**ACA SMR**

**Positions Description Committee Meeting**

June 10, 2021, 8:45am Meeting #23

Attendees: Paul KF, Wendy (Montreal), Craig, Barbara, Patricia H, Vivienne C, Wendy F, Jean, Nona B, James K, Jaz, Anita, Arian, Deborah, Hannah, Tom, Leslie L, Argentina, Jim R

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 8:49am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secretary: Craig, Time-keeper: Wendy (Montreal)

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 June 3, 2021 meeting*

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

 *Tech Host*

 *New comer – Greeter*

 *Web Servant*

 *WSO Representative*

 *Tech Scheduling Secretary*

*5. Next steps*

 *Other possible positions:*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

**Motion was made by Craig to accept the agenda as proposed. Second was Wendy (Montreal). Motion passed.**

**3. Minutes of the June 3, 2021 meeting:** The minutes from June 3rd meeting were screen shared by Paul KF.

**Motion was made by Craig to accept the minutes as presented. Second was Wendy (Montreal). Motion passed.**

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

 **Tech Host:** Paul screen shared this description. Duties were discussed. Verbiage was continued to be discussed. Brevity was brought in with the deletion of duties which are contained in the “tech host training” document.

**Wendy (Montreal) made a motion that non highlighted material be deleted but saved for inclusion in the Tech Training document. Second was made by Jim R. Discussion ensued. Leslie L made friendly amendment to the motion of “Confirms that there are adequate room host/moderators”. Wendy (Montreal) did not accept the amendment as she feels it should go into the Tech Host Training document. Leslie L withdrew her amendment. More discussion ensued.**

**Motion to extend the meeting by 5 minutes by Leslie L. Jim was the second.**

**Discussion continued for the deletions. Vote was taken. Yes – 3, No – 0. Abstentions - 13. Motion carried.**

**Barbara made motion to add Meeting Chair Service Description to be covered next. Jim R was the second. Motion passed.**

**Motion to extend by 5 minutes by Jim R. Leslie L was the second.**

 **New Comer – Greeter:** Tabled for discussion in next meeting

 **Web Servant:** Tabled for discussion in next meeting

 **WSO Representative:** Tabled for discussion in next meeting

 **Tech Scheduling Secretary:** Tabled for discussion in next meeting

**5. Next steps:** Other possible positions that need a description (ie, room host)

**6. Next meeting:** Next meeting will be held on Thursday, June 17, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Wendy (Montreal) to adjourn meeting at 9:42am. Second was made by Jim R. Motion passed**. This was followed by the Serenity Prayer.