Motions by Date from Ad Hoc Group Care Meetings

**2020 0727**

Agenda: modifications to morning script to ensure accurate information is being conveyed

**My motion is to remove offering the services mentioned in the script of the phone list and of greeters. Leslie, second….Barbara, third…motion passed**

**Barbara: offered addendum of temporarily taking these out with the verbiage of “We can get you in touch with a member”. Craig, second**

**Paul: All in favor? 9 of 15 raised hand in favor of**

Prior minutes were read and reviewed from Aug 4, 2020. Motion to accept at written: Leslie; Kate – 2nd. Kate asked that Co-committee section(s) be defined. This was brought into today’s agenda.

**Leslie made the motion to accept the Newcomer Announcement (and scope of role) as drafted. Robert gave 2nd and motion was passed unanimously.**

**Leslie motioned that Ad Hoc meetings be named as “Group Care” meetings. Wendy carried the 2nd. Passed unanimously.**

**Wendy motioned that Registration form be used as it appears on the Slack thread and that it starts to be utilized. Robert was the 2nd for this motion. Group passed this motion unanimously.**

**2020 0910**

Motion to accept Agenda as written by Robert F. Jack gave second. Motion was carried to accept agenda.

Motion made by Robert to accept minutes as written. Jim gave second. Motion was carried by all.

**Barbara motioned that there be two secretary positions: 1. Communications (emails, etc), 2. Tech/Scheduler. Discussion of Secretary Group Conscience developed. Barbara revised her motion to state that the secretary position be divided into three positions: 1. Secretary of Communications, 2. Secretary of Tech/Scheduler, and 3. Secretary of Group Conscious. Robert seconded the motion. It was carried unanimously**

**2020 0924** Impromptu on room openings

Discussion ensued regarding the technical aspect of Zoom, that the room moderator(s) needing time to organize the four rooms for that day’s meeting and, the idea of preferential treatment.. Also mentioned was the idea that time would be needed for those who are interested in attending a Self Care Meeting on this topic. By laws were read stating that one week would be needed for those attending, to organize their opinions in order to share them.

**Motion was made by Leslie L to hold a Self Care Meeting for this single topic on Friday, October 2 at 8:45am. Nine affirmed this motion, 6 were against and 4 abstained.**

**2020 0924**

Motion by Leslie L to accept agenda as written. Second by Robert F. Motion passed.

Motion to accept Sept 10 minutes as written was made by Robert F. Second by Jim R. Motion passed.

Paul screen shared the organizational chart created by Wendy in PopLit software. Nomenclature was discussed. Discussion also involved if ‘boxes’ and the hierarchical approach was accurate for this group. It was suggested that a ‘bubble’ be used in the center with off shoots from it. The center bubble would by the “group conscience” and the other positions would extrude from it. **Motion was made by Barbara to create priority list for these working drafts in the following order: Treasurer, Group Conscience Secretary, Communications Secretary, Tech/Scheduler Secretary. Robert was the second. Motion passed.**

**Motion was made by Sarah to table this discussion until all positions and descriptions are clarified. Barbara was the second. Motion passed.**

**2020 1002**

Motion was made by Leslie L to accept this as today’s agenda. Robert was the second. Motion passed.

**“Say what we mean” was brought up. Wendy made a motion to change the wording in all the scripts. Lisa J was the second. Discussion was brought up by James who read the SMR description on the WSO page. It reads “meeting room capacity is 100. The doors open 7:15am and close at 7:35am.” Barbara then reported what the ‘waiting room’ reads which states “the meeting opens at 7:15am and closes at 7:35am with a capacity of 100.**

**Motion was amended by Wendy to include the following script. “This room closes when one of the following happens: 100 participants or 7:35am; which ever comes first.”**

**Robert asked to amend this motion by adding “eastern time zone” Wendy was good with this addendum.**

**Vote was taken. 15 yes, 2 No and 5 Abstain.**

**Robert was one of the ‘no’ votes. He stated that we wait to decide if we increase capacity before making any script changes. The second “no” vote agreed. Motion carried. It was then discussed that the verbiage in the ‘waiting room’ and the verbiage in the WSO listing be consistent. Rhona volunteered to change the WSO wording and Barb volunteered to change the Waiting Room script. Wendy and Jim will write the changes in the script.**

**Motion was then made by Leslie L to start a committee to explore expanding Zoom licensure. Craig was the second. The vote was taken: 19 yes, 7 no and 4 abstain**

**Robert presented his discussion for one ‘no’. To change the language not to use the word “expand[ing]” and that this motion should go through the General Business Meeting.**

**Thomas presented the rationale for his ‘no’. He stated that the meeting needs to cultivate more leader/moderators.**

**Vote was retaken: 8 yes; 13 no. The motion did not pass.**

Motion for time extension of meeting by 10 minutes by Barbara. Robert was the second.

Discussion ensued that the Co Host could admit people to the meeting as well as the Tech Host.

**Motion made by Barbara to change script to read “opens “by” 7:15am instead of “at” 7:15am. Robert was the second. Vote was taken: 19 yes; 0 no; 0 abstain. Motion passed. Barbara volunteered to make the needed changes.**

**2020 1022**

Motion was made by Barbara to accept the agenda as written. Leslie L was the second. Motion passed.

Minutes of the October 15 meeting were not available for presentation. These minutes will be presented at next meeting. Group agreed to table presentation of prior meeting’s minutes.

Group Conscience Secretary – Paul KF screen shared this position’s draft. Key duties of this position were reviewed. Discussion involved the name of this position, key functions, length of time in office, etc. It was noted that all commonalities between the positions were put in separate document which was briefly screen shared by Paul KF to show what it looks like. It was not thoroughly examined as it will be discussed in full later in the meeting. Leslie L suggested that information regarding timely notification of a person vacating a position should offer. This may be two weeks to one month prior to the vacating. This may be included in the Common Elements Document.

**Motion was made by Sarah O to adopt this position’s description as written. Robert and Leslie L made the second. Motion passed.**

**2020 1029**

Motion was made by Robert to accept agenda as proposed. Second by Jim. Motion passed.

Motion was made by Jim R to accept Oct 15 minutes as presented. Craig was the second. Motion passed.

Motion was made by Robert to accept Oct 22 minutes as presented. Thomas was the second. Motion passed.

Tech/Scheduler Secretary: Paul KF screen shared this position description as currently written. Discussion was mainly on the wording/nomenclature and duties. The emphasis on the wording was to make items clearer while the clarification of the duties further defined this position’s responsibilities.

**Several changes were made to the document during the discussion which were discussed and approved (informally). Motion was made to accept this document as written by Barbara. Second was Jim. Motion passed unanimously.**

**2020 1112**

Motion was made to accept agenda by Robert. Second by Stephen H. Motion passed.

Motion was made to accept minutes by Barbara. Second by Stephen H. Motion passed.

No motions were heard during this session.

**2020 1119**

Motion was made by Carol to accept the agenda as presented. Stephen was the second. Motion Passed.

Motion was made by Stephen to accept minutes as presented. Carol was the second. Motion Passed.

**Motion was made by Sarah O to accept the Preamble and Guidelines of this document as revised. Jim was the second. Motion passed.**

Motion to extend the meeting by 10 minutes by Jim. Sarah was the second.

**The original proposed motion to change verbiage was rescinded and changed to “Motion to accept Guidelines, change wording from Qualifications to “Service Essentials” and the 4 proposed bullets under “Service Essentials” by Sarah O. Jim was the second. Motion Passed.**

Motion to extend meeting by 5 minutes by Barbara. Sarah was the second.

**Motion was made to accept the preamble and the guidelines as written by ……. Jim was the second. Barbara voiced that there is not that much left on the document to approve and suggested just accepting it as written.**

**Motion to approve document as written was made by Sarah. Stephen was the second. Motion passed.**

Motion was made by Craig to close the meeting. Pete was the second. Motion passed.

**2020 1203**

Motion was made by Stephen to accept the agenda as proposed. Second was Pete. Motion passed.

Motion was made by Stephen to accept the agenda as proposed. Second was Sarah O. Motion passed.

**Motion was made by Stephen to accept this priority list. Second was made by Sarah O. Motion Passed.**

Motion was made by Stephen to extend by 15 minutes. Second was made by Leslie.

Motion was made by Leslie to extend by 10 more minutes. Stephen was the second.

Motion was made by Stephen to close meeting. Carol was the second. Motion passed.

**2020 1217**

Motion was made by\_Craig\_to accept the agenda as proposed. Second was Carol. Motion passed.

Motion was made by\_Pete\_to accept the agenda as proposed. Second was Carol. Motion passed.

Motion to extend the meeting by 15 minutes was made by Barbara. Craig was the second.

**The Abbreviations section at the bottom of description was removed. The “Term” section was changed with the following: twice weekly was changed to once weekly; 4 – 6 months was changed to 2 – 6 months.**

**Motion to accept this description as written by Barbara. Second by Pete. All approved. Motion passed.**

**Motion to table presentation of “completed” descriptions for the business meeting on Dec 21, 2020 was made by Barbara. This is being done to correct the verbiage in all “committee approved” descriptions for uniformity (i.e., change the wording Best Practices to Helpful Qualities). Once uniformity is achieved they will be presented at the following business meeting for group approval. Pete was the second. All approved. Motion passed.**

Motion was made by Paul KF to adjourn meeting. Second was made by Pete. Motion passed.

**2021 0111**

Robert expressed concern that the descriptions have not been completed and nor presented at a business meeting. This was discussed at length. The group asked for the following changes to the agenda: prioritizing the descriptions to finish them so that they may be presented at the next business meeting. Discussion ensued on verbiage and placement on the agenda. The agenda was altered as a result. **Motion was made by\_Robert F\_to accept the alteration of agenda as discussed. Second was \_Leslie L\_. Motion passed.**

Motion to extend meeting by 10 minutes by Robert F. Second by Leslie.

**Motion was made by Craig to accept description as newly changed and recorded so they may be presented at the monthly business meeting. Diane was the second. Motion passed.**

**Motion was made by Diane to carry forth the verbiage changes from this position description to the other elected positions’ descriptions. Motion passed.**

Motion was made by \_Stephen H\_to adjourn meeting at 9:47am. Second was made by\_Diane\_. Motion passed.

**2021 0121**

Motion was made by Nancy P to accept the amended agenda as proposed. Second was Robert F. Motion passed.

Motion was made by Leslie L to accept the agenda with date change. Second was Robert F. Motion passed.

**Motion was made by Robert F that “the Group Conscience Secretary position shall include responsibility for script and slides”. Barbara was the second. Motion passed.**

**Motion was made to accept this verbiage as written by Diane. Brian eM was the second. Motion passed.**

**Robert made motion to accept meeting chair description as written. Barbara was the second. Motion passed.**

Motion was made by Brian eM to adjourn meeting. Second was made by Nancy. Motion passed.

**2021 0128**

Motion was made by Wendy to accept the agenda as proposed. Second was Diane. Motion passed.

Motion was made by Wendy to accept the agenda as proposed. Second was Diane. Motion passed.

Barbara made a motion to continue the meeting for 10 minutes. Robert was the second.

**Diane made motion to continue this discussion on Tuesday, Feb 2 at 8:45am. \_\_\_\_\_\_\_\_\_\_\_\_was the second. Motion passed.**

Motion was made by Barbara to adjourn meeting. Second was made by Diane and Robert. Motion passed.

**2021 0202**

Motion was made by Diane to accept the agenda as proposed. Second was Robert. Motion passed.

Motion was made by Diane to accept the minutes as proposed. Second was Harry. Motion passed.

**Motion was made by Christy to not allow chat amount participants in breakout rooms but allow participants to be able to chat with co-host [leader/moderators] in the room. This motion was amended by Robert and Diane which is reflected in the motion mentioned. Christy was the second.**

Discussion on this motion included offering phone numbers in the chat to new comers, etc. Christy withdrew her motion. Diane withdrew her part in the motion. **Motion was removed.**

**Motion was made by Barbara to identify areas of concern, prioritize these areas and seek solutions for these areas. Nolan was the second. Votes included 10 – yes; 2 – no; 6 abstained. Motion passed.**

Motion was made by Diane to adjourn meeting. Second was made by Christy. Motion passed.

**2021 0204**

Motion was made by Robert to accept the agenda as proposed. Second was Brian eM. Motion passed.

Motion was made by Robert to accept the agenda as proposed. Second was Brian eM. Motion passed.

**Barbara made a motion to accept the Tech Host position description as a draft as written. Diane was the second. Motions passed.**

Motion was made by Barbara to adjourn meeting. Second was made by Robert. Motion passed.

**2021 0209**

Motion was made by Robert to accept the amended agenda as proposed. Second was Diane. Motion passed.

Motion was made by Robert to accept the minutes as shown. Second was Carol. Motion passed.

**Motion was made by Nolan to create small committee to design inventory to learn what’s really going on in our group. This would be 10 – 15 questions. Second was by Jim R.**

**Discussion ensued for this motion.**

**Nolan’s motion was revisited and clarified which was to Create small committee to design inventory to learn what’s really going on in our group (as in concerns for the above topics). Jim was the Second. Discussion on this motion followed.**

**Vote was taken: 15 out of 24 voted yes. 3 out of 24 voted no. There were 4 abstentions. Motion passed.**

**Barbara suggested that the survey needs to be enacted before the solutions for these issues can be developed**

Motion was made by Craig to adjourn meeting at 956am. Second was made by Carol. Motion passed.

**2021 0218** Minutes not present at the creation of this record

**2021 0325**

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

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

**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.**

**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.**

Motion was made by Barbara to adjourn meeting. Second was made by Craig. Motion passed.

2021 0415

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

**Motion was made by Caitlyn to accept the minutes of 04.01.21 as presented. Second was Wendy. Motion passed.**

 **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.**

 **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.**

 **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.**

**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.**

2021 0429

**Motion was made by Leslie L to accept the amended agenda as proposed. This added WSO business meeting info. Second was Wendy C. Motion passed.**

**Motion was made by Caitlyn to accept the minutes of 4.15.21 as presented. Second was Wendy C. Motion passed.**

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

 **Tech Scheduling Secretary:** **Leslie L made a motion to separate the position into two positions: Tech Secretary and Scheduling Secretary with the feedback given to Kimberly to be given to the original drafter (Robert) so that the positons can be separated. Renee was the second. Much discussion ensued.**

At 9:27 Leslie mentioned that she had to leave, and asked Jim if he wanted to be the co-sponsor of her motion. Jim agreed. Jim took over the motion.

**Barbara made a friendly amendment to separate the Tech Scheduling Secretary into 2 positions: Tech Secretary and Scheduling Secretary and to continue this discussion when new draft is presented as the next ad hoc description meeting. There should also be a committee to do the separating. Jim accepted this friendly amendment. Caitlyn was the second. Vote was taken: yes – 7, no – 1. Robert was the “no” and when asked for minority opinion, he “already shared my views prior”. Motion passed.**