



CENTRAL COAST ALCOHOLICS ANONYMOUS SERVICE OFFICE

Shop 6/12 Williams Court William St
Gosford NSW 2250

PO Box 46 Gosford NSW 2250
Phone: (02) 4323-3890 Email: aa@ccaa.org.au
Web: www.ccaa.org.au

CENTRAL COAST ALCOHOLIC ANONYMOUS GROUP COMMITTEE MEETING AGENDA

DATE: Saturday, 8th July 2017

MEETING OPENED AT 5:00PM WITH THE SERENITY PRAYER

ATTENDEES: Peter G, Kevin S, Adrian H, Penny E, Mark W,

APOLOGIES: David I, Leo D, Martin F, Catherine W, Krissy S

TRADITIONS READ BY: Kevin S

1.0 MINUTES FROM PREVIOUS MEETING BE ACCEPTED:

Moved by: Adrian H
Seconded by: Penny E

1.1 BUSINESS ARISING FROM PREVIOUS MINUTES:

- Leo D was re-appointed to Office Committee at June 2017 Committee Meeting but this fact was accidentally omitted from the minutes of June 2017

Moved by: Kevin S
Seconded by: Penny E

2.0 CORRESPONDENCE

- Usual bills – GSO, AA REVIVER, Chapman & Frazer, Electricity & Phone Bills
EMAILS: - 14/06/17 – Chapman & Frazer Rent Reminder
- Ray ??? asked that the Committee discuss the possibility of advertising of the AA Office in the Local Paper. Ray mentioned the Traditions be looked at. In his opinion, if approved, it would be the job of the Secretary of the AA Office. **Committee felt that this was a District matter and recommended that Penny E raise this matter with John S at next District meeting**
- Eric has resigned from Office Volunteer Roster and dropped off keys
- Simon R mentioned that when he started duty at 9.30am the phone was showing 19 missed calls – **Peter G informed Committee this is nothing to worry about**
- Entry in Communications Book re: Optus automated message stating that AA's electricity bill of \$239.29 was unpaid. Whoever made this entry contacted David I and entered options on Optus website for extension to 2nd August, 2017. **Committee will take the matter up with David I who is already aware of the situation**
- Eddy from Brisbane Water Private Hospital rang AA Office, Clive H was on duty. Eddy asked that volunteers come out to Hospital and perform 12th Step work. Clive rang Mark W who then rang Dave K who is already involved in 12th Step work at that Hospital. Situation is in hand

Moved by: Adrian H
Seconded by: Kevin S



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3.0 REPORTS:

3.1 CHAIRPERSON:

- Nil report as David I not in attendance and email is down and there was no knowledge of report being lodged if that was the case

Moved by: Adrian H

Seconded by: Kevin S

3.2 SECRETARY:

- Mark W reported that Martin F has been further trained in the job of Literature Officer
- Joanna informed Mark W that **Mark B** needs to be trained for Office Volunteer job on 28th July, 2017. Mark W will attend on that date and will train him. **Not sure if he has been supplied with a key yet.**

Moved by: Adrian H

Seconded by: Kevin S

3.3 TREASURER:

- Income up until 30th June, 2017 was \$1568.80
- Expenses were \$2638.84
- Balance was \$9332.88 @ 8th July, 2017

Moved by: Mark W

Seconded by: Kevin S

3.4 DIVERTER ROSTER OFFICER:

- All running smoothly, however, Peter G will be away from 27th July, 2017 until 15th August, 2017 and John M will be acting as Diverter Roster Officer during this time

Moved by: Mark W

Seconded by: Adrian H

3.5 LITERATURE OFFICER REPORT:

- Martin F not present but Mark W that all editions of the Big Book are well stocked and he and Martin F attended the office last Wednesday and undertook a stocktake, placing orders with GSO Arncliffe and AA Reviver Book Store to replenish stock in short supply

Moved by: Adrian H

Seconded by: Kevin S



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3.6 OFFICE VOLUNTEER CO-ORDINATOR REPORT:

- The following people were ratified by the Committee to act as Office Volunteers:
- **John G Clive H Simon R Carolyn Mark B**
- Joanna has expressed a desire to have Belinda F reinstated to Office Volunteer Roster. David I has spoken to Joanna and will speak to Belinda personally upon his return from Cairns Rally.
- **The Committee agreed with David I speaking to Belinda F , however, as a quorum were reticent to recommend her for the position of Office Volunteer as they believed she was not capable of performing all duties associated with the position**

Moved by: Kevin S
Seconded by: Penny E

3.7 RALLY COMMITTEE REPORT

- NIL

Moved by:
Seconded by:

3.8 WEBMASTER REPORT:

- **Upon entering Office Mark W attempted to log on to email. Unable to do so. Contacted Glen H, webmaster, who advised that the renewal amount of \$181.10 had not been paid to the provider, Crazy Domains. This meant that both the Office email & the website could not be accessed. Glen H then paid this amount out of his own pocket and will now need to be reimbursed by direct debit by Office funds. Account has now been paid for the next 2 years. Glen will email details of direct debit particulars**

Moved by: Mark W
Seconded by: Penny E

3.8 GENERAL BUSINESS:

- Catherine W is now Secretary of Saturday 6pm Woy Woy Steps and will not be able to attend Committee meetings in the foreseeable future
- Committee raised the fact that an Auditor needs to be appointed to audit Office accounts and that 2 candidates might be Dick L & Tony Mac
- The Committee agreed that individual Office Committee Members are to approach other AA members with the possibility that they organise a Rally Committee for the 2018 Central Coast AA Rally



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Moved by: Kevin S
Seconded by: Adrian H

Meeting closed at 6.05pm

Next Meeting to be Intergroup: Sat 12th August 2017 5:30pm