**ACA SMR**

**Group Care Committee Meeting**

March 25, 2021, 8:45am Meeting #xx

Attendees: Paul KF, Robert, Jim R, Barbara S, Craig G, KateW, Kimberly C, Wendy F, Michelle – SoFla, Stephen H, Diane, Una, Beverly, Leslie L

**1. Call to order/opening prayer:** Meeting was called to order at 9:04am by Paul KF. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper and agenda:** Meeting Secretary: Craig, Time-keeper: Stephen H

Agenda for meeting was screen shared by Paul KF.

*1. Call to order/opening prayer*

*2. Meeting Secretary, time-keeper and agenda*

*3. Minutes of the February 4, 2021 meeting*

*4. Committee name*

*5. Voting on draft approved positions*

*6. Review of draft position descriptions*

*Newcomer-Greeter Coordinator*

*Web Servant*

*Common Elements*

*7. Next Steps*

*Network directory and organization chart*

*7. Next meeting*

*8. Adjournment and closing prayer*

**Motion was made by Leslie L to accept the amended agenda as proposed. Second was Robert. Motion passed.**

**3. Minutes of the Feb 4, 2020 meeting:** The minutes from Feb 4, 2021 meeting were screen shared by Paul KF.

**Motion was made by Craig to accept the minutes as presented. Second was Robert. Motion passed.**

**4. Committee name:** Barbara asked that the name of this ad hoc group be changed to reflect the nature of this group. After final discussion, the committee decided to rename as Service Description Committee. **This motion was made by Kimberly and rescinded. Jim offered a name and rescinded. Kimberly, who started that motion, concurred with this renaming. Second was by Stephen H. Motion passed.**

**5. Voting on draft approved positions:** The following descriptions have been approved by the committee, and be presented in the order they were previously listed, and with the Common Elements being first: Communications Secretary, Group Conscience Secretary, Technical/Scheduling Secretary, Treasurer, Meeting Chair, Tech Host (one outstanding task). The following are still needing to be addressed: Newcomer Greeter, Common Elements, Web Servant, WSO Rep.

Robert brought up if the completed descriptions should be shared at the next business meeting(s) in groups or all at once. He suggested that these descriptions be presented in units as an effort to help the reader not be overwhelmed. Discussion ensued. It was suggested that the first unit be placed on the website for member perusal. The group agreed. Paul will coordinate with Wendy (Web Servant) to initially present the following positions: Treasurer, Tech Host Secretary, Group Conscience Secretary, Communications Secretary. Announcements would bemade at the meetings that these are available for viewing with a comment section.

**6. Review of draft position descriptions: Barbara made a motion to address (and complete) Common Elements before the next business meeting and that it be presented first when discussed at said business meeting. Discussion ensued. Second was made by Stephen. Vote was taken. The majority of participants voted yes. Robert voted no and led the minority discussion. After Robert completed, Kimberly changed her “yes” to a “no” vote. Revote was taken. The majority voted “yes” with the two “no” votes already mentioned. Motion Passed.**

Newcomer Greeter and Web Servant descriptions were tabled until the next meeting of this group.

**7. Next Steps:** This was tabled until the next meeting of this group.

**8. Next meeting:** The next meeting will be held on April 1 at 830am.

**9. Adjournment and closing prayer:** **Motion was made by Barbara to adjourn meeting. Second was made by Craig. Motion passed**. This was followed by the Serenity Prayer.