items for the Spring Assembly
- A DCM and Area Officers Meeting will be held on March 13 to discuss the 2021 Year End Financials, 2022 Financials, Guidelines, and Spring Assembly Agenda
- A draft agenda for the Spring Assembly on May 27-29 on Zoom and the Fall Assembly Minutes have been distributed
- A Pre. Conference to discuss the GSO Conference agenda items will be held on April 2 on Zoom. District 2 is responsible to summarize 11 agenda items from the Policy and Admissions, Finance, and Grapevine Committees

District 2 held their February meeting on Zoom with 7 groups represented and the Alt. DCM.

- District 2 is planning to hold a Bridging the Gap workshop in April
- District 2 still has an opening for the position of Secretary for a one-year term
- District 2 will be holding their regular monthly meeting on March 20 at 2pm at Club 24

Yours in Service, Blair A. DCM District 2

Note: Next district 2 meeting will be in person.

**Area 82:** no report

A motion was made by Joshua M to approve the reports, it was seconded by (not recorded). Motion passed.

### **OLD BUSINESS**

#### **• Central Service Elections**

- CPC chair
- none nominated - please bring back to groups
  
- Entertainment chair
- none nominated - bring back to groups
  
- Mid Winter Round Up chair
- none nominated - bring back to groups

- 
- Webmaster –
- Pedro nominated Heather L
- **Heather L qualified; Heather L was elected webmaster by acclamation**
- 
- Note: webmaster co chair is needed - guidelines do not include the need for co chair
- Discussion on webmaster cochair tabled for next month.

- **Palooza – Bill P**

This was an idea for a meeting in fellowship made up of committee chairs to present what they do and attract people to join on committees or raise awareness on what AA does through service.

Chair: Maybe we want to look at this a month or two before elections in the fall, in the manner of the previous event at Club 24 with booths for committees.

- **Mid-Winter Round Up 2023**

There was no round up this year; we are of course hoping for one next year. No chair has come forward - please bring to your groups that we need a chair to volunteer if we want a round up next year.

Q - (Josh M) We assume there was none this year due to covid restrictions; do we know if the round up will be in person next year? A - With restrictions lifted as of March 2022, we can send that out to groups that we can assume next year's round up will be in person. Q - Can someone be chair of round up committee and also chair of another committee? A - No (can not be chair of both, but can be a member of another committee).

- **Treatment committee findings on possible zoom Detox meetings**

The treatment chair reported that she will be looking into this soon.

- **Webmaster position** - looking into sub-committee to explore paid position

The webmaster position has been filled as of this evening.

## **NEW BUSINESS**

- **2022 Budget**

- \* **See Appendix C**

Q - Are these zoom fees accurate? A - Yes - will look into it further.

Q - Will hotel fees increase and affect the budget for the round up?

A - \$2000 is just seed money because \$500 deposit is needed, also printing. Annual budget usually roughly \$18000 but that money comes from ticket sales - sometimes we pass the hat to make up the difference on the final day of the round up.

Q - Can we eliminate the post office box? A - The only other option might be to send mail to the treasurer's address and this changes every two years. It makes sense to keep the PO Box.

Q - Our domain name for the website will have to be renewed for another 5 - 10 years; we are looking at roughly a \$200 cost. A - This budget should allow for this cost.

Note: (Foster) We have built realistic expenses into this budget up front - we are going to need contributions from groups in order to support this budget.

Motion was made to pass the 2022 Budget as presented. Motion put forward by Bill P.  
Seconded by Sean M.  
All in favour, minus one abstention.

Vote passed by majority.

• **Payment of Literature expenses**

(Heather L)- Given the excellent report from Literature chair and treasurer, we feel this is going in right direction - we wish to table this concern for now.

**Bright idea:** (Bill P) When covid is finally a thing of the past, would it be a good idea for CS to offer a zoom mtg for newcomers?

Q - There are daily zoom meetings open to all within the district (Rise and Shine, Afternooners and Safety Net). Are you suggesting a new zoom meeting just for newcomers?

A - We are looking to open a discussion. We are thinking of newcomers who may not want to make a phone call or talk to anyone directly, also of parents and spouses to be able to look in on the workings of a meeting. This is a very general idea; anonymity issues and logistics will have to be discussed.

Q - What is the tie in with central service? A - To consider this as a service offered by central service.

**Zoom Account:** (Chair): We do have central service zoom acct - any central service committee who wants to have their committee meeting on zoom, please just ask me and you are welcome to have access to this zoom account for your meeting (not the first Tuesday of the month at 7 pm please!).

**District 1 new business agenda item:**

(Mary) I wish to bring it to the attention of the central service table that when you google AA Halifax the address of Club 24 comes up. Mike H and Marie M have contacted google about it already. Perhaps this is something to look into.

A - (Pedro): I did send a report to google about this link. The thing is that anyone may connect a business address with a location on google. Perhaps this was set up at some point by a member with good intentions. We could attach a different address, but it is not a long term solution as someone may at any time tag another meeting location.

**One more item:** (Mary) - Is voting by acclimation in your guidelines? It says something about a show of hands. A - (chair) I believe it's in the service manual, but I'm not sure - I will look into it.

**ANNOUNCEMENTS FROM THE FLOOR:**

Safety net will be starting in person (once a week) Sat at 7:30 Club 24.

Next Sunday 1 PM hospital visitation mtg committee will be meeting.

Cathy G celebrating 33 years March 5, Lost and Found group.

Sean M took one year at Safety Net today.

This Friday at Highland Park Rick H will take 41 years.

Ashley, Chris and Mike will be celebration next Monday at Colby Village (in person).

Note (Chair): Rent for Central Service in person meetings is \$60/month - zoom costs are roughly \$23/month. Bring this back to your groups.



Next meeting April 5, 2022 at 7 PM on zoom

Meeting adjournment at 8:38 PM with the Responsibility Pledge.

**Appendix A**

*Central Service Book Operations Financial Reporting*

	<i>January</i>	<i>February</i>
<b>Bookstore Sales (Final Sale Value)</b>		
GSO Literature	735	1,033
Pamphlets	-	13
Grapevine	-	105
Other GSO Literature	-	-
<b>Total Sales</b>	<b>735</b>	<b>1,151</b>
<b>Cost of Goods</b>		
GSO Literature	561	787
Pamphlets	-	9
Grapevine	-	105
Other GSO Literature	-	-
<b>Total</b>	<b>561</b>	<b>901</b>
Rent	50	50

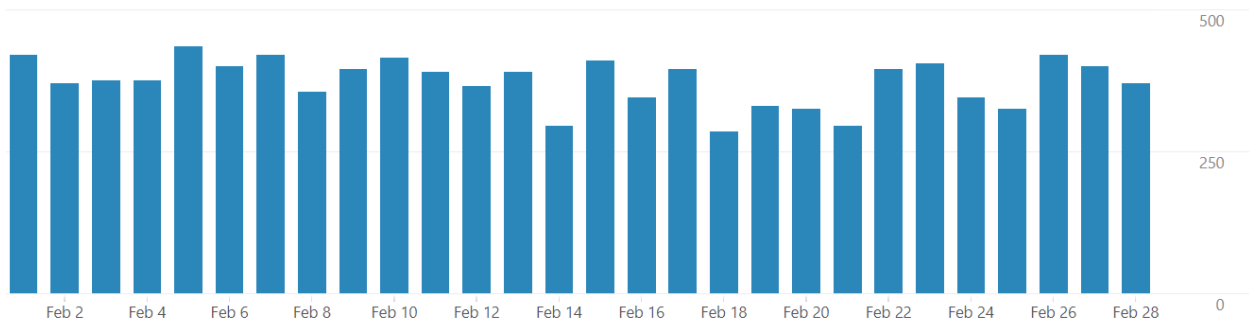
Square Fees	4	0
Office Supplies		
<b>Total Cost of Goods</b>	<b>616</b>	<b>951</b>
<b>Revenue/(Loss)</b>	<b>119</b>	<b>199</b>

**Cost Breakdown**

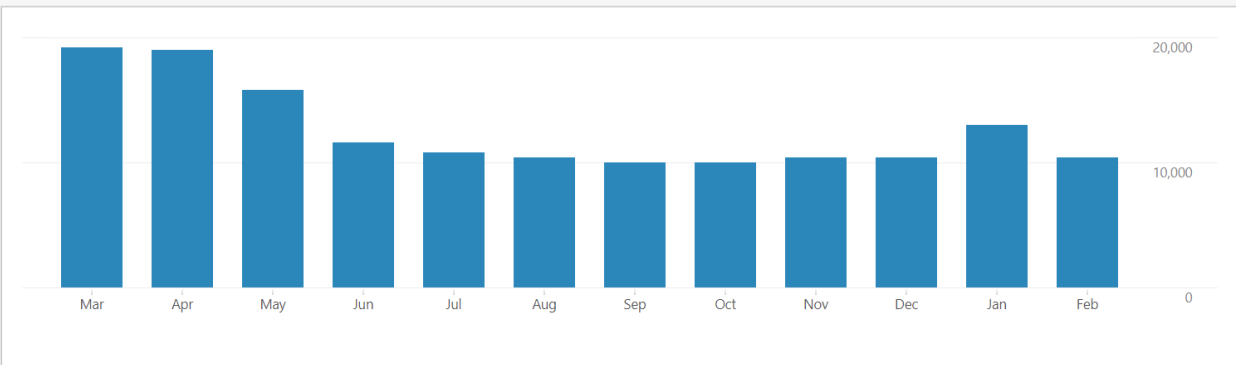
Beginning Inventory Cost	7,429	6,868
Inventory Purchases	-	-
Inventory Sales	(561)	(901)
Ending Inventory Cost	6,868	5,967

**Appendix B**

Website visit statistics for the year 2021  
 Traffic to our website during February 2022:



Here we can see the traffic for the last 12 months:



**Security report**

We use a security plugin to defend us from several types of attacks, malware and login intrusions.

**Firewall Summary**

Attacks Blocked for [www.aahalifax.org](http://www.aahalifax.org) during February

Block Type	Complex
Today	3
Week	22
Month	199

# DRAFT

## Draft : 2022 Central Service Budget

### Revenues: Projections

Opening Balance:	\$4,387.25	
Group Donations:	\$4,597.75	Balancing
Insurance fees:	\$1,800.00	
Mid-Winter Transfer:	\$2,073.76	In and out
Literature Committee	\$2,100.00	
Misc.		

**Total Revenue: \$14,958.76**

### Expenses:

Phones Annual	\$3,360.00	Average \$280 per month
Insurance Contract:	\$1,800.00	
Zoom platform	\$230.00	
Postal Box	\$325.00	Discussion point
Rent St. Mark's	\$0.00	Zoom only in 2022
Newsletter Committee	\$0.00	Per Committee Chair
Bridging the Gap	\$300.00	Initial printing costs.
Corrections Comm.	\$500.00	Per Committee Chair
CPC Comm.	\$100.00	Vacant Committee at this time . Contingency
Entertainment Comm.	\$100.00	Vacant Committee at this time . Contingency
Help e-Mail:	\$0.00	Non-expense committee
Hospital Visitation:	\$100.00	Contingency
Public Information:	\$1,500.00	Per Committee Chair
Telephone Comm	\$150.00	Per Committee Chair
Treatment Comm.	\$0.00	Per Committee Chair
Webmaster	\$250.00	
Xmas Social	\$400.00	Standard expense
Chair	\$100.00	Per Chair
Co-Chair	\$300.00	Per Co-Chair
Treasurer:	\$220.00	Per Treasurer
Secretary	\$0.00	Per Secretary
Mid-Winter Roundup	\$2,073.76	In and out to reflect the dollars exist
2023 Carry Forward	\$3,000.00	To meet initial 2023 needs
Misc:	\$150.00	

**Total Expense \$14,958.76**

**Central Service Committee  
Monthly Activity Statement**

**January and February 2022**

**Opening Bank Balance** **\$ 4,387.25**

**Credits**

Any Lengths	\$	127.50
Any Lengths	\$	50.00
West End Step	\$	50.00
Back to Basics	\$	50.00
Colby Village	\$	50.00
Insurance rebate	\$	1,390.10
Serenity Sisters	\$	600.00
Early Risers	\$	100.00

<b>Total</b>		<b>\$ 2,417.60</b>
--------------	--	--------------------

**CK #**

**Cheques cleared**

Bell Mobility - 3 months	43	\$	826.80
Bell Mobility	45	\$	8.27
Webmaster	44	\$	140.14
Treasurer (Mailbox Keys)	46	\$	17.25
New Cheques		\$	149.82

**Bank Total**

	Total	<b>\$ 1,142.28</b>
--	-------	--------------------

**Cheques outstanding**

**Operating Balance**

**\$ 5,662.57**

Total

**Prudent Reserve**

\$ 4,897.29

January Interest 0.21

	Total	<b>\$ 4,897.50</b>
--	-------	--------------------

**Total available funds**

**\$ 10,560.07**

**Literature Fund**

Opening balance **\$ 3,153.90**

**Credits**

\$ 887.00

\$ 135.64

\$ 14.90

\$ 401.00

\$ 90.80

\$ 1,142.00

**Total Credits** **\$ 2,671.34**

**Debits** **\$ 1,672.00**

Service Charges \$ -

Closing Balance **\$ 4,153.24**

[Download our app for Android](#)



«Menu **Account Summary**

**Membership 72171006**

MY EQUITY SHARES (008) **\$5.00**

SURPLUS SHARES (009) **\$45.00**

MY COMMUNITY CHQ 1 (010) **\$5,662.57**

Literature Comittee (011) **\$4,153.24**

MY SAVINGS (024) **\$4,897.50**

**Scheduled Bill Payments**

No scheduled bill payments.

**Scheduled Transfers**

No scheduled transfers.

**Logout**

