**ACA SMR**

**Group Care Committee Meeting**

April 15, 2021, 8:45am Meeting #18

Attendees: Paul KF, Wendy Montreal, Wendy F, KateW, Craig, Barbara, Leslie L, Austine, Jim R, Vivienne, Karola, Anita, Katt, Caitlyn, Adam K, Howard P, Kelly, Una, Chris (Madison), Jean, Jen R, 1510…194

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 850am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper and agenda:** Meeting Secretary: Craig, Time-keeper: Kate W\_

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 April 1, 2021 meeting*

*4. Review of comments on service position descriptions*

 *Common Elements*

 *Treasurer*

 *Communications Secretary*

 *GC Secretary*

 *Tech Scheduling Secretary*

*5. Next steps*

 *Review of other draft position descriptions, e.g., Tech Host, Newcomer-Greeter Coordinator, Web Servant, WSO Rep*

 *Network directory and organization chart*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

**Motion was made by Wendy (Montreal) to accept the agenda as proposed. Second was \_Leslie L? or Jim R?\_\_\_\_\_\_. Motion passed.**

**3. Minutes of the April 1, 2021 meeting:** The minutes from Apr 1 meeting were screen shared by Paul KF.

**Motion was made by Caitlyn to accept the minutes as presented. Second was Wendy. Motion passed.**

**4. Review of comments on the service position descriptions:**

 **Common Elements:** One comment was to remove the word “leader” and change it. Discussion from this meeting’s participants evolved. **Motion was made by Caitlyn to change leader to host. Wendy C was the second. Discussion ensued. Leslie offered a friendly amendment to change the leader to “guide”. Caitlyn declined friendly amendment. There was more discussion. Leslie changed her friendly amendment to use the words “room host”. Caitlyn accepted this friendly amendment. Vote occurred: Yes – 14; No – 0. Motion passed.**

 **Treasurer:** There were no comments.

 **Communications Secretary:** There was one comment to change the wording regarding which system would be utilized to “mail chimp **Motion was made by KateW to remove the second Duties/Responsibilities description bullet, “Develops and maintains methods for meeting participants to make contact with each other (e.g., co-travellers) and with the group (e.g., those willing to perform service)”, and replace it with “Uses MailChimp to maintain contact list and mailing lists, including list segments such as trusted servants.” Wendy C was the second. Participants engaged in brief discussion. Jim made a friendly amendment to change it from “mail chimp” to “mail chimp or similar email service”. KateW accepted the friendly amendment. There was no discussion. Vote occurred: Yes - 7, No – 0. Motion Passed.**

 **GC Secretary:** Calling “group-care meeting” comment (see document).

**Motion to extend meeting by 10 minutes by Barbara. Caitlyn was the second.**

**Barbara made motion to delete language around “group care meeting” from GC Secretary. Caitlyn was the second. Vote occurred: Yes – 8, No – 0. Motion carries.** GC Secretary position description will go to business meeting for approval.

Paul KF said one comment received by email suggested that one year is too long as the maximum term of service for a secretary. Discussion supported the language “as is” by Barbara, Wendy, Kate. Austine suggested 6 months. Jim said he was “open” to 6 months. The language in all instances mention “6 months”, i.e., 6 to 12 months. Language to be edited for consistency in all the secretary position descriptions to read “6 months, with an option to renew once for an additional 6 months” (i.e., a maximum of 12 months).

 Tech Scheduling Secretary: This description is still on table for comments and will be addressed in next Ad Hoc meeting.

**5. Next meeting:** The next meeting date/time brought up a discussion. **Motion to start next meeting at 9am by Caitlyn. Wendy was the second. Vote taken: Yes – 4, No – 1. Minority vote offered that a breakout room be used for after meeting fellowship or meet in evening as an option. Revote taken for 9am start time: Yes – 0, Motion fails.**

The next ad hoc business meeting is TBD.

**6. Adjournment and closing prayer:** **Motion was made by Barbara to adjourn meeting at 9:55am. Second was made by Jim. Motion passed**. This was followed by the Serenity Prayer.