

MINUTES OF
CENTRAL SERVICE COMMITTEE MEETING
January 10, 2023
Zoom Meeting

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

TWELVE TRADITIONS: The Twelve Traditions were read by Toby H.

ROLL CALL: 23 in attendance of which 20 attendees were voting members.

EXECUTIVE	COMMITTEES	CSR	ALT CSR/OBSERVERS
Chair – Samaira G	Telephones - Jonathan G	Zeta S -Colby Village	Paul B (Welcome Group)
Co-Chair – position vacant	Help Email – Sam B	Neale F - Fresh Start	Michael A- DCM District 2
Treasurer – Foster L	Newsletter - Mark B	Jake B - Four Seasons	
Secretary – Emily S	Hospital Visitation – Wayne O	Peter J - Downtown Halifax	
	Treatment - Gilles D	Angela E - Serenity Sisters	
	CPC - position vacant	David O - Back to Basics	
	Literature –Gerry L	Mike A - Welcome Group	
	Corrections - Tom P	Toby H - Sunrise Group	
	Webmaster - Heather L		
	Mid-Winter – Emily S		
	Public Information - Clayton M (acting chair)		
	Entertainment – Alexandra C		
	Bridging the Gap - not present		

7th Tradition: *Please email Central Service meeting 7th tradition contribution and group contributions to: **treasurer.aahalifax@gmail.com** *Please put a note along with your transfer as to what the donation is for and which group you represent.

Contributions can also be mailed to:
Central Service, RPO Gladstone, PO Box 31338, Halifax NS B3K 5Z1

CALL FOR AGENDA ITEMS

* Forensics meetings (Gilles D)

APPROVAL OF AGENDA

Motion to approve the agenda made by Heather L seconded by Angela E.
All in favour. Motion passed.

MINUTES APPROVED FROM PREVIOUS MEETING:

Motion to approve the December minutes made by Zeta S, seconded by Gerry L . No errors or omissions. All in favour. Motion passed.

OFFICER'S REPORTS:

SECRETARY:

Happy to New Year to everyone. In December I was in touch with our webmaster, our Central Service chair, our newsletter chair and various new committee chairs to pass on contact information and put people in touch. I switched contact names for committee emails on the central service gmail contact list and added a few emails to the general mailing list. I sent out a copy of our new budget as well as some information on the Forensics meetings compiled by our new treatment chair which will both be discussed tonight. Just a note to the new committee chairs: it's a great help to me if you are able to send me your report by the end of Monday (the day before the Central Service meeting). Thank you. I attended a beautiful celebration of life for our much missed member Michelle T last week. Please let me know how I can be of help to any of you. Thank you, Emily

TREASURER:

December was a relatively quiet month with a couple of insurance cheques received and monies allocated to Entertainment and the Christmas Social. There are only 7 groups left to pay the 2022-2023 insurance premium and a second reminder to remit has been sent to the. I will follow them up with a phone call if need be.

I have supplied Gerry with the necessary documentation to get him on as signing officer for the Literature account and this is now in place.

I have revised the 2023 budget based on feedback received and a copy has been sent by Emily to all groups.

A 12-month summary of revenue and expense for 2022 was completed and sent along with the budget. Should any of you have questions pertaining to this spreadsheet please let me know.

I am available anytime to answer any questions you may have throughout the month.

Yours in Service, Foster L

Treasurer

*see Appendix A

CO-CHAIR:

Position not filled at this time.

CHAIR:

I want to make a note that committee co-chairs should be elected at the CS table as well - we will address this during elections. This is in our guidelines.

Welcome to all the new CSR reps and new committee chairs. If you have any questions give me a call. There is an email floating around which is not from me but addressed from me - it is a scam. I will never email you and ask you to do anything - I will call. If you have any questions about how to do up committee reports, feel free to go online at aahalifax.org and see archives of previous minutes. We would simply like to know what you've been doing and what you plan on doing. I have been in touch with some new committee chairs over this past month. Don't hesitate to call or text me.

COMMITTEE REPORTS:

CPC: no chairperson at this time

CORRECTIONS:

I have been trying to put a list together for 10 women and 10 men to put on meetings at Corrections - I have six of each so far. To my knowledge corrections is still closed to meetings due to staff shortage.

Yours in service, Tom P

Q - Any requirement to participate in meetings (criminal record check)? Answer - I'm still waiting for details from our contact there.

Q - We can post your search for corrections volunteers as an announcement in the newsletter.

ENTERTAINMENT:

I am looking forward to beginning this new role. The first official event put on by the entertainment committee would be what I considered a success. Through the rental, decorations and all other fees, it came to \$680, attendance was bigger than I expected and most of all everyone was just having fun being around each other again. It really couldn't have been made possible if it weren't for all the amazing people who stepped up and volunteered to be of service by giving their time and suggestions. I am looking forward to exploring new avenues and ways to bring some more entertainment to the fellowship.

Yours in service, Alex C.

Question: I heard good things about the dance. Was there a 7th tradition taken at the dance?

Answer: No. Comment: We have the 7th tradition box for you to use at next event.

HELP EMAIL:

I don't have any details from the help email from December as I only took over Jan 1st. There have been 2 emails so far this month. One looking for meeting info and the other looking for help for a family member.

Sincerely, Sam B

Question: Could the new help email gmail address be in the newsletter please?

Comment: It is already posted on the website and will be in the newsletter.

HOSPITAL VISITATION:

I am grateful to Gilles for his 2 years of outstanding service and leadership. He has given me a list of volunteers. There is no one in the hospital at this time - Dan S was in hospital but is now home convalescing. Thank you, Wayne O

Comment: We often have members in hospital from outside District 1 and 2 whose family can not come visit - so we like to step in as Halifax members to visit and be helpful.

LITERATURE:

Good evening everyone,
Again I thank you all for allowing me to assist with the Bookstore over the last few months and continue to look forward to bringing Gerry up to speed.

Here is the report for December 2022.

Another Good month in Sales as seen below.

\$1,076.23 was taken in total revenue for December.

Bank Balance at the End of December was \$2,778.23

Bank Balance as of this report was \$3,854.43

Rent for Club 24 from January - June 2023 has been paid.

In December Gerry and I placed a Big Book order. This order saw us order 200 BB as they are flying off the shelves. By ordering 200 BB we will also receive an additional \$114.00 in profit as the cost of the books were lowered due to the volume.

Cost of the Book order was approximately \$2,650.00. Gerry was taught how to do a US Draft and how to place an order. We are currently working on Square and reporting.

Question: You ordered the 200 books - did they come in? Answer: Yes they came in within two weeks.

Comment: Thank you to Michael for stepping in at the last minute to keep things flowing.

MID-WINTER ROUND-UP:

Ticket sales are looking good for the upcoming round up. A number of us on the committee are going to visit the church this week to finalize some decisions on set up and hospitality stations. We will pay our final balance to the church at that time. We have a wonderful program of panelists and speakers from all over districts 1 and 2, and also visitors from Windsor and Cape Breton. The final draft of the program has gone to the printers and will be ready at the end of next week. They are truly the most beautiful programs I have ever seen - thank you to our talented volunteer designer Jeff D! Please note: those who wish to have supper at the round up will need to buy their supper ticket by January 27, 2023. Again, dinner includes lasagna, salad, garlic bread and carrot cake for dessert. Coffee and tea will be offered all day free of charge, and pop and water will be available for \$1 each. A few refreshments will be available at lunch time free of charge: first come, first served. Our dance will begin at 9 PM, just after the countdown. Extra dance tickets for those not attending day programming are \$5. Everyone on the committee has been working hard to have things ready for a beautiful day of fellowship,

learning and recovery - I am impressed with this group's talents and diligence. We are very much looking forward to a wonderful event.

NEWSLETTER:

Mike and I did a hand over of all the relevant info last week. I'm already starting to compile next month's newsletter - I like to work on it slowly. I have a request: could I have an updated list for positions which are still open for CS committees? (Answer: this is up to date in the current newsletter)

Mark B, newsletter chair

Comment: There is a note in the newsletter that there is a new help email address and the new committee chairs and positions are all up to date.

The cut off date is the 25th of the month to get anything you want into the newsletter for next month.

PUBLIC INFORMATION:

Clayton M:

I've been in this position for 2 years - I'd like to apologize for not submitting reports recently. In spirit of rotation I do intend to step down but I will remain a part of the committee. I am doing international travel for work but we intend to have different committee members attend the CS meetings and we will find a replacement chair soon. I will keep monitoring the email. We did visit the Business College - we do this every year. A few folks from Back to Basics put on a presentation there and it went really well. We put together pamphlets to go out to shelters in December. Our next report will have more details about upcoming plans next month. I'm pretty sure the business card for the PI committee just has general AA website address on it, not the help email address.

Question: Will you continue to be listed as chair on the website and newsletter until someone replaces you? Answer: I am fine with remaining as the PI contact until someone else is elected.

CS chair comment: We can make a note that Clayton is "acting chair" currently so this will let people know we don't have a voted in chairperson currently and that we are still looking. I do know the PI committee has lots of volunteers and they are doing lots of work currently.

*Clayton will be current acting chair of Public Information - the position of chair of the committee is still open.

The upcoming PI committee meeting is listed in the newsletter.

The CPC committee chair position is still open - if anyone is interested in taking that position they are welcome to work with our PI committee as they get going.

TELEPHONE:

Good evening, I'm honoured to be chairing the AA Phone Committee. So far I have completed a wonderful turnover with Michael A and thank him for his patience.

We have six new people who have stepped up for the day phone and have a total of 12 in the rotation.

We would like all CSR's/ GSR's to canvass their groups so hopefully more will want to help out. Have also passed on the next week-end roster to the newsletter.

Still looking for co chair for day phone and night phone however Sandy will stay on until some one steps up. I also had a great discussion with Anne, who is running the night phone on the great service her and her husband continue to do.

TREATMENT:

Hi everyone: In The spirit of rotation Heather L. helped me transition over to the Treatment gmail account. I was able to create a rotation for Detox until next June so far . Two groups requested to be added to the rotation since I started as chair for a total of 18 groups so far. The Marguerite Center in Timberlea N.S. is well attended with the Serenity Sisters commitment.. Thank you for your service. We received an email from Kelly Isnor at Forensics to resume our meetings at the hospital. I had a meeting with her on Monday January the 9th to refresh and broaden my knowledge about the facility. I participated in meetings there prior to Covid 19. Under new business I wish to discuss forensics visitation by the groups . Furthermore, I would like to create a workshop to explain Forensics. I also made contact with Detox and the Marguerite Centre to introduce myself as new chair of Treatment and to reaffirm the Alcoholics Anonymous primary purpose: To carry its message to alcoholic who still suffers.

Yours in service Gilles D.

*See Appendix B

WEBMASTER:

I have done the usual web maintenance during the month; posting announcements, updating plug-ins, etc. I've also updated the Mid-Winter Roundup page with the program document, so this page is now complete.

I paid Host Gator to extend our service with them for another year. I submitted that receipt to Foster for repayment.

I updated the web Contact page with all of the new chair persons and their phone#s.

Between Christmas and New Year's Eve, I spent time with old and new committee chairs to get the Gmail accounts transitioned. Several chairs took care of the transition themselves which I really appreciate! The Entertainment Gmail account is not transferred to Alex yet. I'm attempting to track down whose phone# is set as the verification for this account (ends in 28). There are other Gmail accounts like DCM for District 1, but there is no one in that position so the transfer is not possible at this point.

I found this work very challenging as it involved not just a password, but also updating the verification phone#/email. I'm no Google expert, but what I do know through my own work is that all email systems are tightening security. How we use Gmail accounts, that is how we share them and move them between people over time, is not easily supported anymore. In fact, I could not successfully transition the ContactUs (aka help) Gmail account no matter how many things I tried with Sherry and Sam, so I had to create a new Gmail now called AAHelp.aahalifax@gmail.com. This then required updates to the web in several places and in the Newsletter. It also affects business cards printed by the PI committee. I've since suggested

that when these business cards are re-printed to use the web site address vs an actual Gmail account.

Pedro has an idea to improve this process. He is unavailable until March or April to explain this paid option whereby the Webmaster would have control over the email accounts. It will cost us money but may be well worth it as email services like Google's Gmail tightens security. I know I had this on tonight's agenda as new business, but I'd like to ask to have this carried over until the April meeting, so I have time to speak with Pedro and to have him attend the April meeting to explain this option.

Yours in service, Heather

BRIDGING THE GAP: no report at this time

DISTRICT 1:

Paul B former DCM gave report:

District 1 is in need of DCM and alternate DCM - currently still meeting on zoom. There is a lot going on and I encourage all groups to get a GSR and attend meetings.

DISTRICT 2:

Good evening, I am grateful to be here and grateful to be sober. The month of December was not very busy with Area 82 and District 2 business.

Updates from GSO:

- The AA Grapevine Corporate Board is actively seeking candidates to fill a vacancy for the position of non-trustee Director at the General Service Conference in April 2023
- A.A.W.S is continuing the Mixed-Title Quantity Discount on literature after the Test Pilot concludes on December 31, 2022

Updates from Area 82:

- The 2022 Fall Assembly minutes and attachments have been distributed by Area and are on the Area 82 website
- The deadline for agenda items and background information for the Area 82 Spring Assembly will be Feb. 1, 2023.

Updates from District 2:

- District 2 ended up not holding a meeting in December as only one GSR and DCM were in attendance
- Their next regular monthly meeting is January 15 at 2pm at Club 24

AREA 82: no report at this time

APPROVAL OF THE REPORTS

A motion was made by Heather L to approve the reports, it was seconded by Foster L. All in favour; motion passed.

OLD BUSINESS

- Central Service Elections:

- Central Service Co-Chair : no nominations
- CPC : no nominations
- Public Information : no nominations
- Co-chairs 1 & 2 Telephones -

*Please bring it back to your groups that we need volunteers for these positions. Note: Public Information and Cooperation with Professional Communities chair positions have a great deal of help waiting for them due to a very strong committee currently operating.

NEW BUSINESS

Forensics Meetings (Gilles D)

Wish to discuss visitation to forensics unit by groups. In past we had five teams - 10 people total - who would rotate and put on meetings. I would like to change that to groups to take over this rotation. If we had four or five groups rotating, there would be many more people involved. You have all received a document on forensics meetings and safety details at the building. Professionals on site have our safety in mind. Please take this information on forensic meetings back to your groups and see if your group would like to be a part of this service. AA has been going into institutions since 1939. I also have a need for books and Grapevine donations to take into detox and forensic units. I would request that groups donate these materials to our committee if they can. I would like to have a number of big books to hand out and my budget does not allow for this.

Comment: In the past groups have donated books and materials for these meetings - I suggest you put a call out for this request of materials and groups to volunteer for forensics meetings in the newsletter.

Q: Does the forensics meeting happen every week? When do we start? Answer: I suggest we start with once every two weeks to get started. I'm suggesting Friday nights at 7 PM. I do not have a start date yet.

Q: Is it in person? Answer: Yes we can go in person, there is no staffing issue at this time. I was told by forensics staff that we are able to change the date and time. I plan to keep it on Fridays for now.

Comment: Your committee budget was set as an estimate - if you need more we can adjust it. Are these big books walking out the door? Or are we buying them to stay in house? Answer: I would like to have at least one Big Book stay at each location - detox, forensics, and Margeurite Center. I would like to have a number of grapevines for people to take and keep.

Question: Could the PI committee provide materials? Answer: Perhaps our PI committee can provide pamphlets to the detox unit etc if requested.

Q: Is there any other requirement to enter the forensic hospital? A background check etc? Answer: There is no requirement.

Question: Do they have to have a minimum of sobriety? Answer: No - it is up to AA and I have not seen requirements at the unit. I suggest a year requirement, that is my opinion. At detox people with 6 months requirement may attend but are not supposed to participate in the meeting. I think this is a good suggestion for forensics as well. Perhaps this is something we should vote on.

****If you have grapevines to donate, please take them with you when you put on a mtg. If you have big books to donate, I would rather take them myself and distribute them.**

Comment: I had been going to forensics before Covid and there was no background check requirement to go. There is a different dynamic compared to corrections or detox. The chairperson has to have control, people walk in and out and can be intimidating, and some female AA members did not feel comfortable. We used to go with two men and one woman to put on meetings. The person chairing should have good sobriety and some experience chairing meetings.

A: The forensics unit has safety measures in place and wants to make sure we are comfortable.

CS chair: ****Please note there is a call out for groups to rotate for forensics meetings just like the detox rotation. Every other Friday at 7 PM. The start date is not set yet.**

2023 Budget - Foster L

Foster presented the previously viewed 2023 budget with a few alterations.

Motion to approve the new budget as presented:
Made by Zeta S - seconded by Gerry L.

Budget passed as is; caveat that we have flexibility with Area and GSO contributions if committees need some more funds.

All in favour: unanimous. Motion passed.

ANNOUNCEMENTS FROM GROUPS

- Bookstore will be open Monday 5 - 7, starting January 16 - this will be in newsletter and posted on the website.
- Workshop on forensics meetings on Zoom TBA - committee chair will make arrangements through district 1 or 2 and post date soon.

Meeting adjournment at 8:42 PM with the Responsibility Pledge.

Motion to adjourn the meeting made by Foster L seconded by Emily S.

Next CS meeting will take place February 7, 2023 at 7 PM on zoom.

Appendix A

December 2022

Operating Account

<u>Opening Bank Balance</u>	\$8302.16
Credits	\$100.00
Debits	\$1318.86
<u>Closing Bank balance</u>	<u>\$7083.86</u>

Cheques Outstanding

<u>Closing Operating balance</u>	<u>\$7083.86</u>
----------------------------------	------------------

Prudent Reserve Account

Opening balance	\$4902.42
Closing balance	<u>\$4903.56</u>

Appendix B

Brief Information on East Coast Forensic Psychiatric Hospital (ECFH)

While ECFH is co-located with the Correctional Facility, patients are here for psychiatric treatment and are not sentenced. A patient is under the Criminal Code Review Board until they are deemed to no longer be a significant threat to the public.

Patients are committed to the facility as per the Criminal Code Review Board, following a court-ordered assessment and a psychiatric finding that the patient was unfit for trial and/or not criminally responsible on account of mental disorder.

With consultation from the patient's clinical team, the CCRB determines a ceiling level of community access a patient may have. The team will then grant the patient differing levels of access, based on the patient's level of abilities, goals, and potential risk to the public.

Patients have access to a multidisciplinary team: psychiatry, psychology, social work, occupational therapy, nursing, recreation therapy and a forensic case coordinator.

Focus is on achieving and maintaining mental wellness through a psychosocial rehabilitation model. This means that treatment goals can include, but are not limited to: medication, psychotherapy, skills training, employment connection, housing assistance, government assistance/funding, adhering to conditions set by the Criminal Code Review Board, and/or prosocial activities/relationships.

There are a number of conditions that are set by the CCRB and hospital protocols, and patients must follow these to successfully progress through rehabilitation. Patients are informed on what these conditions and protocols are, and what the potential consequences of infractions are.

Some of these include:

- No substance use, and frequent urinary drug screens.
- Appropriate and safe behaviour on the hospital units and while in community.
- No leaving hospital grounds without appropriate community access levels and psychiatry order.
- Daily contact with hospital unit to report mental status.
- Meeting with clinical team at frequent intervals.
- Adhering to day pass/overnight pass expectations (ie. Abide by number of hours permitted, notifying hospital unit should location plans change, no being with individuals that have not been approved by clinical team).

As ECFH is a hospital, staff must protect the health information and privacy of patients and must receive written consent from patients prior to release of information. Staff may receive information from individuals at any point in time, and all relevant information is documented within the patient's health file.

Volunteer Procedures and Safety

- As per COVID protocols, everyone within the hospital must wear hospital-grade medical masks, of which can be provided to you if you do not have one.
- Volunteers are to sign into the hospital at the Admin area via a binder, and then are to buzz into Master Control at the intercom by the door, stating who they are and who they are representing.
- After the first set of doors there are two doors to the right – the second one (Conference Room) is where programming is held.
- Volunteers are to proceed straight through the second locked door unto the Hospital Unit, where they will sign out a Personal Alarm (PAL), lobby locker keys and lobby bathroom keys, from Master Control.
- Volunteers may then go back to the lobby to secure their items, use the washroom, etc., or may return to the vestibule and enter the Conference Room.
- During programming, Master Control has security camera access to every room within the hospital.
- The PAL identifies your particular location, and should issues arise, pushing the red button on top or pulling the cord from the bottom will alert Correctional Officers.

- The Emergency Exits from the Conference Room into the Hospital itself will remain unlocked but closed.
- Patients will be permitted to join in programming should their behaviour and mental status be conducive and must be escorted from their Unit to the Conference Room (and back) by either Nursing or Correctional Officer staff.
- Patients who are deemed as unwell or unsettled will not be permitted to attend.
- Any time that you wish to communicate with Master Control, you may do so by pushing the intercom button by the door.

ECFH main line: 902-460-7300 (after 4 pm Master Control will answer)

ECFH Master Control (correctional workers): 902-460-7370

Rehab unit A: 902-460-7313 or 902-460-7314

Rehab unit B: 902-460-7315 or 902-460-7316